**Joint Schedule 2 (Variation Form)**

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

|  |  |  |
| --- | --- | --- |
| **Contract Details** | | |
| This variation is between: | **[delete** as applicable:CCS / Buyer**]** ("**CCS” “the Buyer"**)  And  **[insert** name of Supplier**]** (**"the Supplier"**) | |
| Contract name: | **[insert** name of contract to be changed] **(“the Contract”)** | |
| Contract reference number: | **[insert** contract reference number] | |
| **Details of Proposed Variation** | | |
| Variation initiated by: | **[delete** as applicable: CCS/Buyer/Supplier] | |
| Variation number: | **[insert** variation number] | |
| Date variation is raised: | **[insert** date] | |
| Proposed variation |  | |
| Reason for the variation: | **[insert** reason] | |
| An Impact Assessment shall be provided within: | **[insert** number] days | |
| **Impact of Variation** | | |
| Likely impact of the proposed variation: | **[Supplier to insert** assessment of impact] | |
| **Outcome of Variation** | | |
| Contract variation: | This Contract detailed above is varied as follows:   * **[CCS/Buyer to insert** original Clauses or Paragraphs to be varied and the changed clause] | |
| Financial variation: | Original Contract Value: | £ **[insert** amount] |
| Additional cost due to variation: | £ **[insert** amount] |
| New Contract value: | £ **[insert** amount] |

1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by **[delete** as applicable:CCS / Buyer**]**
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.
4. Annex 1 will be used in conjunction with this Variation, should any change involve further works identified under the contract.

Signed by an authorised signatory for and on behalf of the **[delete** as applicable:CCS / Buyer**]**

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| Name (in Capitals) |  |
| Address |  |
|  |  |

Signed by an authorised signatory to sign for and on behalf of the Supplier

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| Name (in Capitals) |  |
| Address |  |

# Annex 1 Tasking order form template

# The template below shall be used in conjunction with the Variation Procedure for any change or further works identified under the Adoption Partner requirement.

**TASKING ORDER FORM FOR CONTRACT: ENTERPRISE LICENCE AGREEMENT FOR BMC PRODUCTS AND SERVICES**

**TO: Atos IT Services UK Limited**

**Part 1: Buyer Requirement**

|  |  |
| --- | --- |
| **TASK ID**: **[insert** task ID number]  **DATE RAISED:** **[insert** date]  **PO NUMBER: [insert** PO number] | **TASK NAME: [insert** short task description]  **COMPLETION DATE:** by: **[insert** date] |
| **Statement of Work including Deliverables, Acceptance Criteria and Special Conditions for Delivery:**  **DESCRIPTION:**  **Background**  ***[insert*** *background for the requirement]*  **Outputs**  ***[insert*** *expected outputs of the change/additional works]*  **Assumptions, Dependencies and Exclusions**  ***[insert*** *any assumptions, dependencies or exclusion for the requirement]*  **OUT OF SCOPE:**  ***[insert*** *any items which are to be considered out of scope under the requirement]*  **OUTPUT DELIVERY DATE:**  Tasks detailed below to be complete by **[insert** date]  **ACCEPTANCE CRITERIA (all Outputs described below shall be viewed in the wider context of the information provided in this Part 1 – Buyer Requirement)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Serial** | **Output Description** | **Deliverable** | **Needed by** | **Acceptance Criteria** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   Note: Confirmation that the Serial has been delivered and the acceptance criteria has been met must be provided to the Buyer Commercial point of contact for this Tasking Order Form and prior to requesting for payment to be processed. Important Notes for Supplier: ***[insert*** *any further notes for the Supplier to which they must comply such as but not limited to budget restrictions, security clearances required, DEFCONs or additional terms etc.]* | |
| Part 2: Supplier Proposal **OVERVIEW OF SUPPLIER DELIVERY**  **PAYMENT PLAN:**  Supplier to propose a payment plan that allows for progress payments against the deliverables required to deliver this task and to be invoiced. The maximum price achievable for each Serial shall be subject to achievement of the Acceptance Criteria above. All payments shall be made on standard 30-day payment terms from date of invoice.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Serial | Output | Delivery Date | % | Maximum price £ (excl. VAT) subject to achieving Acceptance Criteria | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | 5 |  |  |  |  | | **MAXIMUM PRICE TOTAL (ex VAT)** | | | |  |   **Acceptance Criteria and Payment Plan:**  Payment is dependent on the delivery of the Serial’s as per Part 1 - Requirement and achievement of the acceptance criteria for each Serial.  Payment will be made in arrears following confirmation that the Outputs met the Acceptance Criteria (please also see Part 1 above). If the Serials are not accepted by the Buyer, the Buyer shall identify what rectification is needed by the Supplier for the Serial to be accepted.  If rectification is not possible a reduction in price should be agreed between the Parties and payment against the outputs will be deferred until such agreement has been reached.  **Travel & Subsistence (T&S)**  *[insert details of any estimated travel and subsistence charges if relevant and in line with the MoD terms].*   |  |  | | --- | --- | | **Description** | **Maximum £   (excl. VAT)** | |  |  |    **Assumptions and Dependencies** ***[insert*** *any assumptions or dependencies in relation to Part 2: Supplier Proposal]* | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part 3. Authorisation Note: The Supplier shall not proceed with the Tasking Order Form until a fully authorised Tasking Order Form has been received.   |  |  |  | | --- | --- | --- | | **BUYER REPRESENATIVE AUTHORISATION** | **NAME:** |  | | **SIGNATURE:** |  | | **TITLE:** |  | | **DATE:** |  |  |  |  |  | | --- | --- | --- | | **BUYER COMMERCIAL AUTHORISATION** | **NAME:** |  | | **SIGNATURE:** |  | | **TITLE:** |  | | **DATE:** |  |  |  |  |  | | --- | --- | --- | | **SUPPLIER ACCEPTANCE** | **NAME:** |  | | **SIGNATURE:** |  | | **TITLE:** |  | | **DATE:** |  | |