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| **Contract Management Guidance – Template #10CHANGE CONTROL FORM- Extensions – v. 5** |
| **Contract Name:** | Provision of legal services relating to Litigation Lawyers for the MoD for compensation claims in England and Wales excluding NFCI, RTAs, novel and contentious or sensitive claims | **Contract Ref. No.** | CCS Reference: SO17190MoD Contract Number: CCLL16AABVariation: 1 |
|   |
|  | **CLIENT CHANGE NOTICE (CCN)** |   |
|   |
| CCLL16AAB-1REDACTED – Senior Claims Officer (Policy)CCN Reference:Initiated by:Source of change::Date CCN Raised by relevant party:22nd February 2017Customer  |
|  |
| **STAGE 1 - CLIENT** |
| Summary of proposals/ requirements :      | The contract extension will be in line with the current Terms and Conditions of the Contract and based upon the initial pricing schedule apply but with the following amendments:1. Extension of original contract.
2. Further to the current contract expiry date of 30th April 2017 the Ministry of Defence wishes to take up the option of a one year extension to 30th April 2018 as per the Contract Letter of Appointment (point 3).
3. Increase in Contract value of £6,000,000 Ex VAT. This will amend the overall Contract value from £6,000,000 Ex VAT to £12,000,000 Ex VAT.
4. Defence Conditions (DEFCONS)
5. **Delete DEFCON 5J,** Edn. 03/15, Unique Identifiers

**Insert DEFCON 5J,** Edn. 18/11/16 Unique Identifiers1. **Delete DEFCON 129J,** Edn. 07/08 The Use of The Electronic Business Delivery Form

**Insert DEFCON 129J** Edn. 18/11/16 The Use of The Electronic Business Delivery Form1. **Delete DEFCON 522J,** Edn. 05/03 Payment under P2P
2. Defence Forms (DEFFORMS)
3. Delete **DEFFORM 30,** Edn. 04/15, The Electronic Transactions Agreement

 **All References to ‘P2P’ within your contract should be replaced with ‘the**  **Contracting, Purchasing and Finance’ (CP&F) electronic procurement tool’.**  |
| Proposed payment: | In line with the existing payment Terms and Conditions and the proposed uplift in Contract value to £12,000,000 Ex VAT. |
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| Required delivery date, with rationale: | In line with the Contract Terms and Conditions  |
|  |
|  28 March 2017REDACTEDMOD Senior Claims Officer (Policy)REDACTEDChange authorised to proceed to Stage 2 **(Customer organisation representative):** Signature Print Name & Position Date 28th March 2017REDACTEDSenior LeadREDACTEDChange authorised to proceed to Stage 2 **(CCS representative)** Signature Print Name & Position Date |
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| **STAGE 2 – SUPPLIER** |
| **Comments/ caveats on requested change:** |  |
|   |
| Anticipated period from CCN being authorised by client to start of related provision |
| Plexus Law Limited confirms that the costs identified above are the agreed figures that will be payable on CCN implementation |
|
| Signed (**Supplier Representative**): REDACTED  REDACTED - PartnerPrint Name & Position: 4th April 2017Date:  |
| **STAGE 3 – CLARIFICATIONS** |
| Clarification/ queries to to supplier regarding Date: their proposals:Supplier response Date: |
| **STAGE 4 - CUSTOMER CCN SIGN-OFF TO PROCEED TO IMPLEMENTATION** |
|  NoVariation Withdrawn  |
| By signing below, unless CCN is withdrawn, the Ministry of Defence agrees to pay Plexus Law Limited the costs detailed in Stage 1, by deadlines agreed with the supplier. |
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| 18 April 2017REDACTEDSenior Claims OfficerSigned (**Customer Representative**):REDACTEDDatePrint Name & Position Change authorised to proceed to implementation (**CCS)**:Signature13th April 2017REDACTED Senior LeadREDACTEDSignatureDate Print Name & Position  |
| **STAGE 5 - CCN COMPLETION SIGN-OFF** |
| I confirm that the provision required under the CCN commenced in accordance with the customer requirements and supplier proposals in this CCN. |
| Date works have been completed/ provision required under the CCN commenced:Date Signed by Customer:18 April 20171 May 2017REDACTEDSigned (**Customer representative**):REDACTEDSenior Claims Officer (Policy)Ministry of DefencePrint Name & Position  |