

## **The Schedule Part 10**

### **PROCEDURE FOR VARIATION TO THE AGREEMENT**

#### **10. PRINCIPLES**

Where the Trust or the Contractor during a) the implementation of the contract or, b) the Contract Period, see the need for change (which term includes modification) to system interfaces, inputs, outputs, loads, functionality, or to the way that the service is implemented, delivered, or performs, the Trust may at any time request and the Contractor may at any time recommend such changes and propose an amendment to the contract in accordance with the formal Change Control Procedure (CCP) as set out in Paragraph 10.1.

#### **10.1. PROCEDURES**

The Trust and the Contractor shall discuss changes proposed by either party and such discussion shall result in either:-

- (1) agreement not to proceed further, or
- (2) in a written request for a change by the Trust, or
- (3) a recommendation for a change by the Contractor.

Where a written request for a change is received from the Trust the Contractor shall, unless otherwise agreed, submit a Change Control Note (CCN) to the Trust within three weeks.

A recommendation for a change by the Contractor shall be submitted as a CCN direct to the Trust at the time of such recommendation.

Each CCN shall contain:-

- (1) the title of the change,
- (2) the originator and date of the request or recommendation for the change,
- (3) the reason for the change,
- (4) the full details of the change including any specifications and user facilities,
- (5) the price, if any, of the change,
- (6) a timetable for implementation together with any proposals for acceptance of the change,

- (7) a schedule of payments if appropriate,
- (8) the impact if any of the change on other aspects of the contract including but not limited to:-
  - the overall contractual timetable
  - the project implementation plan
  - the contract price/contract charges
  - the overall payment schedule
  - documentation lists
  - resources
  - serviceability and performance levels
  - system configuration
- (9) the date for expiry of validity of the CCN,
- (10) provision for signature by the Trust and the Contractor.

For each CCN submitted the Trust shall, within the period of validity of the CC:-

- (1) allocate a sequential number to the CCN,
- (2) evaluate the CCN and as appropriate either:-
  - request further information, or
  - approve the CC, or
  - notify the Contractor of the rejection of the CCN.
- (3) if approved, arrange for two copies of an approved CCN to be signed by or on behalf of the trust and the Contractor. The signing of the CCN will signify acceptance of a formal amendment to the contract by both the Trust and the Contractor.
- (4) Each change control procedure must follow the procedure as stated below:-
  - The PMS project manager to initiate the change. This must then be submitted to Financial Management for their approval to the source of finance followed by authorisation from the Chief Executive and Financial Director.