

## Appendix 6 - Contract Variation Form Template

| <b>Change Request Form</b>         |                 |
|------------------------------------|-----------------|
| Change Request No:                 | Supplier:       |
| Requested by:                      | Date received:  |
| Item (s) affected:                 | Issue affected: |
| Description of Change:             |                 |
| Reason for Change:                 |                 |
| Effect of not implementing change: |                 |
| Analysis results:                  |                 |
| Resource:                          | Time:           |
| Value change / Price modification: |                 |
| Implementation timescale:          |                 |
| Agreed action: Accept / Reject     |                 |
| Authorised by:                     |                 |
| Signed:.....(For SDC) Date.....    |                 |
| Signed:.....(Supplier) Date.....   |                 |
| Reason for Rejection:              |                 |

**One Legal and Policy & Governance Team have been consulted where the variation relates to an above threshold contract.**