

Appendix 4 - Contract Extension Form Template

This template should be completed to demonstrate how the proposal meets business need, is affordable, achievable, has explored the appropriate options and is likely to achieve value for money/improvements in service.

Proposer Name	Service Area

Title	Role

Contract Name and Ref	Service Provider	Value to Date

Contract Type (Goods, Services or Works)	Procurement Route	Contract Start Date

Extension Period and Value	Start Date	End Date

2. Proposal

Give a brief description of the proposal

This section captures, as clearly and succinctly as possible, what it is that's being proposed.

3. Business Need

Give a brief description of the business need that gives rise to this proposal

This section captures, as clearly and succinctly as possible, the need/gap/issue that gives rise to this proposal.

4. Options

Give a brief description of the options considered, their strengths and weaknesses, and highlight your recommended option (include the option of doing nothing)

- Option 1 – Do Nothing**

Strengths of option	Weaknesses of option

- Option 2 –**

Strengths of option	Weaknesses of option

• **Option 3 –**

Strengths of option	Weaknesses of option

5. Performance

Performance measured against Key Performance Indicators (KPI's). Customer and Client satisfaction.

This section captures, as clearly and succinctly as possible, the performance that gives rise to this proposal. Refer to any background papers which support this proposal.

6. Risks

What key risks are involved in implementing the proposal and how will they be managed?

Risk	How it will be managed

7. Lifetime Costs

What are the costs to implement and run this contract over extension period? Assume 5 years if no clearer duration is available.

Procured Value	Spend To Date	Year 1	Year 2	Year 3	Year 4	Year 5
TOTAL						

Authorising Officer (HOS/Director)		Comments	Date
Name:			
Signature:			
In Support of Extension	Yes/No		
Officer Delegation Scheme where applicable Please state relevant paragraph and page no. of the Constitution or Council / Committee Decision or Authorising Office			

Authorising Officer (HOS/Director)		Comments	Date
Name:			
Signature:			
In Support of Extension	Yes/No		