ANNEX A TO ATTACHMENT F

CONTRACT CHANGE PROPOSAL (CCP) (CORE)

(CONTRACT NUMBER: (INSERT CONTRACT NUMBER) )

Note: Contract Change Proposals which involve consideration may be executed in the form of an agreement rather than a deed and the CCP execution clause needs to be tailored accordingly.

For the purposes of the CCP, consideration may include a change in the contract price or the delivery of additional goods or services (even if at no cost to the Commonwealth).

A CCP shall identify any proposed variation to the payments required under the Contract, and identify separately the cost of preparation of the CCP in accordance with clause 11.1 of the COC.

If this CCP relates to changes of an administrative nature which have no impact upon the payments required under the Contract or on the Statement of Work, the Contractor may provide minimal details of the change. Responses are only required for headings denoted as mandatory.

This CCP is made on **[INSERT DATE]**

Between

THE COMMONWEALTH OF AUSTRALIA represented by the Department of Defence ABN 68 706 814 312 (‘**the Commonwealth’**)

and

**(INSERT CONTRACTOR…ACN/ARBN AND ABN IF APPLICABLE)** having its registered office at **(INSERT DETAILS)** (**‘the Contractor’**)

RECITALS:

1. The Commonwealth has entered into a contract **(INSERT CONTRACT NUMBER)** dated **(INSERT DATE)** (‘the Contract’) for the supply of **(INSERT BRIEF DESCRIPTION OF THE SERVICES)**.
2. The Contract provides that changes are to be dealt with by CCP.
3. The Commonwealth or the Contractor proposes a change to the Contract as set out in CCP.

AGREED TERMS:

**CCP Number (Mandatory):**

**Date Raised (Mandatory):**

**Validity period for CCP (Mandatory):**

**Originator (Mandatory):**

**Reference in Contract (Mandatory):** **(INSERT CLAUSE NUMBER)**

1. **Details of Proposed Change (Mandatory):**
   1. **Old Text:**
   2. **New Text:**
2. **Justification for Proposed Change (Mandatory):**
3. **Effect of Proposed Change (If applicable):**

Note: This should include a description of the effect of the change on the scope of work, including where appropriate: Quality, technical/functional specification, warranty, training, documentation, WBS and whether it is for S&Q Services.

* 1. **Payments Required under the Contract:**
     + 1. **Attachment B:**
       2. **Cost of Preparation of CCP:**
  2. **Delivery:**
     + 1. **Location:**
       2. **Date:**
  3. **Scope of Work:**

|  |
| --- |
| Option: For when the parties intend this CCP to take effect on a date other than the date of signature:   1. **Date of effect of this CCP:** |

1. **Warranty:** 
   1. In signing this CCP the Contractor warrants that the submitted cost of preparation of this CCP is true and correct.
2. **Approval:** 
   1. The CCP and its attachments are Approved. The Contract shall be changed on the date specified in this CCP or when this CCP has been properly executed by both parties.

SIGNED **(INSERT EITHER "AS AN AGREEMENT" OR "AND DELIVERED AS A DEED" AS APPROPRIATE)**

SIGNED for and on behalf of

THE COMMONWEALTH OF AUSTRALIA

By:

|  |  |  |
| --- | --- | --- |
| ……………………………………. | ……………………………………. | ……………………………………. |
| (signature) | (print name and position of authorised signatory) | (date) |
| In the presence of: |  |  |
| ……………………………………. | ……………………………………. | ……………………………………. |
| (signature of witness) | (print name of witness) | (date) |

Note for CCP Signature: Guidance on executing agreements, including some statutory requirements to ensure the execution is effective, are detailed in the ‘Executing Agreements Fact Sheet’, found on the Commercial Division intranet page at:

* <http://ibss/PublishedWebsite/LatestFinal/836F0CF2-84F0-43C2-8A34-6D34BD246B0D/Item/EBDAF9B0-2B07-45D4-BC51-67963BAA2394>

This guidance is developed for Commonwealth Personnel and should be used to assess the Contractor’s execution of the CCP. The Contractor should seek its own independent legal advice on its execution of the CCP.

SIGNED for and on behalf of

THE CONTRACTOR:

(**[INSERT APPROPRIATE CONTRACTOR'S EXECUTION CLAUSE]**)