

Contract Variation Request Form

Before initiating a contract variation ensure you have appropriate authority in line with the scheme of delegation / financial procedure rules. (Refer to 4.6.9 of the contract procedure rules).

- The purpose of this form is to capture the information about a contract that Legal Services and Commercial Services will require to assess whether the contract variation is permitted within the Public Contract Regulations 2015 and the council's contract procedure rules. You can also use the form to consult with the budget holder to determine if there is budget available for the proposal.
- It is used to apply for:
 - A contract extension when there is no provision to extend within the current contract terms and conditions of contract (as this is deemed a contract variation).
 - A contract variation which would result in a change to the original contract value of more than 10% for service and supply contracts / 15% for works contracts or change to the scope of the contract or change of supplier.
- The information captured within the form can then be used to obtain the necessary approvals and governance for the contract variation.

Change Variation Request Form	
Contract name and brief description of the services/works originally procured	Active Families, part of the Get Active COVID recovery scheme projects. Supporting families to become more active in Herefordshire providing 1:1 family support working in partnership with schools.
Business world contract register reference no	102105
Supplier name	Stride Active
Contract manager contact details	kristan.pritchard@herefordshire.gov.uk
Change initiated by (if different than above)	
Date of change request	16 October 2022
Contract term including any provisions to extend. e.g. 3 plus 1	12 months
Contract start date	5 th December 2022
Contract expiry date (initial term).	2 nd December 2023
Contract expiry date to include extension option. (If there's no provision for an extension, state 'not applicable')	Not applicable
Provide details of any previous extensions/ variations to include date of change, brief description and value (both original contract value and new aggregate contract value).	
Contract initial end date 31 August 2022, extension given to 2 December 2022 due to underspend and delivery time-scales, no change in contract value.	

Will the variation result in: (Tick all that apply)	
An extension of time	√
Increase in costs (spend)	√
Additional services which are the same or similar in nature	N/A
Change to the original scope i.e. new services which are not similar in nature, or are not included as part of original scope	
Please detail the original procurement route that was undertaken for the contract e.g. invitation to quote, open tender, PCR (Public Contract Regs 2015) process, framework agreement etc. and include a link to the original governance decision.	
A waiver completed and record of officer decision Issue details - *Amended* To work with key organisations across the county as part of the COVID recovery plan to facilitate a number of grant schemes and direct delivery to support the whole population to be active and experience new opportunities - Herefordshire Council	
Summary of proposed change (including cost breakdown)	
To continue with the Active Families programme for a further 12 months 5 December 2022 – 1 December 2023 at a cost of £20k in line with agreed outcomes.	
Assessment on total aggregate contract cost	
a) Aggregate contract value at time of contract award	£100,000.00
b) Actual contract spend to date (including any overspend)	£100,000.00
c) If other variations have been made to date please provide the net cumulative value of those variations	Nil
d) Value of requested variation	£20,000.00
e) Total value of any previous variations (where applicable) plus the value of the requested variation (C + D)	NA
f) % increase on the aggregate contract value. (E / A x 100)	20%
Justification for the change – please include the following:	
<ol style="list-style-type: none"> Reasons for change (i.e. has the change been brought about by unforeseen circumstances, would a change in supplier be difficult because of difficulties relating to interchangeability or integration with existing equipment, or would it cause additional or duplication of cost, is it as a result of additional grant funding that has been made available?) How are you able to evidence value for money through this variation? (Are you able to provide comparative costs, will a change in supplier incur more cost?) 	
Due the bespoke nature of Active Families there is an absence of competition in the current market. Stride Active support a county-wide physical activity offer for children and young people through schools on a county scale, we are not aware of any other local provider. Stride Active have the specialist skills, knowledge, experience and have established relationships with schools and will be able to provide continuity of delivery.	

<p>The programme is in its infancy, with the first few months used to develop and embed the programme within schools which has shortened the delivery period.</p> <p>A new provider, if identified would be expected to require an increase in contract value due to set up and possibly re-location, this would also delay current contract activity.</p> <p>A full evaluation of the programme is currently being undertaken with the initial review being positive.</p>	
<p>Would the additional requirements be better managed under a new contractual arrangement (particularly if the change is substantial or changes the overall nature of the contract)? If the answer is 'No', please explain your reasons.</p>	
<p>The nature of the contract will not change, the programme delivery will continue with agreed outcomes.</p>	
<p>Impact of proposed change on operations, budget, council's contract procedure rules and procurement legislation.</p>	
<p>Financial cost £20,000.00 from the Public Health ring-fenced grant.</p>	
<p>Detail the governance approval/ authorisation process for the variation – e.g. operational record of officer decision, non-key decision report or key decision report – speak to the governance team for advice. You may need to wait until you have had the comments from legal services and commercial services on the proposed variation before the governance team can advise on which route needs to be taken.</p>	
<p>Record of officer decision</p>	
<p>Send to Commercial Services, Legal Services and Budget Holder for comments /feedback</p>	
<p>Commercial Services assessment /comments</p>	
<p>This variation relates to additional grant spending against an existing agreement of £100k and additional £20k will equate to an increase of 20% which is acceptable within the council's contract procedure rules .</p>	
<p>Name Mark Cage</p>	<p>Date 12/10/22</p>
<p>Legal Services assessment / comments</p>	
<p>Given the bespoke nature of the services and on the basis that the variation results an increase in contract value of 20% which is permissible under the council's contract procedure rules Legal Services support the variation.</p>	
<p>Name Alice McAlpine</p>	<p>Date 12 October 2022</p>
<p>Budget holder assessment / comments</p>	
<p>Budget identified from PHRFG as agreed by Matt Pearce.</p>	

Name Kim Wratten	Date 12 October 2022
Once you have received comments, follow the appropriate governance route for approval and authorisation to proceed.	
When the variation has been approved follow the steps in Commercial and procurement - Contract variation process (herefordshire.gov.uk) to implement the variation.	