Contract Change Notice template

APPROVAL

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| --- | --- | --- | --- |
| Title | Contract Change Notice template | | |
| Issue Number | ​3 | Revision Number | ​6 |
| Author | TIA APC | Date | 31/10/2021 |
| Approved By |  | Date of Approval |  |

CHANGE LOG

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| --- | --- | --- | --- |
| Reason for change | Issue Nr | Revision Number | Date |
|  |  |  |  |

CHANGE RECORD

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| --- | --- | --- | --- | --- |
| Issue Number | ​3 | Revision Number | ​5 | |
| Reason for change | | Date | Pages | Paragraph(s) |
|  | |  |  |  |

DISTRIBUTION

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| Published on web |
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1. Introduction

A CCN is a contractual change to an existing ESA contract. The fact that it modifies the contract means that it must be structured, clear and define clearly the changes using language and style that is appropriate for a contract. The changes typically concerning the following aspects: the scope of deliverables or work packages, the contractual clauses, consortium composition or a termination of the contract. It is easy to write pages of explanation about the project and the story of why the change is needed but fail to clearly define the new, measurable outcomes.

1. How to use this document

Firstly, please check that the form on the next pages is the same as the one which has been included in your contract. The CCN form in your contract takes precedence.

Please copy the form on the next pages into a new word document and fill it in. The text included in the form is applicable for CCNs which add extra work elements for a 50% funded activity. Please use common sense and add or delete text if your case is different.

Blue text is help text and should be deleted once you have read and understood.

Orange text should be replaced with the correct values.

Remember to be brief. The CCN should be like an executive summary which provides all the elements in a concise format. Lengthy text should be provided as annexes and referenced in the CCN.

After the form comes an example CCN (without Annnex A). This gives you an idea of the style and brevity required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **DIRECTORATE: TIA** | | Contractor**:** Full name of prime contractor | | |
| Contract No.: 4000XXXXXX/YY/XX/XX  **Get this from the existing contact.** | | |
|
| **CONTRACT CHANGE NOTICE** | | | No.: X  This should be 1 if this is the first CCN to the contract and so on. | | DATE: |
| TITLE OF AREA AFFECTED (WORK PACKAGE/ETC):  Choose one of the following or add your own:  The following new work packages are added  The following work packages are modified  All future work packages are modified :  Articles XX.Y and XY.Z are modified as follows: | | | WP REF: **WP X, WP Y, WP Z.**  Replace with X,Y,Z with the work packages which will be affected by this CCN | | |
| INITIATOR OF CHANGE: Contractor | | |
| **DESCRIPTION OF CHANGE**  The contractor undertakes to add the following additional features: / or The contractor modifies the deliverables as follows:   1. Text which describes in a measurable manner the feature. 2. More text   Please also specify which customer will pilot the system and for how long it will be piloted.  Annex **A** (Document reference: **AAAA**) explains in more detail the CCN and includes the work package descriptions (PSS A 20), the financial PSS forms for prime and sub-contractor, letter of support from the customer and a letter of authorisation from the Country(ies)delegate(s). IMPORTANT: For a large CCN you may be asked to fill out a partial Full Proposal Template document. This can be a useful way to ensure that all the necessary information is captured.  The CCN#X project milestones are: Kick-Off meeting (T0), Factory Acceptance Test (T0+6) meeting and a Final Review(T0+9). The payment milestone(s) is/are: Final Review.  **CCN#**X **Deliverables:**  Hardware deliverables (if applicable)  8.1 Item to be delivered e.g. 20 satellite antennas. (the numbering should be linked to the work package number e.g. new WP 8)  8.2  Software Deliverables (if applicable)  Documentation:  Usually the standard set of documents from the original ITT management requirements. (For short CCNs you may propose a modified list) | | | | | |
| **REASON FOR CHANGE**  Please summarise in two or three sentences the reasoning which justifies the need for the CCN. If you have lots of pages of background information or letters of support from your customers, you should include them as annexes. | | | | | |
| **PRICE BREAKDOWN (Currency)/PRICE-LEVEL**   |  |  | | --- | --- | | **Total Cost of CCN** X | **€ XXXX.XXX (no decimals!)** | |  |  | | **ESA CCN** X **Price** | **€ YYY.YYY (no decimals!)** |   **Price Type :** Firm Fixed Price  Price beakdown:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Economic operator name | Vendor code | Country code  (ISO 2 letter Code) | Prime=P  Subco Indirect=SI  Subco Direct=SD | Price in Euro | | Full legal entity name of Contractor | 10000XXXXX | NN | P | XX,XXX | | Full legal entity name of subcontractor | 10000XXXXX | NN | SI | YY,YYY |   Milestone Payment Plan (MPP)  Original MPP The one included in the original contract plus any previous CCNs.   |  |  |  | | --- | --- | --- | | **Milestone Description** | **Schedule Date** | **Amount in Euro** | | MILESTONE 1 (MS1) – Upon successful BDR and acceptance of all related deliverables | June 2022 | 20,000\* | | MILESTONE 2 (MS2) – Upon successful FAT and acceptance of all related deliverables | November 2022 | 30,000\* | | MILESTONE 3 (MS3) – Upon successful FR and acceptance of all related deliverables | March 2023 | 20,000 |   (\*) Already paid   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Prime (P) or subcontract (SD) | Company Name | Vendor Code | Amount in EUR | Off-setting against | Off-set by (amount in EUR) | Condition for release of the Advance Payment | | P | My satcom comany | 10000XXXXX | 10,000\* | MS1 | 10,000 | After signature of the contract by both parties |   MPP following the implementation of CCN01   |  |  |  | | --- | --- | --- | | **Milestone Description** | **Schedule Date** | **Amount in Euro** | | MILESTONE 1 (MS1) – Upon successful BDR and acceptance of all related deliverables | June 2022 | 20,000\* | | MILESTONE 2 (MS2) – Upon successful FAT and acceptance of all related deliverables | November 2022 | 30,000\* | | MILESTONE 3 (MS3) – Upon successful FR and acceptance of all related deliverables | March 2023 | 20,000 | | MILESTONE 4 (CCN1 FAT)- CCN1 FAT Upon successful CCN1 FAT and acceptance of all related deliverables | June 2023 | 20,000 | | MILESTONE 5 (CCN 1 FR) - Upon successful CCN 1 FR and acceptance of all related deliverables | October 2023 | 30,000 |   (\*) Already paid   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Prime (P) or subcontract (SD) | Company Name | Vendor Code | Amount in EUR | Off-setting against | Off-set by (amount in EUR) | Condition for release of the Advance Payment | | P | My satcom comany | 10000XXXXX | 10,000\* | MS1 | 10,000 | After signature of the contract by both parties | | | | | | |
| **EFFECT ON OTHER CONTRACT PROVISIONS**  If no effect on other contract provisions**: N/A**  Should not normally be used. Please place all changes in the “Description of change” section. | | | | START OF WORK **DD/MM/YYYY** | |
| END OF WORK **DD/MM/YYYY** | |
| **CONTRACTOR’S Project manager:**  PLEASE SIGN HERE!  **DATE:** | | **CONTRACTOR’S CONTRACTS OFFICER:**  PLEASE SIGN HERE!  **DATE:** | | | |
| [DISPOSITION RECORD OR OTHER AGREED CONDITION RECORDED WITH THE CCN APPROVAL] | | | | | |
| **AGENCY’S TECHNICAL OFFICER:**  **DATE:** | | **AGENCY’S CONTRACTS OFFICER:**  **DATE:** | | | |

* 1. Annex A (Industry reference number AAAA)

Contains:

* Justification
* WP description(s)
* Signed PSS forms (PSS-A2 plus Exhibit A and B, where relevant, and PSS-A8) from all companies involved in the CCN
* Schedule with meeting milestones
* Evidence of the source of internal funding
* Letter of authorisation from the National Delegate(s) for the requested amount
* Letters of support from your customers

You must write Annex A. It’s not included here.

1. An example CCN form

It is difficult to give an example of completed CCN form since they are used for a range of contract changes. One of the most common is to add extra work packages in the case of successful projects which extend the project. The template below presents an example for illustrative purposes.

Note: Where the additional scope of work is very large then it may be more appropriate to use a Full Proposal Template.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **DIRECTORATE: TIA** | | Contractor: Speedy Satellite Services Ltd | | |
| Contract No.: **4000123456/16/NL/MS** | | |
|
| **CONTRACT CHANGE NOTICE** | | | No.: **1** | | DATE: **13 March 2017** |
| TITLE OF AREA AFFECTED (WORK PACKAGE/ETC):  The following new work packages are added  WP7, WP8, WP9 | | | WP REF: **7,8 & 9** | | |
| INITIATOR OF CHANGE: **Contractor** | | |
| **DESCRIPTION OF CHANGE**  The contractor undertakes to add the following additional features:   1. Interface the existing on-vessel server to the ECDIS (model superchart 2000) 2. On shore software to ingest, process and reliably deliver the chart updates. 3. Web based screens for the vessel owner to manage the process (ii) above. 4. An additional billing software module to clearly account for the bytes transferred and service charge on the customer’s existing bill   The new service will be piloted for four months during which monthly map updates will be sent to four vessels (named Big Ship, Medium Ship 1, Medium Ship 2 and Little Ship). After the pilot face to face interviews will be held with the navigation officer of each ship and also the head of IT from European Tankers B.V.  This CCN has a duration of 9 months (in order to meet the IMO deadline for ECDIS updates). The milestones are a Kick-Off meeting (T0, Tzero), Factory Acceptance Test meeting (T0+5months) and a Final Review (T0+9).  Annex A contains detailed work package descriptions.  **CCN 1 Deliverables:**  Hardware deliverables  8.1. On shore server upgrade: RAID 5 array of 10TB size needed to store the map data.  8.2. Interface kit (4 off) consisting of cable and serial bus converter to connect from on board server to Superchart 2000.  Software Deliverables  8.1 Service side software to ingest, process and manage delivery of ECDIS map updates  8.2 New web pages to allow the customer to manage the process including elegant and simple logos.  Documentation:  At To+1 an update to the business plan with the sales projections and balance sheet projections for three years.  At To+4 (one month before FAT) update SVD, Pilup, and SSA documents.  At FR an update to the full set of ARTES 20 deliverable documents listed in table 4 of the management requirements. | | | | | |
| **REASON FOR CHANGE**  The original project developed, tested and sold a system to deliver premium movies to merchant navy vessels at sea. The pilot customer of European Tankers BV who trialled the system on four of their vessels was so impressed by the service that at the end of the pilot they bought it for their whole fleet of twenty vessels. When the customer saw the reliability and efficiency of the satellite delivery service they identified the desire to have the electronic charts updated by the “boat-movie” service and state that they would be prepared to buy the service following a successful trial.  Predicted sales are : 20 units of this ECIDS update product after year one, 50 after year two and 150 three years from the end of this project. | | | | | |
| **PRICE BREAKDOWN (Currency)/PRICE-LEVEL**   |  |  | | --- | --- | | **Total Cost of CCN X (€)** | **€200,000** | |  |  | | **ESA CCN X Price (€)** | **€100,000** |   **Price Type :** Firm Fixed Price  Price beakdown:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Economic operator name | Entity code | Country code | Prime=P  Subco Indirect=SI | Price in Euro | | Speedy satellite services Ltd | 1000012345 | UK | P | 80,000 | | Marine install Ltd | 1000012346 | IE | SI | 20,000 |   Milestone Payment plan  Original MPP   |  |  |  | | --- | --- | --- | | **Milestone Description** | **Schedule Date** | **Amount in Euro** | | MILESTONE 1 (MS1) – Upon successful BDR and acceptance of all related deliverables | June 2016 | 100,000\* | | MILESTONE 2 (MS2) – Upon successful FAT and acceptance of all related deliverables | November 2016 | 200,000\* | | MILESTONE 3 (MS3) – Upon successful FR and acceptance of all related deliverables | January 2017 | 100,000 |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Prime (P) or subcontract (SD) | Company Name | Vendor Code | Amount in EUR | Off-setting against | Off-set by (amount in EUR) | Condition for release of the Advance Payment | | P | Speedy satellite services Ltd | 1000012345 | 50,000\* | MS1 | 50,000 | After signature of the contract by both parties |   (\*) Already paid  MPP following the implementation of CCN1   |  |  |  | | --- | --- | --- | | **Milestone Description** | **Schedule Date** | **Amount in Euro** | | MILESTONE 1 (MS1) – Upon successful BDR and acceptance of all related deliverables | June 2016 | 100,000\* | | MILESTONE 2 (MS2) – Upon successful FAT and acceptance of all related deliverables | November 2016 | 200,000\* | | MILESTONE 3 (MS3) – Upon successful FR and acceptance of all related deliverables | January 2017 | 100,000 | | MS 1 CCN 1 Final-  Upon successful completion of CCN 1 and acceptance of all related deliverables. | September 2017 | 100,000 |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Prime (P) or subcontract (SD) | Company Name | Vendor Code | Amount in EUR | Off-setting against | Off-set by (amount in EUR) | Condition for release of the Advance Payment | | P | Speedy satellite services Ltd | 1000012345 | 50,000\* | MS1 | 50,000 | After signature of the contract by both parties | | P | Speedy Boat services Ltd | 1000012345 | 10,000 | MS1 CCN1 | 10,000 | After signature of the CCN1 by both parties |   (\*) Already paid | | | | | |
| **EFFECT ON OTHER CONTRACT PROVISIONS**  None | | | | START OF WORK **1.04.2017** | |
| END OF WORK **1.9.2017** | |
| **CONTRACTOR’S Project manager:**  **DATE: 14/3/2017** | | **CONTRACTOR’S CONTRACTS OFFICER**  **DATE: 13/3/2017** | | | |
| [DISPOSITION RECORD OR OTHER AGREED CONDITION RECORDED WITH THE CCN APPROVAL] | | | | | |
| **AGENCY’S TECHNICAL OFFICER:**  **DATE:** | | **AGENCY’S CONTRACTS OFFICER:**  **DATE:** | | | |

* 1. Annex A (Document reference: AAAA) contains:
* Justification
* WP description(s) for WP7, WP8 and WP9
* Signed PSS-A2 with Exhibits A and B and PSS-A8 (with a breakdown for WP7, WP8 and WP9) forms for prime and sub
* Schedule with meeting milestones
* Evidence of the source of internal funding
* Letter of authorisation from the UK and IE National Delegate for the requested amount
* Letters of support from customers

You must write Annex A. It’s not included here. Please see EMITS> Reference Documentation /Administrative documents/PSS Forms, for the blank templates.