

Variation Request Form

Purpose: This document should be completed to justify a variation to your contract. This document will support the Delegate's decision making through the collation of relevant information aligned to the requirements from the Procurement & Contract Management Procedures, *Public Governance, Performance and Accountability Act 2013* (PGPA Act), Commonwealth Procurement Rules (CPRs) and related policies.

Item			
Contract number (§22)		Procurement number	
Supplier name & ABN			
Initial contract term			
Extension options on current contract	<i>Note: these should be listed on the original contract or work order. If you do not have extension options to extend on the current contract, please contact Strategic Sourcing for advice prior to seeking delegate consideration.</i>		
Original contract value (GST inclusive)			
New contract value under this extension/variation (GST inclusive)	<i>You should clearly outline the costs associated with the contract. This should include the current approved contract value, total spend, total cost associated with the variation/extension, and updated 'new' contract value if the extension /variation is approved.</i>		
Contract expenditure to date			
Brief comments about the supplier(s) performance to date			
Reason for proposed variation and /or extension	<i>This section should be comprehensively completed to provide sufficient detail to the financial Delegate in relation to the proposed variation and/or extension. Should explain why the variation is required.</i>		
Variation type*	<input type="checkbox"/> Complex <input type="checkbox"/> Simple		
Does the variation materially alter the original scope of work?	<input type="checkbox"/> No <input type="checkbox"/> Yes – advice from Strategic Sourcing or Legal is recommended to ensure compliance with the Commonwealth Procurement Rules (as a new procurement would typically be required).		
Items for inclusion in variation	<i>Outline the proposed changes to the agreement: variation to contract term, services, value etc.</i>		

Item	
Impact of not completing variation and extension	<i>This section should be completed to outline the impact to the AEC on not extending / varying the agreement.</i>
Have you attached an updated Risk Assessment and Contract Management Plan?	<div data-bbox="576 423 671 483"> <input type="checkbox"/> No <input type="checkbox"/> Yes </div> <div data-bbox="528 495 1406 528"><i>For complex procurements, where “no” has been selected please explain.</i></div>
Value for money assessment	<div data-bbox="528 577 1453 909"> <p><i>This section should be used to record your value for money assessment relating to the extension / variation.</i></p> <p><i>The AEC should not seek or allow a contract variation where it would amount to a significant change to the contract or significantly vary the scope of the contract if it could reasonably be determined that:</i></p> <ol style="list-style-type: none"> <i>a. other potential suppliers may have responded differently to the amended contract scope in the tendering process which may have produced a different value for money outcome, or</i> <i>b. the variation may compromise the original procurement’s value for money assessment.</i> </div> <div data-bbox="528 954 1453 1395"> <p><i>Minor contract variations may be allowed where these do not negatively affect the achievement of value for money in the contract. The need for a contract variation may arise due to:</i></p> <ul style="list-style-type: none"> <i>• unexpected events (including delays in delivery)</i> <i>• changes in technology</i> <i>• changes in legislation or policy</i> <i>• minor changes to AEC’s requirements</i> <i>• changes in key personnel</i> <i>• changes in delivery method or location</i> <i>• changes to milestone delivery dates</i> <i>• fluctuation in demand for the goods or services</i> <i>• other factors that affect contract delivery.</i> </div>

Item	
Consultation (where undertaken)	<input type="checkbox"/> Strategic Sourcing (approach to market advice, mandatory for over \$80k) <input type="checkbox"/> AEC Legal (e.g. non-standard contract terms, privacy, contingent liabilities) <input type="checkbox"/> Management Accounting (e.g. Budget availability, correct cost string)) <input type="checkbox"/> ICT Team <input type="checkbox"/> Cyber Security Team (e.g. ICT solution, outsourced service offering, or AEC data/information being sent and stored outside of the AEC network) <input type="checkbox"/> Other _____
Recommendations	<p>As the relevant financial Delegate it is recommended that you:</p> <ol style="list-style-type: none"> 1. Approve the proposal to vary/extend the (insert contract number) to include the (summarise the variation and/or extension); and 2. Agree with the value for money assessment completed.

* Simple variations may include a change in billing instructions or address or typographical errors. Complex variations may include changes in scope such as change in delivery schedule or the nature of deliverables (i.e. specifications). A variation to change contact personnel in a contract may be simple but a change of specified personnel may introduce more complex aspects to the variation.

*Note: This document should be attached to **s22** with the draft variation documentation (e.g. change order, deed of variation) for the financial Delegate's review.*