 

GovCMS Drupal Services Panel - Change Order Form (v.2.2)

This Change Proposal Agreement (including its attachments, if any) serves to vary the Contract executed on **[insert]**, in accordance with the terms set out below. Unless specifically stated in this Change Proposal Agreement, all terms and conditions of the Contract continue unaffected.

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| **Panel Administration and Instructions:** PGPA Entities:* Method of procurement: Open Tender under Panel Deed of Standing Offer (SON3816897)[[1]](#footnote-1).
* Contracts valued at greater than $10,000 must be reported on AusTender within 42 days. Please include the DSP Identification # (Item 6) as the Agency Reference ID.

All draft Contracts and Change Orders must be sent to GovCMS@finance.gov.au for review and approval prior to the Contract being signed or executed by either Party. Contract Commencement Report: Within 7 days of entering into a Contract with an Agency, the Contractor must provide a copy of the executed Contract/Change Order to Finance.Until approved by Finance **this is** **not a valid change order.** |
| **Finance Use Only:** |
| **Approved by:** |  |
| **Date:** |  |

Details of Change Order

|  |  |
| --- | --- |
| **GovCMS Drupal Services Contract Identifier** | *GOVCMS21DSPXXXX* |
| **Change Order number** |  |
| **Date proposed** |  |
| **Name of party instigating the change** |  |
| **Implementation date of change** |  |
| **Details of change proposal** |  |
| **Clauses affected by the proposal are as follows:** |  |

New Charges payable to the Contractor or Agency affected by this change proposal

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| --- | --- | --- | --- | --- |
| **Item as per vendor’s Category 1 or Category 2 from the Drupal Services Panel “Products and Services Guide”** | **Quantity (hours/days)** | **Unit Cost as per Products and Services Guide** | **Total Cost** | **Cost to Agency inc any discount** |
| *(Drafting notes: the table must be used in the format presented; Contractor’s permitted Deliverables and Categories of Deliverables and Services and Pricing for the Deliverables are specified in the GovCMS Drupal Services Pricebook (Module 1 Attachment 2 Part B of the Head Agreement)* |
| *(e.g. Drupal theme builder)* | *(20 days)* | *($800/day)* | *($16,000)* | *($12,000)* |
|  |  |  |  |  |
|  |  |  |  |  |
| ***Sub-total Cost of Services*** *(ex-GST and excluding 6% Central Admin Panel Fee)* |  |
| *Is the 6% Central Admin Panel Fee being passed on to the Agency?**(****Refer clause 23, Module 1 of the Head Agreement*** *The Fee must be included in the Contract and applies where the Contractor, in addition to the cost of services recovers the Panel Fee directly from the Agency. Finance will charge the Contractor the Panel Fee for all Contracts. The Contractor may choose to absorb or pass on the Panel Fee to the Agency)* | Yes / No |
| *If Yes, 6% GovCMS Central Admin Panel Fee (ex-GST)* |  |
| ***Total Cost of Services (ex-GST) and applicable Panel Fee*** |  |
| ***Total Contract Value (inc-GST 10% and applicable Panel Fee)*** |  |

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| --- | --- |
| **Plan for implementing the change** |  |
| **The responsibilities of the parties for implementing the change** |  |
| **The new date for the acceptance testing of the system** |  |
| **Effect of change on performance** |  |
| **Effect on documentation** |  |
| **Effect on training** |  |
| **Effect on the users of the system** |  |
| **Any other matters which the parties consider are important** |  |

**EXECUTED AS AN AGREEMENT**

**AGENCY**

|  |  |  |
| --- | --- | --- |
| **Executed as an agreement** for and on behalf **[Agency] ABN [INSERT ABN of Agency]** by its duly authorised delegate in the presence of: | ))))))) |  |
| Signature of witness |  | Signature of delegate |
| Name of witness |  | Name of delegate |
| Date |  | Date |

*Contractor to sign relevant agreement as either Director, Power of Attorney, or Authorised Representative*

**CONTRACTOR (If a Director)**

|  |  |  |
| --- | --- | --- |
| **Executed as an agreement** by the **[*INSERT Contractor’s* *name*]** (ABN [**INSERT ABN of Contractor**]) in accordance with section 127 of the *Corporations Act 2001* (Cth): | ))))))) |  |
| Signature of Director |  | Signature of Director/Company Secretary |
| Name of Director |  | Name of Director/Company Secretary |
| Date |  | Date |

*\*Finance will accept e-signatures by Company officers which comprise an image of their normal signature, name, position/title, date and time stamp, created using Adobe Sign, DocuSign or other agreed platform.*

**OR**

**CONTRACTOR (Power of Attorney)**

|  |  |  |
| --- | --- | --- |
| **Executed as an agreement** for and on behalf of [**INSERT NAME of Contractor**] (ABN [**INSERT ABN of Contractor**]) under power of attorney dated [**INSERT date of power of attorney**]: | ))))))) | In the presence of: |
| Signature of Attorney |  | Signature Witness |
| Name of Attorney |  | Name of Witness |
| Date |  | Date |

**Note:** A copy of the power of attorney pursuant to which this Change Proposal Agreement will be executed will need to be provided to Finance.

**OR**

**CONTRACTOR (Authorised Representative)**

|  |  |  |
| --- | --- | --- |
| **Executed as an agreement** for and on behalf of [**INSERT NAME of Contractor**] (ABN [**INSERT ABN of Contractor**]) by its duly authorised representative: | ))))))) | In the presence of: |
| Signature of Authorised Representative |  | Signature Witness |
| Name and Position of Authorised Representative |  | Name of Witness |
| Date |  | Date |

1. Commonwealth entities in undertaking procurements with a value above $10,000 must be reported on AusTender within 42 days from the date the contract is fully executed. This includes contracts and contract variations. [↑](#footnote-ref-1)