 

GovCMS Drupal Services Panel - Change Order Form (v.2.3)

This Change Proposal Agreement (including its attachments, if any) serves to vary the Contract executed on **<INSERT DATE>**, 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:** Entities subject to the Commonwealth Procurement Rules:* Contracts valued at greater than $10,000 must be reported on AusTender within 42 days.
* Method of procurement: Open Tender under Panel Deed of Standing Offer (SON3816897)[[1]](#footnote-1).

All draft contracts and changes being proposed (change orders) **must** be sent to Finance via email to govcms@finance.gov.au for review and confirmation that each contract is formed in accordance with the Head Agreement and are suitable for execution. 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. |
| **Finance Use Only:** |
| **Reviewed by GovCMS team member:** |  |
| **Date:** |  |

Details of Change Order

|  |  |
| --- | --- |
| **Agency** |  |
| **Contractor** |  |
| **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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| --- | --- | --- | --- | --- |
| **Service Items(as per Panel Supplier’s Category 1, Category 2 or Category 3 services from the Drupal Services Panel Products and Services Guide)** | **Quantity (hours/days, or fixed price)** | **Unit Cost (as per Products and Services Guide)** | **Total Cost** | **Cost to Agency(including any discount)** |
| *(Drafting notes for agency: 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*** *(excluding GST and excluding 6% Central Admin Panel Fee)* | **= (Total above items ^^)** |
| ***Add GovCMS Central Admin Panel Fee (CAF)*** *= 6% of cost of services excluding GST.* | **<= sub total cost of services \* 1.6>** |
| *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** |
| ***Total Cost of Services (including CAF 6% and excluding GST)***  | **<total cost of services + 6%>** |
| ***Total Contract Value (including CAF 6% and GST 10%)*** | **<=Total cost of services + 6% + 10% GST>** |

|  |  |
| --- | --- |
| **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. Non-Corporate 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)