**User Guidance**

This template letter is for use in managing standard form Infrastructure Advisory Services Contracts (short and long form) and forms part of the **Infrastructure Advisory Contract Framework** which is recommended for use byNSW Government buyers of Infrastructure Advisory Services.

The standard form templates are available here: <https://info.buy.nsw.gov.au/resources/infrastructure-advisory-services>

**Preparing the letter**

Insert the sample letter text on the following page onto the Principal’s letterhead.

Instructions are provided throughout the template and highlighted in yellow. Complete all instructions and then delete all highlighting.

**Issuing this letter**

A person who holds the appropriate delegated authority from the Principal must approve the issuing of this notice.

Ensure that this notice is served promptly on the Service Provider, at its current registered business address set out in the Key Contract Terms (or if an updated address has subsequently been notified by the Service Provider, to that updated address).

The notice should be delivered by hand or by email. Obtain evidence of the time and date of receipt. Normal postal services should not be relied upon for this notice.

# Variation Proposal Request

## Sample text for notice to be inserted on Principal’s letterhead

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| --- |
| insert date The Service Provider:insert Service Provider’s name insert Service Provider‘s ABNinsert Service Provider‘s addressAttention: insert name of Service Provider’s Authorised Person**Variation Proposal Request**Dear [insert] **insert Contract nameContract No. insert Contract No.**This is a Variation Proposal Request under clause [insert 7.2(a) if Short Form contract or 8.1(a) if Long Form contract] of the [insert Contract name] dated [insert date of contract] between [insert Principal’s name] and [insert Service Provider name] (the **Contract**). All expressions used in this letter which appear in the Contract have the same meaning as given to them in the Contract. The Principal is giving consideration to the following proposed Variation: * [insert sufficient details of the proposed Variation].

Please provide a written Variation Proposal in response to this Variation Proposal Request within 10 [or insert other appropriate timeframe] Business Days which sets out the: 1. adjustment (if any) to the Upper Limiting Fee (if applicable) and the Fee to carry out the proposed Variation;
2. particulars of the plant, labour, materials and goods to be used or not used as a result of the proposed Variation; and
3. effect (if any) the proposed Variation will have on the timing for the provision of the Services, including on the Date for Completion.

For the avoidance of doubt, this letter is not a Variation Order. Yours sincerely,» insert the name of the Principal’s Authorised PersonPrincipal’s Authorised Person |