



CONTRACT VARIATION PROCESS

WHAT IS A CONTRACT VARIATION?

A contract variation refers to any formal change made to the terms of an existing contract after it has been executed.

Contracts can be varied for several reasons. This can include, but is not limited to:

- *Contract extensions* – adjusting the contract end date to allow the contract to continue beyond its original term.
- *Scopes changes* – adjusting the pricing structure, deliverables or other requirements.
- *Contract novations* - novation is a legal term that describes the process by which the rights and obligations of a party to a contract are transferred to another party. This can also include, but is not limited to:
 - A complete change of party
 - A change of name of a party involved
 - A change of ownership of an organisation within the parent organisation

Any variations made must be agreed upon by all parties involved and documented properly.

PROCESS TO BE FOLLOWED WHEN A CONTRACT VARIATION IS REQUIRED:

1. **Determine the contracts Risk- Cost Impact classification** – complete the Procurement Team's enquiry form and choose the 'Strategic Procurement' option.

The Strategic Procurement Team will review the contract and decide if it is classified as 'routine', 'bottleneck', 'leverage' or 'strategic'.

If the contract is classified as 'bottleneck', 'leverage' or 'strategic', the Procurement Team will complete the variation.

If the contract is classified as 'routine' the School/Professional Service (PS) contract lead will need to complete the below steps:

2. **Check the Contract Terms** - confirm the contract allows for the requested variation.
3. **Confirm agreement** - The school/professional service lead must agree that they want the contract to be varied.
4. **For Contract Novations:**

- The supplier will need to advise of the novation in writing on official company letter head or similar.
- Due diligence checks into the new party need to be completed. This will require the completion of a Credit Safe check.

Contact the Finance Service Desk (financeservicedesk@sussex.ac.uk) if you require access to the Credit Safe checker.

5. Complete the ‘Contract Variation Approval’ form – this form will have been sent to you by the Strategic Procurement lead. This needs to be signed by all the individuals required to authorise the variation. These are the:

1. Variation requester.
2. School/Professional Service Lead
3. Finance Business Partner (except for contract novations)
4. Head of Strategic Procurement (for contracts that are £100,000 inc VAT or above (£500,000 inc VAT or above for works contracts or Senior Procurement Consultant Approval (for contracts below £100,000 (£500,000 inc VAT for works contracts)
5. Budget Holder

6. Signature - once the variation approval process has been finalised, the variation must be drafted and signed.

For contracts **below £50,000** that are on the **University’s standard Term’s & Condition’s**, the Variation will need to be signed by an **Authorised Signatory** (see Appendix 2).

This will need to be arranged by the **School/Professional Service (PS) contract lead**.

Signatures can be obtained via one of the following methods:

- Wet signature
- [BOX Signature](#)
- [Adobe Sign](#)

A contract variation template can be found in the ‘templates’ section on the [Contract Management Team’s Intranet page](#).

- For contracts **below £50,000** that are on the **Suppliers Term’s & Condition’s**, the Variation will need to be signed by an **Authorised Signatory** (see Appendix 2).

The signing of Suppliers T’s & C’s will need to be arranged by the **Strategic Procurement Team**.

Please contact the SP lead who provided you with the Risk- Cost Impact classification and forms in the initial stages of this process for support with getting the documents signed.

- For contracts **£50,000 or above**, the **Strategic Procurement Team** will obtain the necessary signatures.

Please contact the SP lead who provided you with the Risk- Cost Impact classification and forms in the initial stages of this process for support with getting the documents signed.

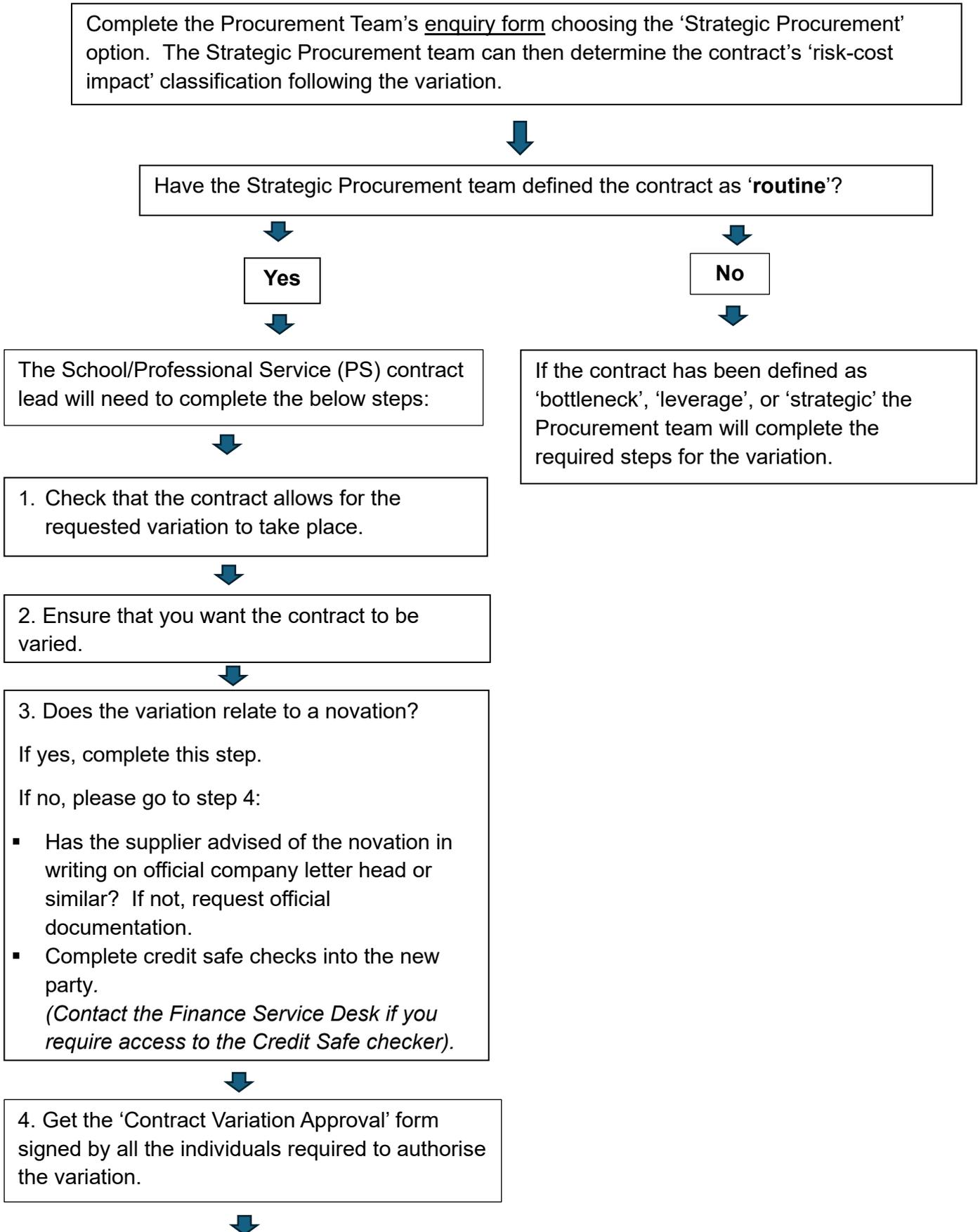
- 7. Record keeping** - written documentation regarding the agreed signed variation and the completed 'Contract Variation Approval Form', need to be stored within the contract record on Proactis.

NB If the contract is being novated, the new supplier will need to be set up on the system. Information on how to do this is available [here](#).

For more information on the variation process, please contact contracts@sussex.ac.uk.

Version	Date	Amendment	Author
1.0	December 2025	Creation	Jane Cossutta
1.1	February 2026	Logo changes and updates to Appendix 2	Jane Cossutta

Process flow chart:



5. Once you have all the required approvals, draft the variation and arrange for it be signed.



5a. Is the contract below £50,000 and on University's standard Term's & Condition's?



Yes



5b. The Variation will need to be signed by an Authorised Signatory (see Appendix 2).

This will need to be arranged by the School/Professional Service (PS) contract lead.

A template variation document can be found in the 'templates' section on the [Contract Management Team's Intranet page](#).



No



5c. Is the Contract below £50,000 and on the Supplier's Term's and Condition's?



Yes



5d. The Variation will need to be signed by an Authorised Signatory (see Appendix 2).

The signing of Suppliers T's&C's will need to be arranged by the Strategic Procurement Team.

Please contact the SP lead who provided you with the Risk- Cost Impact classification and forms in the initial stages of this process for support with getting the documents signed.



No



5e. For contracts £50,000 or above, Strategic Procurement will obtain the necessary signatures.

Please contact the SP lead who provided you with the Risk- Cost Impact classification and forms in the initial stages of this process for support with getting the documents signed.

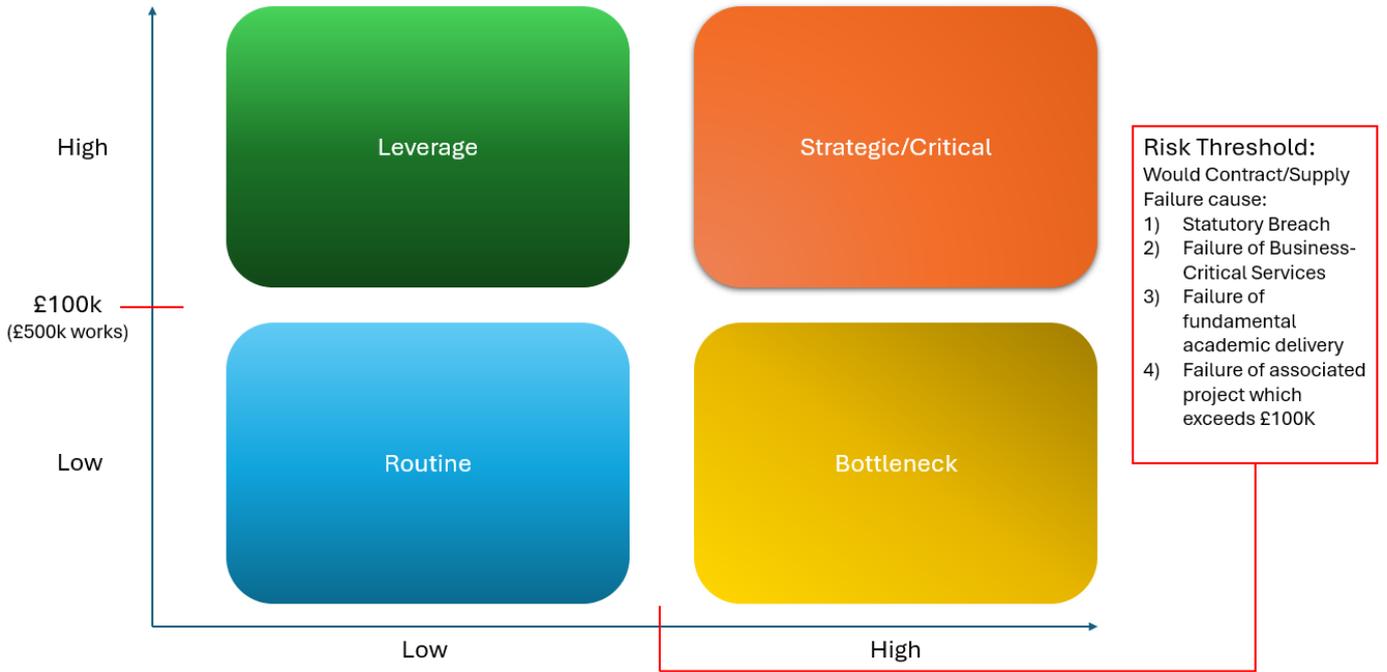


6. Once the documentation has been signed. Email the Contract Management Team (contracts@sussex.ac.uk) the signed variation and the Contract Variation Approval form and they will upload it onto the Proactis contract record.

NB If the contract is being novated, the new supplier will need to be set up on the system. This set up will need to happen before the documents are sent to the Contract Management Team. Information on how to do this is available [here](#).

APPENDIX 1:

Risk-Cost Impact Matrix



APPENDIX 2:

Authorised Signatories

- Executive Deans
- Executive Director of Communications, Engagement and Advancement
- Director of Estates
- Facilities and Commercial Services
- Director of University Operations and Strategic Planning
- Director of Student Experience
- Chief Digital Technology Officer
- Director of General Counsel, Governance and Compliance
- Executive Director of Human Resources
- Director of Research and Innovation Services
- University Librarian
- Chief Finance Officer