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| CCS_2935_SML_AW | HO Logo |
| **QAT Operational Acceptance Testing (OAT) & Disaster Recovery (DR) Service – Lot 6**  Example Work Package of requirements | |

This is an example and illustrative work package requirement only. It is provided for the sole purpose of supporting the letting of the QAT Agreement. The requirement is only representative of the type of work package that may be required – this work package will not be commissioned or delivered.

As part of the commercial bidding process, suppliers are invited to respond to this example work package in order to help inform the evaluation process and their ability to meet the requirements with value for money solutions and services.

The response to this work package will be reviewed along with the full bid response against the published evaluation criteria. There will be a single assessment and score given against each criteria based on the combined evidence i.e. the response to this work package will not be assessed or scored in isolation.

**Suppliers should not raise clarification requests against this work package requirement as part of the formal procurement process. As part of the response to the work package suppliers can include the types of questions or clarifications they would raise if this was to be a ‘live’ requirement**.

Quality Assurance and Testing for IT Systems -

Operational Acceptance Testing (OAT) & Disaster Recovery (DR) Service

Example Work Package Definition

# Overview

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| Project Name | Project C |
| Work Package Publication date | 03/10/2016 |
| Closing Date for Supplier Proposals | 21/10/2016 |
| Quality Assurance, currently provide a testing service within the Home Office and across other government departments. This work package covers the provision of a full Operational Acceptance Testing Management service to the projects covering delivery and reporting including:   * OAT Test Design and Execution * End to End OAT Testing of the integrated solutions * Disaster Recovery and Business Continuity Testing | |

# Background

## This work package is for OAT for Project C as part of a wider program that will deliver a single platform from which to manage a range of cross-cutting responsibilities for integrating existing and new services. This work package is to cover OAT and will include

* Test Management
* Test Planning
* Test Execution
* Testing Reporting

# Statement of Requirement

## The scope of this requirement is to provide the testing services set out below

* Operational Procedure Testing
* Install and Rollback including Automated and Self Service Tooling
* Resilience and Failover
* Alerting and Monitoring
* Disaster Recovery, IT Continuity and Business Continuity
* Backup and Restore
* Auditing and Reporting
* Archiving and Purging
* Start up and Shutdown
* Incident and Problem Management Processes

## Suppliers will have proven delivery ability across all aspects of Operational Acceptance Testing and demonstrable experience of Operational Acceptance Test Management

## Personnel deployed will have Networking, Infrastructure and Operating System level understanding of Secure Government Platform including Cloud Based Infrastructure

# Deliverables

## The following deliverables will be expected at planning and preparation phase:

* Resource Model and Project Plan
* Test Plan
* Risk Based Test Assessment
* Test Scenarios
* Test Scripts

## The following reporting will be required:

* Daily Progress Report
* Weekly Progress Report
* Test Assurance Report (Supplier OAT Testing)
* End of Test Cycle Report including
  + Defect Report
  + Test Execution Status
* End of Test Report
  + Defect Report
  + Test Execution Status
* Test Traceability to Non-Functional Requirements

## In addition to the test reporting outlined in earlier sections, a weekly progress report and progress meeting with the QA and Test Manager will be required.

# LOGISTICS

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| Working arrangements | All resources will be required to work onsite at Home Office locations primarily in central London and Croydon. There will be a requirement to travel to supplier sites. |
| Security Clearance Requirements | A minimum of SC and where required an additional Non Police Personnel Vetting Level 3 (NPPV3) check. |
| Start Date | 1 November 2016 |
| Expected completion date | 31 March 2017 |

# EVALUATION CRITERIA

## The purpose of this example work package is to help inform the assessment of the full tender response. Evidence from your response to this work package will be considered alongside the responses provided against the tender (using the evaluation criteria sections as below). The quality and relevance of any clarification questions contained within the work package response will also be considered as evidence:

* 2 - Resources & Capability (People, Technology, Knowledge)
* 3 – Service Development
* 4 – Responsiveness
* 5 – Value

# ANNEX ROLE DESCRIPTIONS AND BANDINGS

## The attached covers the roles that are expected to be required across all Lots to be let on the Agreement.



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