

## Variation to G-Cloud 12 Call-Off (RM1557.12)

Call-Off Contract reference - 00858972

Call-Off Contract title - Construction Crew\_Part C

Between The Cabinet Office ("the Buyer")

And Covoxa Limited ("the Supplier")

1. This Call Off Contract is varied as described below and shall take effect on the date signed by both Parties.
2. Words and expressions in this Variation shall have the same meanings given to them in this Call Off Contract
3. This Call Off Contract shall remain effective and unaltered except as amended by this Variation

### Amendments to the Call-Off Agreement

1. The following detail shall be deleted:

Call-Off Contract Value	£996,000.00 ex VAT
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The following detail shall be inserted:

Call-Off Contract Value	£916,000.00 ex VAT
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2. The following detail shall be deleted:

<b>Call-Off Contract charges</b>	The breakdown of the Charges is dependent on the deliverable set and the resource(s) used, charged at a daily rate across the period of engagement and not exceeding the total Contract Value.
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The following detail shall be inserted:

<b>Call-Off Contract charges</b>	The breakdown of the Charges is dependent on the deliverable set and the resource(s) used, charged at a daily rate across the period of engagement and not exceeding the total Contract Value. All Services described in Schedule 1 are to be delivered at a total cost not to exceed the Call-Off Contract Value
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3. **Schedule 1: Services** the following Deliverable Sets shall be deleted in their entirety:

- 7. Deliverable set 7
- 8. Deliverable set 8
- 9. Deliverable set 9
- 10. Deliverable set 10
- 11. Deliverable set 11
- 12. Deliverable set 12
- 13 Deliverable set 13

4. In **Schedule 1: Services** the following Deliverable Sets shall be inserted:

**7. Deliverable Set 7:**

**a. Required Outputs:**

- i. Complete independent external analysis of the ERP Finance and HR functional requirements for the matrix portfolio departments, especially CO/BEIS/DIT where detailed requirements are enhanced with process tags to align with ERP GFF global design processes. Assess the level of convergence.
- ii. Cross Matrix departments' ERP HR and Finance process alignment is required. The cluster departments need these individual processes to be externally analysed and identified. Then develop and rebuild with key alignment metrics highlighted within the processes to be used in alignment questionnaires for CO in preparation for cross-matrix department Cluster alignment workshops.
- iii. Develop and build cross functional processes, with data provided, within the functional analysis and design areas of ERP workforce, expenses, payroll and financial planning. This isolated piece of work will produce a data case for cross functional knowledge to the ERP HR workstream Leads. Assure the output reports generated to ensure they fairly reflect the CO priorities and position, which will be provided accordingly.
- iv. Create independent external analysis evaluation questions/scenarios to support matrix cluster portfolio Processes and Workstream Lead in key decisions around market engagement and ERP evaluation/selection processes.
- v. Develop and produce an initial approach assessment document to address how the ERP finance reporting functionality will be amended to adhere to the GBS shared service Cluster approach available here:  
<https://www.gov.uk/government/publications/a-shared-services-strategy-for-government> from pre-existing ERP estate. This should be at a technical and functional finance ERP reporting level document.
- vi. Develop and produce Implementation planning documentation for the ERP Finance functionality that covers all implementation activities for the service;

this should utilise ERP finance technical skills to enhance specialist finance business knowledge.

- vii. Develop and produce support documentation for user case processes on both the Finance and execute functionality reporting services. This should be at a working level and using ERP finance and reporting functions.
- viii. Produce Finance Reporting Catalogue and Data Requirements documentation at a working technical level to confirm the status of the reporting catalogue and what the detailed data requirements are for each area. Assure functional reporting and data work produced within the matrix portfolio, ensuring it meets Gov data standards (<https://www.gov.uk/government/collections/open-standards-for-government-data-and-technology>).
- ix. Develop and build the Solution Design document for the Matrix Portfolio in relation to CO services only.

**b. Technical requirement:**

- i. Business Analysis
- ii. Data Analysis
- iii. Finance Certification
- iv. Reporting Catalogue Management
- v. Use Case Management and Analysis

**c. Security requirement:**

- i. Security Check (SC) Clearance

**d. Security requirement:**

- i. 30/11/2021 or earlier

**8. Deliverable Set 8:**

**a. Required Outputs:**

- i. Provide Commercial input into matters aligned with MyCO: Sourcing project, 1ATS and other initiatives.
- ii. Development and production of director-level MyCO service assessment that details what sourcing opinions and options are available to the GBS cluster members for purchasing a new Cloud based ERP. Assessment will incorporate Technical and Software industry best practice.
- iii. Production and Review of a SaaS ERP Licence commercial strategy documentation, aligned to relevant CCS Frameworks, which includes negotiation options, from a strategic commercial perspective.
- iv. Production and Review of a SaaS ERP licence procurement strategy for the acquisition of SaaS ERP licences for the cluster, developed at a strategic and detailed commercial specialist level.

**b. Technical requirement:**

- i. ERP Technology
- ii. Strategic Assessment
- iii. ERP SAAS licence Procurement
- iv. ERP Stakeholder Communication Management

**c. Security requirement:**

- i. Security Check (SC) Clearance
- d. Security requirement:**
  - i. 30/11/2021 or earlier

**9. Deliverable Set 9:**

**a. Required Outputs:**

- i. Define the roadmap of activities required to get to premarket engagement and procurement.
- ii. Contribute to pre market engagement, pre procurement collateral, by utilising existing MyCO products; adopting and enhancing them for use across the Cluster. Delivery of products to consist of:
  - i. Detailed requirements
  - ii. User journeys
  - iii. Value propositions
  - iv. Personas
  - v. Process chains
- iii. Produce a gap analysis of MyCO and Matrix requirements sets
- iv. Produce the Blueprint of the process service and requirements for use in the Market Engagement Exercise

**b. Technical requirement:**

- i. ERP Technical Solutions including experience of one or more Tier 1 vendor (Oracle, SAP or Workday)
- ii. Data Analysis
- iii. Use Case Management and Analysis

**c. Security requirement:**

- i. Security Check (SC) Clearance

**d. Security requirement:**

- i. 30/11/2021 or earlier

**10. Deliverable Set 10:**

**a. Required Outputs:**

- i. Produce a detailed evidence based analysis and case for change to support the purchase of a new Contracts and Sourcing tool to support commercial activity within the CO. Utilizing Sourcing and P2P ERP experience and detailed functional and technical skills to make an informed evidence-based analysis. Produce detailed functional and non-functional requirements
- ii. Assess and design the Implementation plan of the Contracts and sourcing SaaS solution to enhance the CO commercial capability through the use of a specialised toolset. Developing the solution to align to departmental strategic objectives, plugging the gaps identified in the Boardman report. But also delivering the detailed technical and functional solution for the specialist procurement users in the CO to assert greater commercial control.
- iii. Design & manage a phased implementation to deliver contract database, followed by pipeline planning and finally Sourcing modules

- iv. Run the procurement process
- v. Manage data migration to the new tool, delivering the strategy, data migration artefacts and oversee implementation with the supplier.
- vi. Engage with Matrix Cluster ERP and provide Technical and Functional expertise, in order for the matrix to align to a single ERP system.
- vii. Produce Implementation planning documentation for the P2P and Finance functionality that covers all implementation activities for the service, this should utilise ERP finance technical skills to enhance specialist finance business knowledge.
- viii. Produce support documentation for user case processes on the Finance, P2P and execute functionality reporting services. This should be at a working level and using ERP finance and reporting functions.
- ix. Produce P2P Reporting Catalogue and Data Requirements documentation at a working technical level to confirm the status of the reporting catalogue and what the detailed data requirements are for each area. Assure functional reporting and data work produced within the Matrix portfolio, ensuring it meets CO data standards.
- x. Build detailed Functional and non Functional ERP requirements for the ERP

**b. Technical requirement:**

- i. Configuration Management of P2P and finance workbooks
- ii. Source to Contract SaaS system
- iii. Development of User Acceptance
- iv. Testing Management
- v. Data migration strategy for Commercial contracts
- vi. Data Transformation Management
- vii. Business Change Management
- viii. Development Release Management
- ix. SaaS ERP Finance Services management and configuration.
- x. Oracle E-business & Oracle Fusion

**c. Security requirement:**

- i. Security Check (SC) Clearance

**d. Security requirement:**

- i. 30/11/2021 or earlier

**11. Deliverable Set 11:**

**a. Required Outputs:**

- i. Review of the approach being proposed to establish the target operating model. The review should consider how to align to previous experience and similar exercises within GBS.
- ii. Critically analyse the proposed target operating model by considering:
  - i. Clarity of vision
  - ii. Alignment to programme objectives
  - iii. Strategic alignment to wider GBS strategy
  - iv. Ambition of transformation
  - v. Achievability
  - vi. Cost effectiveness and value for money

- vii. Alignment to member-centric KPIs
- iii. Review and critically appraise the transition project plan.
- b. Technical requirement:**
  - i. Prince2 Methodology
  - ii. Shared Service business process outsourcing
  - iii. ERP Strategic Management
  - iv. HMG Greenbook and 5 case model
  - v. SaaS, PaaS & IaaS expertise
- c. Security requirement:**
  - i. Security Check (SC) Clearance
- d. Security requirement:**
  - i. 30/11/2021 or earlier

## **12. Deliverable Set 12:**

### **b. Required Outputs:**

- i. Conduct analysis and produce a SaaS ERP Cloud Readiness Assessment for the Matrix Portfolio.
- ii. Produce 2 levels of document that define both the Cluster and MyCO Integration Landscape at a strategic level, ensuring alignment to GBS strategy.
- iii. Produce a security appraisal of a move to the single Government Recruitment Service and the associated Oleo vX system; involving Security Accreditation, GRS and business users.
- iv. Develop a best practice implementation plan for implementing an ERP solution that could be used by the Matrix Portfolio cluster to deliver and onboard.
- v. Establish the Technical Design Authority and assure the terms of reference for the Matrix Portfolio Technical Design Authority Forum. Ensure technical considerations are fairly assessed as a key part of the portfolio governance structure. Play a leading role in ensuring relevant understanding and engagement in technical issues from across the department.
- vi. Provide specialist technical input to the Business Case and process of renewing the Workday solution for GCO and FS employees currently in place at Cabinet Office. Ensure alignment with both GBS and Matrix Portfolio strategies culminating with formal governance sign-off.
- vii. Provide reports and data sets for the annual GCO pay award and bonus work to be undertaken in 2021

### **b. Technical requirement:**

- i. Oracle E-business
- ii. Oracle Fusion
- iii. SQL Data management
- iv. Industry Best Practices Data centre Management
- v. Cyber Security Management
- vi. Automated test tooling
- vii. SaaS, PaaS & IaaS expertise

### **c. Security requirement:**

- i. Security Check (SC) Clearance
- d. Security requirement:**
  - i. 30/11/2021 or earlier

Variation authorised to proceed by: (Cabinet Office customer representative):

**Signature**

**Date**

**Name**

**Title**

Signed by an authorised signatory on behalf of the Buyer

**Signature**

**Date**

**Name**

**Title**

Signed by an authorised signatory on behalf of the Supplier

**Signature**

**Date**

**Name**

**Title**