



HM Government

GPA Pan-Government Agreement - Matrix Work Request

This form is structured in three parts: Part 1 is the requestor's requirement; Part 2 is the Supplier's Response & Part 3 is approval of the response and costs.

The form is only intended to request and agree the work and costs, this does not in any way replace the contract that governs the overall work. This forms the work request between the individual Department and Matrix.

To be completed by GPA or OGD

Date Request sent to Supplier:	5/4/23	Reference:	Matrix room, desk and parking booking system for legacy ex-NHS Digital offices.	Supplier:	Matrix Booking Limited Contract ref: GPA.2022.246
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Part 1. Requirement

Government Department & Work Title:	NHS England		
Work Requester:	<div></div>		
Contact Name:			
Contact Role:			
Contact Telephone No:			

Requirement

Resource Requirements

Please indicate in the table below the resource type and the volumes required.

Resource Type	Required (Please delete as necessary)	Total estate resource volume
<i>Multi-user resources</i>		
Meeting Rooms	Yes	

Collaboration Spaces	No	
Work booths	No	
<i>Single User Resources</i>		
Desks (touchdown / task / casual)	Yes	
Phone Pods	No	
Parking Spaces	Yes	

Other Resources

Please outline below any other bookable resources you may wish to include on the Matrix Booking platform.

Additional Products

Please outline if any of the products in the table below are required.

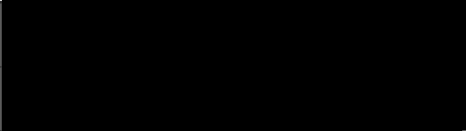
Resource Type	Required (Please delete as necessary)	Volume notes
Visitor Management	Yes	
Matrix Flow (Book a place)	No	
Administration as a service (AaaS)	No	

Integration Subscriptions

Please indicate in the integration subscriptions required. Please note, integrations are charge on a per organisation (or per directory) basis. The volume of resources or users does not need to be included.

Resource Type	Required (Please delete as necessary)	Notes
Single Sign On	Yes	
Active Directory Sync / SCIM	Yes	
MS 365 Integration	No	
MS Teams Integration	No	

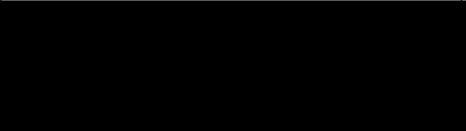


MS Outlook Add-in	No	
Matrix API Access	Yes	

Additional Call Off Service Provision

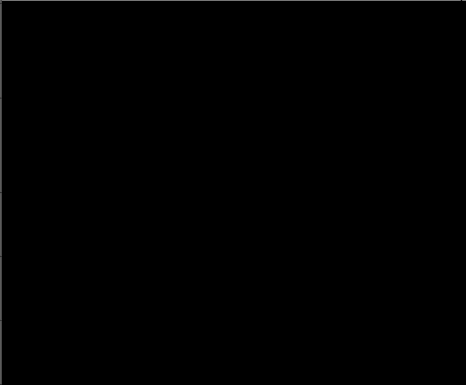
If the order is for a new project or a change to a current estate then implementation services may be required. These services will be agreed with the Matrix Booking account manager in advance and will be detailed in the supplier costs section below.

Organisations may want to include provision for additional services to be used during the contract which they need to budget for at this stage. These services should be listed in the table below and can be accessed on a call-off basis. The services will be invoiced if and when they are used.

Service Type	Required (Please delete as necessary)	Volume Notes
Administration Training	No	
Floor Plan Redraw	No	

Signage and Kiosks Applications

Signage and kiosk applications are charged on a per-devices basis. Please indicate the applications required and the volume of devices in the table below.

Application Type	Required (Please delete as necessary)	Device Volume
Digital Signage App (Room or Desk)	Yes	
Mobile device management (MDM)	No	
Floor plan kiosks App	No	
Welcome App (Vis Mgt)	No	
Arrivals Display App	No	

Hardware as a Service (HaaS)

HaaS packages include the devices, stands or mounts, applications, setup and delivery to site. Physical installation is not included as standard. Please indicate the type and volume of devices required in the table below.

Device Type	Required (Please delete as necessary)	Preferred device size	Device Volume



Signage Displays	No		
Kiosks Displays	No		
Other	No		

Commercial Contact		
Contact Name		
Fixed Line Phone Number		
Mobile Phone Number		
Email Address		

Technical/Project Contact		
Contact Name		
Fixed Line Phone Number		
Mobile Phone Number		
Email Address		

Data Protection Officer		
Contact Name		
Fixed Line Phone Number		
Mobile Phone Number		
Email Address		

Term	
Target Commencement Date	23/3/2023
Duration	4 years. The term of the Work Request is subject to review and change. The items and quantities detailed in the Supplier Response below are subject to review and change. Conditional upon any such change, the maximum value of the Work Request is [REDACTED]. Termination of the Work Request by NHS England permitted with a minimum of 30 days' notice in accordance with the detailed terms detailed in the GPA Contract as appended below.

