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| CCS_2935_SML_AW | HO Logo |
| **QAT Strategic QA Consultancy –** **Lot 8**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 & Testing for IT Systems

QAT Strategic QA Consultancy

Example Work Package Definition

# Overview

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| Project Name | Project Q  |
| Work Package Publication date | 07/12/2016 |
| Closing Date for Supplier Proposals | 16/12/2016 |
| Quality Assurance currently provides a testing service within the Home Office and across other government departments. This work package covers the delivery of Strategic QA Consultancy services for a national mission-critical system (System A), specifically to undertake a strategic review of the as-is testing practices in order to make recommendations for improvements across the end-to-end testing and release process. |

# Background

## The System A provides a fast and reliable service that allows authorised users to access a central database of information on a round-the-clock basis by over 100,000 users. The access to the system is likely to be extended to outer user authorised user groups.

## There are currently seven major applications within System A, each associated with a specific database. Ongoing application development of all the applications is undertaken in-house using a traditional SDLC (systems development lifecycle), waterfall model.

# Statement of Requirement

## The scope of the Strategic QA Consultancy services will cover all applications in order to present options/opportunities for test process improvements under the current mainframe development environment, including reviewing the use of automation and tooling and the provisioning of test environments.

## The strategic review shall cover all the major task and activities associated with the key testing process areas:

* Planning and Control
* Analysis and Design
* Implementation and Execution
* Evaluating exit criteria and Reporting
* Test Closure activities

### The strategic review shall consider how best to implement the current (default) Home Office DDaT Test Tool for Test Management (Service Now) in a risks managed approach so that delivery risks are not introduced to System A.

## The strategic review shall specifically look at options/opportunities available to bring improvements to the efficiency and effectiveness if the testing through Test Automation, via the use of existing Quality Assurance toolsets or alternatives.

##

# Objectives

## The service provider shall be accountable for the provision of the above Strategic QA Consultancy services, specifically to:

* Review and propose optimum approach to test and QA in order to manage risk most effectively across the delivery lifecycle
* Provide independent assessment of test maturity and best practice
* Recommend best use of tooling across the SDLC
* Bring innovation and to consider latest tools, technologies and trends and how they could be applied effectively across the testing lifecycle
* Work collaboratively with delivery teams, to ensure the strategic review activities/tasks are understood, planned and managed appropriately. This includes defining key points of contact and agreeing an escalation process.

# Deliverables

## The deliverables are:

* A Terms of Reference (TOR) document issued to the customer for review and approval at least 5 working days before any work commences. The TOR shall cover, as a minimum:
* vision, objectives, scope and deliverables
* [stakeholders](https://en.wikipedia.org/wiki/Stakeholder_%28disambiguation%29), roles and responsibilities
* resource, financial and quality [plans](https://en.wikipedia.org/wiki/Plan)
* [work breakdown structure](https://en.wikipedia.org/wiki/Work_breakdown_structure) and schedule
* success factors/risks and constraints
* Options & Recommendations for presentation to agreed stakeholder groups, including at least:
* Options, with costs as far as possible
* Rational for recommendations and associated risks/benefits
* Tooling options, opportunities, and constraints

# LOGISTICS

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| Location(s) where work will be carried out | Central London |
| Working arrangements | Onsite for interviews and analysis with opportunity for some report writing and follow up to be done offsite, subject to security constraints.  |
| Security Clearance Requirements | SC  |
| Start Date | 1 February 2017  |
| Expected completion date | 28 February 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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