

A large, stylized graphic on the right side of the page. It features a blue and white geometric design that resembles a modern building facade or a series of overlapping planes. The design is composed of various shades of blue and white, creating a sense of depth and movement. It is positioned on the right side of the page, partially overlapping the main content area.

Minimum Viable Product (MVP) Implementation

Intelogy Proposal for the Department for Business, Energy and Industrial Strategy (BEIS)

Table of contents

Table of contents.....	2
Document History.....	2
1. Summary.....	3
2. About Intelogy.....	3
2.1. Microsoft Pledge	5
3. Our Experience and Expertise.....	6
3.1. Relevant strategy and architecture work.....	6
4. Implementation Support and Expertise.....	7
4.1. Implementation of key blueprint recommendations.....	8
4.2. Documentation, knowledge transfer and handover	8
4.3. Team.....	8
4.4. Quality	8
5.4. Project Management	8
5. Schedule	8
6. Investment	9
7. Assumptions.....	9
8. Conflict Declaration	9
9. Commercials.....	10
9.1. Legal	10
9.2. Invoicing	10
9.3. Professional Indemnity Insurance	10
9.4. Marketing.....	10
10. Contact Details.....	11

Document History

18/10/2021	Katrina Smith	Initial draft
15/04/2021	Robert Bath	Technical review
25/10/2021	Andrew Tomlins	Commercial review
11/11/2021	Andrew Tomlins	Commercially sensitive content redacted

1. Summary

The Department for Business, Energy & Industrial Strategy (BEIS) has recently undertaken an exercise to define a Blueprint for a future collaboration architecture that improves the way content is governed in their Microsoft 365 tenant. This architecture seeks to reform digital ways of working across the organisation, by minimising ongoing effort for staff to utilise Microsoft's Compliance Centre capabilities.

Some of the key recommendations being introduced within the Blueprint include:

- Integration of Retention Labels and Retention Policies BEIS' existing workspace provisioning process.
- Application of Sensitivity Labels both at item- and container-level.
- A revised workspace request process, which can be extended to allow every member of staff to create new Teams.
- Controls over the use of Outlook and OneDrive.
- An aimed reduction in the number of information silos in the organisation.

BEIS is looking to identify a Microsoft 365 delivery partner, with a specialist understanding of real-world deployment of the Compliance Centre capabilities to deliver of the Minimum Viable Product (MVP) as set out in the Information Governance Blueprint. This partner will need to be able to provide a flexible team of experts who can collectively assure the optimisation of the proposed information architecture.

The key objectives of this engagement are to deliver an MVP product which has been defined by BEIS.

<Commercially sensitive content - redacted>

The estimated costs of consultancy services are **£49,400** (please refer to section 6 for further details). The costs include project oversight and senior strategy support throughout the programme.

2. About Intelogy

Intelogy is a Microsoft Gold certified consultancy that prides itself in delivering teamwork & employee engagement, knowledge & information management, business applications & insights, and cloud infrastructure solutions for the modern workplace.

Microsoft Partner



Gold Cloud Productivity
Gold Collaboration and Content
Gold Application Development
Gold Cloud Platform
Silver Enterprise Mobility Management

We work with clients who recognise the potential for technology to transform their businesses, and help them visualise, define, and realise solutions that change how they work for the better.

We are proud of the long-term relationships we have developed with our clients and partners in a wide range of industries. These include FTSE 100 companies, high performing enterprises, and progressive public-sector organisations in verticals such as Oil and Gas, Government, Law, Finance, Pharmaceuticals and Retail. All have the same vision: to use technology to enhance the way they work.



Content Services
Partner Program
Charter Member

Intelogy has been selected by Microsoft as one of their Charter Partners within the Content Services Partner Program. This puts Intelogy into an exclusive group of only a few companies globally who have been recognised by Microsoft for the quality of their technical delivery and knowledge and insight in this area.

The Content Services Partner Program is a small community of the world's leading Microsoft 365 experts in the area of managing information throughout its lifecycle. Successful configuration of the Compliance Centre is central to this process. Provided with early access to the Microsoft 365 roadmap, Content Services partners are often aware not only the capabilities of the platform today – but what is just around the corner.

[Microsoft Content Services Partner Program](#)



In 2020 Intelogy has once again acquired our Cyber Essentials certification, awarded from the National Cyber Security Centre, part of the Government communication headquarters.

Evidence of our extensive experience in delivering solutions for productivity tools, custom applications and websites is available on [our website](#).

2.1. Microsoft Pledge

Intelogy can proudly boast that they are part of Microsoft's Pledge, alongside its partners, to take accountability in resolving a skills crisis that the UK is facing. Microsoft has brought to light the fact that the diversity, and sheer number of technical experts entering the technological space are simply too slight. They have a shared vision that this sector shall be represented by a wider variety of individuals, embodied with a culture that embraces consistent growth and learning. These aims and priorities are broken down into five distinct groups in the Partner Pledge, those being:



Digital Skills

Helping the UK prepare for the challenges of the Fourth Industrial Revolution through Microsoft's Digital Skills programme.



Apprenticeships

Joining our efforts to create more apprenticeships in the UK.



Diversity

Improving the diversity of the UK technology workforce through the Tech Talent Charter.



Responsible and Ethical AI

Ensuring Artificial Intelligence is developed and implemented in responsible and ethical ways, as we set out in AI for good and Future Computed.



Sustainability

Our commitment to sustainability and reducing your carbon footprint.

When taking this pledge, Intelogy agreed upon an ethical commitment to our future, both in terms of our daily proceedings, recruitment policies and values, enabling a hope that a sustainable future for those ahead of us lies in wait. We can proudly say we strive to live by these commitments both on an objective and aims level. Further details and evidence of our participation is to be found here: <https://partner.microsoft.com/en-GB/connect/local/uk-partner/partner-pledge>

3. Our Experience and Expertise

Intelogy is the UK's leading Microsoft 365 partner in the area of compliance and governance – especially in the context of Microsoft Teams. We have a dedicated Knowledge & Information Management (KIM) practice, which is very much at the forefront of governance in Microsoft 365. This will prove beneficial for BEIS in terms of competency, efficiency, and overall programme management throughout. Our team has advised multiple organisations about how best to configure their Compliance Centre, including, the National Archives, Associated British Foods, and the Grosvenor Estate.

<Commercially sensitive content - redacted>

Rob will be heavily involved, and will be underwriting the success of the engagement, both through hands-on delivery and oversight, whilst other members of Intelogy's team will be brought into specific parts of the engagement where this is beneficial. We anticipate that the following resources may be brought into the project to work alongside the Practice Lead:

- Microsoft 365 Solution Architect –SFIA 5 (Ensure / Advise)
- Microsoft 365 Technical Architect –SFIA 5 (Ensure / Advise)
- Microsoft 365 Consultant –SFIA 3 (Apply)

Other confirmed resources:

<Commercially sensitive content - redacted>

3.1. Relevant strategy and architecture work

We have delivered several projects providing strategy and implementation of information governance in Microsoft 365. Below are just some of our clients that BEIS may wish to review:

University of Oxford

The University approached Intelogy to help them to define an overriding architecture and governance model that defined the way they use SharePoint Online and Microsoft Teams.

A key aspect of this was ensuring that the capabilities of the Microsoft 365 Compliance Centre were fully understood, and being integral to the creation of a new cross-collegiate steering group, to oversee the way that the compliance capabilities are utilised and maintained.

In specific regard to retention, Intelogy proposed the introduction of a baseline set of retention labels be made available to sites and Teams across the University, allowing consistent application of retention, where feasible.

"It was a pleasure to work with Intelogy on this project. The lead consultant clearly had extensive experience and knowledge of the Microsoft 365 suite and, though numerous project team and stakeholder meetings, was able to translate Oxford's requirements into professionally written design architecture and data governance documents."

Simon Colling – Project Manager, University of Oxford

The National Archives

As the UK government department responsible for retaining and archiving the nation's records, The National Archives (TNA) approached Intelogy to provide advisory services to help facilitate their move to an internal EDRMS within Microsoft 365. Bringing our Compliance expertise, Intelogy were able to help guide TNA through the different ways of working in Microsoft 365, assessing their retention schedule, and providing practical guidance on how best to plan for future collaboration. Defining metadata across the entire application, Intelogy was able to help to ensure that records are consistently classified, retained, and disposed.

O.R.X. Research Team Secure Storage

After helping ORX (<https://managingrisktogether.orx.org/>) to successfully implement Microsoft Teams for teamworking and collaboration, a further programme of work was commissioned to build on the initial investment and provide a secure data storage solution for highly sensitive research projects.

With access to the features of Enterprise Mobility and Security, the solution encompassed multiple services across Microsoft 365 including sensitivity labels and a custom auto-labelling utility to protect and control data when it leaves the Microsoft 365 content service.

We were also involved in providing consultancy around Azure AD, Conditional Access, Intune, and application protection policies, to prevent access from unauthorised apps or devices. This also included implementing data loss prevention policies to avoid sharing data through SharePoint Online, Microsoft Teams and email.

The seamless, integrated experience enabled the team to receive, process and analyse data, providing the confidence that the security boundaries in place were keeping sensitive and confidential data safe and secure.

Multiple other examples of our previous engagements can be found on our website: <https://www.intelogy.co.uk/case-studies/>

4. Implementation Support and Expertise

<Commercially sensitive content - redacted>

4.1. Implementation of key blueprint recommendations

<Commercially sensitive content - redacted>

4.2. Documentation, knowledge transfer and handover

<Commercially sensitive content - redacted>

4.3. Team

<Commercially sensitive content - redacted>

4.4. Quality

<Commercially sensitive content - redacted>

5.4. Project Management

<Commercially sensitive content - redacted>

5. Schedule

<Commercially sensitive content - redacted>

6. Investment

The following programme is offered on a **Time and Materials** basis for the delivery of the services outlined in the Implementation Support and Expertise section of the proposal. The table below also includes our hourly rate for the Knowledge and Information Management Practice Lead. The costs are presented in **GBP £** and are **exclusive of VAT**. All day rates specified below are as per our SIFA rate in published G-Cloud 12 framework agreement:

<https://assets.digitalmarketplace.service.gov.uk/g-cloud-12/documents/700968/211282830970851-pricing-document-2020-07-15-1545.pdf>

Task	Role	Effort (days)	Day Rate	Total
<Commercially sensitive content - redacted>				
TOTAL (ex VAT)		62 days		£49,400

7. Assumptions

<Commercially sensitive content - redacted>

8. Conflict Declaration

Inteligy would also like to declare that there are no known conflicts of interest between themselves and BEIS, allowing for this programme to run efficiently.

9. Commercial

9.1. Legal

All terms are associated into the G-Cloud Call off contract.

9.2. Invoicing

Intelogy requires an approved purchase order or email confirmation prior to commencement of the programme. Any additional reference numbers or specific invoicing instructions must be provided to us if they are required on submitted invoices.

Unless agreed otherwise, Intelogy invoices for time spent in arrears on a monthly basis. Our payment terms are 30 days from the date of invoice, but all prompt payments are always gratefully received.

9.3. Professional Indemnity Insurance

Intelogy maintains Professional Indemnity Insurance with Hiscox Insurance Company. Details of our policy are as follows:

The Policy Number is <Commercially sensitive content - redacted>.

9.4. Marketing

Marketing is a key part of Intelogy's activities, and your participation post-project activities would be gratefully received. Where it is in an area of strategic importance, we now request a case study of all our customers. We will ask you for a quote/feedback and allow your editorial control as required.

We may also, very occasionally, request you speak to a potential new customer who might be doing the same type of project. We will always ask you first and respect your privacy before disclosing contact details.

10. Contact Details

If you have any questions regarding this document please contact <Commercially sensitive content - redacted>