

Schedule 8

Supplier Solution

1 Purpose

This Schedule comprises:

- (a) an introduction, which sets out the legal status of this Supplier Solution;
- (b) Part 1, which sets out the Requirements Compliance Matrix submitted as part of the Suppliers' response (**Tender Response**) to the invitation to submit final tender (**ITSFT**) issued by the Authority on 22 December 2023;
- (c) Part 2, which sets out the solution proposed by Supplier A and Supplier B in the Tender Response, and which as at the Effective Date is located in the folder in the Virtual Library called "Supplier Solution"; and
- (d) Appendix A, which sets out the allocation of responsibility for the components of the Supplier Solution.

2 Introduction

- 2.1 The Authority acknowledges and agrees that the Tender Response was submitted by the Suppliers in response to the competition organised by the Authority to develop and implement an enterprise resource platform for use by the central Government departments that form part of the Synergy cluster: the Home Office, DWP, MoJ and Defra. The Tender Response was evaluated by the Authority against the criteria of quality and price and was found to be the best Tender Response submitted in response to the competition organised by the Authority against the criteria published as part of the ITSFT. It is therefore acknowledged by the Authority that the Tender Response is written in language that is descriptive of the Supplier Solution, written as it was for the purposes of winning the competition. The Parties further acknowledge that the Supplier Solution was the best solution submitted in the competition against the published criteria and was for this reason selected by the Authority as the winning bid.
- 2.2 Without prejudice to Paragraphs 2.3 and 4, the Parties agree that the Supplier Solution is intended to be delivered through reliance upon and in accordance with the agreed contractual positions as set out in the other Clauses and Schedules of this Contract.
- 2.3 It is further agreed that the conformance of the Supplier Solution with the Authority Requirements and all Authority-accepted variances to, non-conformities with, and divergences from them shall be:
 - 2.3.1 agreed by the Parties (acting reasonably) in advance of the relevant CPP in accordance with the Implementation Plan; and
 - 2.3.2 demonstrated by the Authority's issuing of the relevant Test Certificate pursuant to Schedule 14 (Testing Procedures) and/or a Change Authorisation Note.

3 Value adds

[REDACTED]

4 Specially Written Software Warranty Period

The period of the warranty given for Specially Written Software under Clause 5.8 shall be twelve (12) months (**Warranty Period**).

Part 1: Requirements Compliance Matrix

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Instructions

Instructions for suppliers
Why have I received this form?
The Authority has legal and regulatory obligations to verify that the suppliers we work with have a reasonable standards in place to protect Authority data, assets and the rights of individuals. These are the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 and the Equality Act 2010. Having considered the type of service you will be providing the Authority, and where applicable the volume and type of Authority data you will process, store and/or transmit on behalf of the Authority, we would like to understand more about your service.
What is the Authority requesting?
The Authority requires assurance of the proposed service or solution in relation to the requirements set out in this document. The Authority will gather and review questionnaire responses and the supporting comments to understand the capabilities of the Potential Supplier and how the proposed service or solution aligns with the Authority's legal obligations.
What documents do I need to complete?
You have been provided with this Excel spreadsheet which requests details across a range of topics. On the respective tabs the Supplier is to provide responses in Supplier Compliance & Supplier Response columns with Supplier Evidence (where applicable).

Further information to complete the Requirements Compliance Matrix?

The Requirements Compliance Matrix submitted as part of Initial Tenders will not be formally evaluated at the Initial Tender stage. This is because Initial Tenders shall form the basis of negotiations. Consequently, non- or partial compliance at Initial Tender stage will not necessarily lead to exclusion from the procurement process.

It is only when the Requirements Compliance Matrix is submitted as part of Final Tenders (that is, following the completion of the negotiation phase) that the Requirements Compliance Matrix shall be formally evaluated.

The Requirements Compliance Matrix comprises the following:

1. Mandatory (Minimum) Requirements which the Tenderer must comply with;
2. Other Requirements which Tenderers must comply with subject to a minimum threshold.

As regards 1 above, the following requirement sets contain Mandatory (minimum) requirements as indicated in the Requirements Compliance Matrix:

- Non Functional Requirements (NFRs)
- Functional Requirements (HR, Finance and Source to Contract)

The following tabs require completion:

- General Requirements (No supplier evidence required)
- DD&I Requirements (Supplier evidence is only required against i. the Authority and the Tenderer have agreed Authority Accepted Compliance ii. where the Tenderer is not compliant against a non-mandatory requirement)
- Sustainability (No supplier evidence required)
- HR Functional (Supplier evidence is only required against i. mandated questions ii. the Authority and the Tenderer have agreed Authority Accepted Compliance iii. where the Tenderer is not compliant against a non-mandatory requirement)
- Finance Functional (Supplier evidence is only required against i. mandated questions ii. the Authority and the Tenderer have agreed Authority Accepted Compliance iii. where the Tenderer is not compliant against a non-mandatory requirement)
- S2C Functional (Supplier evidence only required against the mandated questions)
- S2C Functional Optional (No supplier evidence required)
- Product 044 NFR (Supplier evidence is only required against i. mandated questions ii. the Authority and the Tenderer have agreed Authority Accepted Compliance iii. where the Tenderer is not compliant against a non-mandatory requirement)
- Training Optional (No supplier evidence required)

In addition we would require the suppliers to complete the 'Supplier Compliance' column. The definitions of the values is provided below :

Compliant - The Solution or Service fully meets the specified requirements

Part Compliant - The solution or Service partly meets the specified requirements (only applicable to the Optional requirements)

Non-Compliant - The Solution or Service does not meet the specified requirements

Authority Accepted Compliance - The Solution or Service is deemed to be compliant where the Authority has agreed alternative contractual wording with the relevant Tenderer during negotiations.

In the respective of the HR Functional, Finance Functional, S2C Functional, S2C Functional (Optional) & Product 044 NFR tabs please use the drop down list in the column marked "Supplier Response". All requirements require a Supplier Response for the proposed service/solution. The values in the list are:

STD - delivered 'out the box'

CFG - supported 'out the box' with user interface driven configurations. The feature is included as a standard part of the software and requires no custom coding.


CST - supported by customisation (code change)

3RD - supported by add-on or 3rd party solution (provide partner name)


FUT - Future product enhancement (provide expected release date)


N/A - not available


General Requirements


					
Area / Product	Requirement Reference	Requirement	Mandatory Requirements	Supplier Compliance	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
052_COM_Design_Principles_v1.0	GEN_REQ_001	The Supplier shall comply to "052_COM_Design_Principles_v1.0" Requirement	Yes	Compliant	
078 Integration Vision v2.0	GEN_REQ_002	The Supplier shall comply to "078 Integration Vision v2.0" Requirement	Yes	Compliant	
080 Security Vision v4.3	GEN_REQ_003	The Supplier shall comply to "080 Security Vision v4.3" Requirement	Yes	Compliant	
120 Technology Vision v4.3	GEN_REQ_004	The Supplier shall comply to "120 Technology Vision v4.3" Requirement	Yes	Compliant	
160_Reporting_Vision_v2.2	GEN_REQ_005	The Supplier shall comply to "160_Reporting_Vision_v2.2" Requirement	Yes	Compliant	
226 Approach to Design and Delivery v2.3	GEN_REQ_006	The Supplier shall comply to "226 Approach to Design and Delivery v2.3" Requirement	Yes	Compliant	
237_Data_Migration_Scope_v3.2	GEN_REQ_007	The Supplier shall comply to "237_Data_Migration_Scope_v3.2" Requirement	Yes	Compliant	
Social Value (Schedule 33)	GEN_REQ_008	The Supplier shall comply to "Social Value (Schedule 33)" Requirement	Yes	Compliant	
Sustainability Vision v1.0	GEN_REQ_009	The Supplier shall comply to "Sustainability Vision v1.0" Requirement	Yes	Compliant	
Usability Approach v2.0	GEN_REQ_010	The Supplier shall comply to "Usability Approach v2.0" Requirement	Yes	Compliant	


DD&I Requirements


				
Category	Requirement Reference	Requirement	Supplier Compliance	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
Assurance	IMP_ASC_001	The Technology vendor shall provide assurance report over the implementation approach, operating model design and technical configuration at the relevant key milestones throughout the contract period.	Compliant	
Assurance	IMP_ASC_002	The Systems Implementation Partner shall provide assurance report over the proposed functional licenses, platforms and infrastructure being proposed to meet the Authorities requirements.	Compliant	
Assurance	IMP_ASC_003	The Supplier shall work with third party assurance providers as required (including but not limited to IPA / GIAA / NAO / GDS / GBS and any third party suppliers), providing input into assurance processes while delivering requested material and responses to a high quality and in a timely manner.	Compliant	
Business Change	IMP_BC_001	The Supplier shall identify key areas of change, and define, narrate and document (linked to process maps and swim lanes) how it will support the business change required in the Authority's Departments, Directorates and Functions and the Business Process Service (BPS) partner (but not limited to these groups).	Compliant	
Business Change	IMP_BC_002	The Supplier shall seek approval from the Authority for all products and deliverables as detailed within the Implementation Plan.	Compliant	
Business Change	IMP_BC_003	The Supplier shall advise on tested methods/approaches for user engagement for the Authority Departmental Business Change Leads to utilise and support a wide range of channels and a variety of innovative methods to ensure active buy-in from users	Compliant	
Business Change	IMP_BC_004	The Supplier shall ensure Business Change Management is closely integrated with all Programme management activity and critical path and is given appropriate time and attention to allow readiness of the departments for go-live.	Compliant	
Business Change	IMP_BC_005	The Supplier shall create, utilise and refine (as required) design and change products e.g. Journey maps and personas to align to their level 4 & 5 process maps to assist in adoption of the newly aligned government processes and ways of working.	Compliant	
Business Change	IMP_BC_006	The Supplier shall support the Authority and departments in the capture of business change impacts that are amended in line with defect resolution	Compliant	
Business Change	IMP_BC_007	The Supplier will provide an approach and plan for post go-live support e.g. floor walkers to support with embedding and adoption of the new solution.	Compliant	


				
Category	Requirement Reference	Requirement	Supplier Compliance	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
Benefits	IMP_BEN_001	The Supplier shall work the Authority and Benefits Partner to ensure that the Implementation Plan is sequenced in a way which optimises early value release for the stated benefits of the Programme.	Compliant	
Commercial and Contractual	IMP_CCS_001	The Suppliers' shall provide a resource who will be responsible for all Commercial, Contract and Account Management activities throughout the duration of the contact. The resources shall manage the relationship with the Authority, with accountability and responsibility to make decisions and where necessary to agree changes.	Compliant	
Commercial and Contractual	IMP_CCS_002	The Suppliers shall nominate and provide the Authority access to a senior executive within the Supplier's organisation and a senior executive within each sub contracted organisation with appropriate authority who can be contacted as an escalation route and who will actively work to remediate any issues. These senior executives should be available for Synergy and/or Department Programme Boards as and when required by the Authority.	Compliant	
Commercial and Contractual	IMP_CCS_003	The Supplier must have a business continuity plan in place to ensure continued progress in the event of any unforeseen circumstances such as a remote working.	Compliant	
Commercial and Contractual	IMP_CCS_004	The Supplier will have a clear procedure for dispute escalation as per the Contract Schedules.	Compliant	
Commercial and Contractual	IMP_CCS_005	The Supplier shall agree with the Authority a collaborative ways of working charter that all parties will commit to in an effort to avoid contract dispute escalations.	Compliant	
Commercial and Contractual	IMP_CCS_006	The Supplier will also make available a delivery manager to manage the relationship with third party suppliers where a technical integration to the Synergy solution is being developed.	Compliant	
Commercial and Contractual	IMP_CCS_007	The Supplier will make available an Account / Relationship Manager for each Department in the Authority.	Compliant	
Commercial and Contractual	IMP_CCS_008	The Supplier shall provide performance reporting/dashboards/packs/feedback on account management should be able to show data at Service Recipient level, and broken down by Department (and ALB) to enable review at a granular level.	Compliant	


				
Category	Requirement Reference	Requirement	Supplier Compliance	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
Commercial and Contractual	IMP_CCS_009	The Suppliers' shall secure the Authority's continued legal right to use all solutions and licences in the event that any one of the Suppliers effectively or actually ceases to be operational, is unable to meet its contractual obligations and or in the event of early termination of the Agreement.	Authority Accepted Compliance	We are compliant with this requirement as each Supplier shall secure continued legal rights for that Supplier's solutions and licences. We understand the Authority does not expect Supplier B to secure rights for solutions and licences for Supplier A and vice versa
Commercial and Contractual	IMP_CCS_010	The Supplier shall obtain permission from the Authority before adding Key Personnel or moving existing Key Personnel in the delivery of the Services.	Compliant	
Commercial and Contractual	IMP_CCS_011	The Supplier shall ensure appropriate Supplier Personnel can attend in person as required UK based office locations for programme meetings, workshops and general working.	Compliant	
Commercial and Contractual	IMP_CCS_012	The Technology Vendor shall provide SaaS, IaaS and PaaS on a consumption based pricing model	Compliant	
Commercial and Contractual	IMP_CCS_013	The Technology Vendor shall bill the Authority for SaaS, IaaS and PaaS consumption quarterly in arrears.	Compliant	
Commercial and Contractual	IMP_CCS_014	The Technology Vendor shall provide consumption and / or volume based pricing bands as part of their solution.	Compliant	
Communications	IMP_CMS_001	The Supplier shall lead and manage the population of content and metadata for the ERP knowledgebase solution and training environment to ensure effective usability to support self-service for all users. The Supplier shall submit these artefacts to the Authority for Approval as detailed within the Implementation Plan. The Authority will assist in providing content related to business policies.	Compliant	


				
Category	Requirement Reference	Requirement	Supplier Compliance	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
Communications	IMP_CMS_002	The Supplier shall, in accordance with the Authority's Business Change Strategy organise, lead and deliver demonstrations of the Service System using representative data for nominated Authority Personnel and selected Government department staff to help increase understanding for the new ways of working and support adoption, to be maintained in line with outcomes from defect resolution	Compliant	
Communications	IMP_CMS_003	The Supplier shall produce and maintain materials (inc. training) using the Authority branding templates, to support familiarisation in advance of user testing and for business readiness of impacted stakeholders and business units where appropriate. All artefacts produced by the supplier need Approval by the Authority as detailed within the Implementation Plan, to be maintained in line with outcomes from defect resolution	Compliant	
Communications	IMP_CMS_004	The Supplier shall provide clear and effective user communications, based on industry best practice, to ensure self-service is optimised and that are appropriate for all users that are identified through the training needs analysis completed during detailed design. 'All users' includes but is not limited to assistive technology users, self-service users, professional users, shared service users, and functional support and configuration users, to be maintained in line with outcomes from defect resolution	Compliant	
Communications	IMP_CMS_005	The Supplier must provide all user materials in an accessible format that can be supported by assistive technologies.	Compliant	
Communications	IMP_CMS_006	The Supplier shall monitor the effectiveness of communications across all formats and both identify as well as update areas based on feedback.	Compliant	
Communications	IMP_CMS_007	The Supplier shall provide communications expertise to provide independent assurance to the Authority on communication and engagement approaches and plans and risk mitigation planning.	Compliant	
Communications	IMP_CMS_008	The Supplier shall produce clear branding and marketing for go-live that has been effectively researched and tested with users. All artefacts produced by the supplier need Approval by the Authority.	Compliant	
Communications	IMP_CMS_009	The Supplier must provide updated materials (including comms and training) to the Authority in line with the latest releases to ensure they reflect the latest processes and functionality.	Compliant	
Overarching Design	IMP_DES_001	The Supplier shall produce and maintain to-be process maps at Level 5 (Process Steps) to contain information that covers but not limited to Role, Organisation, Processes Steps, Controls, KPI's, SLA's using the agreed notation standard (Currently BPMN) throughout the programme lifecycle for all processes in scope of the Programme, such that these process maps are maintainable post implementation.	Compliant	


				
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Overarching Design	IMP_DES_002	The Supplier shall sequence design to ensure the design is future proofed and any configuration differences are agreed by exception between Synergy, Departments and the Supplier.	Compliant	
Overarching Design	IMP_DES_003	The Supplier shall ensure subsequent onboarding Departments understand the design coming out of the lead Department's design sessions and are involved where relevant.	Compliant	
Overarching Design	IMP_DES_004	The Supplier shall ensure relevant cross Government initiatives are taken into consideration as advised by the Authority in design so as to ensure the end to end solution is optimised with efficient usage of different Gov Services that are being implemented.	Compliant	
Overarching Design	IMP_DES_005	The Supplier shall validate the Authority's prescribed design governance process within the Synergy Programme and propose any amendments and Supplier/Vendor representatives. The Supplier is then expected to adhere to the agreed design governance process through the project ensuring attendance in all working groups and design authority boards of the governance process.	Compliant	
Overarching Design	IMP_DES_006	The Supplier shall propose, and in agreement with the Authority, amend existing design governance or implement new governance mechanism by which detail design and build is aligned to blueprint output. A process needs to be put in place to ensure any deviation from alignment to Blueprint is reviewed and approved by the Authority.	Compliant	
Overarching Design	IMP_DES_007	The Supplier shall ensure design encompasses end to end process rather than just the process within the core ERP modules and Departments understand the impact of the design on their current organisations. This applies to system integrations as well.	Compliant	
Overarching Design	IMP_DES_008	The Supplier shall use a collaborative approach to design and ensure the design decisions and outcomes are articulated using tried and tested methods like workshops and conference room pilots with right set of audience identified in advance.	Compliant	
Overarching Design	IMP_DES_009	The Supplier shall ensure design documents follow open standards allowing an open choice of tools and communication for system design and data modelling.	Compliant	
Overarching Design	IMP_DES_010	The Supplier shall provide suitable design accelerators like L5 process maps, config documents, functional/technical design documents etc based on their prior experience design solutions of this scale.	Compliant	
Overarching Design	IMP_DES_011	The Supplier shall ensure design governance is closely tied with the overall programme plan ensuring the governance timescales are considered thoroughly in the plan.	Compliant	


				
Category	Requirement Reference	Requirement	Supplier Compliance	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
Overarching Design	IMP_DES_012	The Supplier shall consider all aspects of the solution including but not limited to - Processes, security mode, integrations, reporting, data migration, day 2 features, future onboardings, quarterly product release, Training, Support and running of service etc are considered from the very first stages of the design phase.	Compliant	
Overarching Design	IMP_DES_013	The Supplier shall ensure a change control process is in place through design, build and onboarding of Departments and its associated entities	Compliant	
Overarching Design	IMP_DES_014	The Supplier shall put together a design process that incorporates robust audit trail of all decisions, peer and design authority review of design, engagement of Cloud Users where applicable.	Compliant	
Overarching Design	IMP_DES_015	The Supplier shall deliver a full design life cycle for all departments maximising its potential in meeting Requirements using standard configurable functionality.	Compliant	
Overarching Design	IMP_DES_016	The supplier shall publish in advance of workshops / playbacks and meetings briefing books with the agendas, decisions required and recommendations	Compliant	
Overarching Design	IMP_DES_017	The Supplier shall maintain a Design traceability matrix of detail design again business outcomes.	Compliant	
Overarching Design	IMP_DES_018	The Supplier shall support/create functional walkthroughs (playbacks), prototypes and demo's at agreed points within the implementation cycle and validate design with the Authority.	Compliant	
Overarching Design	IMP_DES_019	The Supplier shall create design products through the detailed design process to bring to life the design for the Authority and its representatives and users. Such products as User Journeys, Innovative tools and Digital based walk throughs using the system should be considered.	Compliant	
Overarching Design	IMP_DES_020	The Supplier shall build and maintain a risk and controls matrix showing all the controls that will be used to proactively and reactively control the processes	Compliant	
Overarching Design	IMP_DES_021	The Supplier shall create functional specifications, associated presentational material, design mock ups for key outputs in design for example but not limited to integrations, reporting of all types, charts of accounts etc.	Compliant	
Functional - Design	IMP_DGN_001	The Supplier shall create, maintain and provide the Authority with a Solution Design Document (Blue Print covering functional and technical capabilities)	Compliant	
Functional - Design	IMP_DGN_002	The Supplier shall create, maintain and provide the Authority with an Organisation Structure & Entity Design	Compliant	
Functional - Design	IMP_DGN_003	The Supplier shall create, maintain and provide the Authority with a Chart of Accounts Design	Compliant	
Functional - Design	IMP_DGN_004	The Supplier shall create, maintain and provide the Authority with a Functional Design Workshop Plan	Compliant	


				
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Functional - Design	IMP_DGN_005	The Supplier shall create, maintain and provide the Authority with Functional Design Workshop Materials	Compliant	
Functional - Design	IMP_DGN_006	The Supplier shall create, maintain and provide the Authority with Functional Design Workshop Output reports	Compliant	
Functional - Design	IMP_DGN_007	The Supplier shall create, maintain and provide the Authority with Configuration Documentation	Compliant	
Functional - Design	IMP_DGN_008	The Supplier shall create, maintain and provide the Authority with Functional Specifications	Compliant	
Functional - Design	IMP_DGN_009	The Supplier shall create, maintain and provide the Authority with Functional Configuration and Design Workbooks	Compliant	
Functional - Design	IMP_DGN_010	The Supplier shall create, maintain and provide the Authority with a Requirement Traceability Matrix	Compliant	
Functional - Design	IMP_DGN_011	The Supplier shall create, maintain and provide the Authority with a Requirement Gap Log and Resolution Plan	Compliant	
Functional - Design	IMP_DGN_012	The Supplier shall create, maintain and provide the Authority with Role mapping to the relevant solution access permissions	Compliant	
Functional - Design	IMP_DGN_013	The Suppliers shall create, maintain and provide the Authority with a design for position management	Compliant	
Data	IMP_DM_001	The Supplier shall create, maintain and provide the Authority with a Data Migration Strategy	Compliant	
Data	IMP_DM_002	The Supplier shall create, maintain and provide the Authority with a Data Migration Plan for each release	Compliant	
Data	IMP_DM_003	The Supplier shall create, maintain and provide the Authority with Data Migration Extract Scripts for each release	Authority Accepted Compliance	We are compliant with this DD&I requirement subject to: 1. Authority empowered access to SOP and METIS or 3rd parties to execute scripts. 2. For remaining systems we will be responsible for the


				
Category	Requirement Reference	Requirement	Supplier Compliance	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
				creation and maintenance of data migration extract specifications. Authority empowered 3rd parties will support the creation and validation of the specification and to write and execute the extract in alignment with the specification.
Data	IMP_DM_004	The Supplier shall create, maintain and provide the Authority with a Data Cleansing Plan for each release	Compliant	
Data	IMP_DM_005	The Supplier shall create, maintain and provide the Authority with individual Data Quality Reports for each release	Compliant	
Data	IMP_DM_006	The Supplier shall create, maintain and provide the Authority with a Test Data Creation Tool Kit / repository for each release	Compliant	
Data	IMP_DM_007	The Supplier shall create, maintain and provide the Authority with Data Mapping Templates for each release	Compliant	
Data	IMP_DM_008	The Supplier shall create, maintain and provide the Authority with Data Migration Transformation Scripts for each release	Compliant	
Data	IMP_DM_009	The Supplier shall create, maintain and provide the Authority with Data Migration Cleansing Scripts for each release	Compliant	
Data	IMP_DM_010	The Supplier shall create, maintain and provide the Authority with Data quality profiling scripts and reports for each release	Compliant	
Data	IMP_DM_011	The Supplier shall create, maintain and provide the Authority with Data Conversion / Loading scripts for each department in the Authority	Compliant	


				
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Data	IMP_DM_012	The Supplier shall create, maintain and provide the Authority with Data Validation Scripts for each department in the Authority	Compliant	
Data	IMP_DM_013	The Supplier shall create, maintain and provide the Authority with Data reconciliation scripts for each department in the Authority	Compliant	
Data	IMP_DM_014	The Supplier shall create, maintain and provide the Authority with Data migration test cycle outcome and reconciliation reports for each department in the Authority	Compliant	
Data	IMP_DM_015	The Supplier shall create, maintain and provide the Authority with Data test cycle tracking for each department in the Authority	Compliant	
Data	IMP_DM_016	The Supplier shall create, maintain and provide the Authority with a Knowledge Management repository extract and load for each department in the Authority	Compliant	
Data	IMP_DM_017	The Supplier shall create, maintain and provide the Authority with Data Obfuscation / scrambling tools and services for each department in the Authority	Compliant	
Data	IMP_DM_018	The Supplier shall create, maintain and provide the Authority with Data Masking tools and services	Compliant	
Data	IMP_DM_019	The Supplier shall create, maintain and provide the Authority with Data Archiving tools and services	Compliant	
IT Support and Service Management	IMP_ITSM_001	The Supplier shall create, maintain and provide the Authority with an IT Service Management Design	Compliant	
IT Support and Service Management	IMP_ITSM_002	The Supplier shall create, maintain and provide the Authority with an IT Service Management Transition Plan	Compliant	
IT Support and Service Management	IMP_ITSM_003	The Supplier shall create, maintain and provide the Authority with a Service Desk Tool. This shall include the design and implementation for all Service Teams / Types and BPS.	Compliant	
IT Support and Service Management	IMP_ITSM_004	The Supplier shall provide the Authority with a Monthly IT Service Management Reporting Framework, including identification of relevant IT Service Management Key Performance Indicators for both insourced and outsourced Services.	Compliant	
IT Support and Service Management	IMP_ITSM_005	The Supplier shall provide the Authority with Monthly IT Service Management Reports	Compliant	


				
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IT Support and Service Management	IMP_ITSM_006	The Supplier shall provide the Authority with a suite of weekly, monthly and quarterly IT Service Management Reports	Compliant	
IT Support and Service Management	IMP_ITSM_007	The Supplier shall create, maintain and provide the Authority with Service Management User Guides	Compliant	
IT Support and Service Management	IMP_ITSM_008	The Supplier shall create, maintain and provide the Authority with an IT Service Management Change Request Process	Compliant	
IT Support and Service Management	IMP_ITSM_009	The Supplier shall create, maintain and provide the Authority with IT Service Management Change Requests & Change Impact Assessments	Compliant	
IT Support and Service Management	IMP_ITSM_010	The Supplier shall provide the Authority with IT Service Management Change Progress Monitoring	Compliant	
IT Support and Service Management	IMP_ITSM_011	The Technology Vendor shall provide the Authority with Technology Product Roadmaps throughout the duration of the contract. These shall be updated on an annual basis.	Compliant	
IT Support and Service Management	IMP_ITSM_012	The Supplier shall provide the Authority with Routine technology updates including analysis and recommendations on a periodic basis	Compliant	
IT Support and Service Management	IMP_ITSM_013	The Supplier shall provide the Authority with Routine technology update impact assessments within 1 month of the update being published by the vendor.	Compliant	
IT Support and Service Management	IMP_ITSM_014	The Supplier shall provide the Authority with Routine technology update regression testing	Compliant	
IT Support and Service Management	IMP_ITSM_015	The Supplier shall provide Knowledge Transfer to the Live Service Support Partner once the service transition has been planned and communicated by the Authority.	Compliant	


				
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IT Support and Service Management	IMP_ITSM_016	The Supplier shall transfer all Service Management Tools to the Live Service Support Partner as part of Knowledge Transfer activities	Compliant	
IT Support and Service Management	IMP_ITSM_017	The Supplier shall create, maintain and provide the Live Service Support Partner & Authority with Service Management Guides and Documentation as part of Knowledge transfer activities.	Compliant	
Project Management	IMP_PM_001	The Supplier shall provide the Authority with a Project Governance Plan within 4 weeks of the contract start date.	Compliant	
Project Management	IMP_PM_002	The Supplier shall provide the Authority with a detailed Project Implementation Plan within 4 weeks of the contract start date. The supplier shall continue to update the plan and report on implementation progress on a fortnightly basis as a minimum.	Compliant	
Project Management	IMP_PM_003	The Supplier shall provide the Authority with a Resource plan to deliver the solution in accordance with the Implementation plan	Compliant	
Project Management	IMP_PM_004	The Supplier shall provide input into the Roles and Responsibilities Matrix with the Authority as it evolves throughout the design phase of the Programme.	Compliant	
Project Management	IMP_PM_005	The Supplier shall provide the Authority with weekly Progress Reports	Compliant	
Project Management	IMP_PM_006	The Supplier shall create, maintain and monitor a RAID logs. The supplier shall provide status reports to the Authority on a monthly basis.	Compliant	
Project Management	IMP_PM_007	The Supplier shall provide the Authority with Phase / Stage Plan Updates on a monthly basis	Compliant	
Project Management	IMP_PM_008	The Supplier shall provide the Authority with a list of deliverables which align to the individual milestones defined within the Commercial Model and Implementation Plan.	Compliant	
Project Management	IMP_PM_009	The Supplier shall provide the Authority with a Close out report for every Department within the Authority at key phases as set out in the Implementation Plan	Compliant	
Project Management	IMP_PM_010	The Supplier shall provide the Authority with a lessons learned report at the end of each key phases as set out in the Implementation Plan	Compliant	
Project Management	IMP_PM_011	The Supplier shall provide the Authority with an Implementation and Cutover Strategy for each Department in the Authority within 4 weeks of the Contract start date.	Compliant	


				
Category	Requirement Reference	Requirement	Supplier Compliance	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
Project Management	IMP_PM_012	The Supplier shall provide the Authority with access to a secure Data Room and Document Management Repository which contains all the relevant solution design, process, configuration, technical architecture, integration and training documentation for the contract duration. At contract completion all the documentation will become the property of and to be transferred to the Authority	Compliant	
Project Management	IMP_PM_013	The Supplier shall provide the Authority with a detailed breakdown of the project budget, current forecast and actual spend on a monthly basis throughout the contract duration. This should be broken down by phase and department within the Authority.	Compliant	
Reporting	IMP_REP_001	The Supplier shall create, maintain and provide the Authority with a Reporting Strategy	Compliant	
Reporting	IMP_REP_002	The Supplier shall create, maintain and provide the Authority with pre-configured / developed reports across all functional modules.	Compliant	
Reporting	IMP_REP_003	The Supplier shall create, maintain and provide the Authority with a Reporting backlog / prioritisation	Compliant	
Reporting	IMP_REP_004	The Supplier shall create, maintain and provide the Authority with a Reporting configuration & design catalogue. This includes both functional and technical designs.	Compliant	
Reporting	IMP_REP_005	The Supplier shall create, maintain and provide the Authority with a Report configuration / technical release for each report.	Compliant	
Security	IMP_SEC_001	The Supplier shall create, maintain and provide the Authority with a Security Technical Design Document inline with Security policy and frameworks	Compliant	
Security	IMP_SEC_002	The Supplier shall create, maintain and provide the Authority with a Security Assurance Approach Document inline with Security policy and frameworks	Compliant	
Security	IMP_SEC_003	The Supplier shall create, maintain and provide the Authority with a Security Risk Management Approach Document in alignment with Synergy Security Governance	Compliant	
Security	IMP_SEC_004	The Supplier shall create, maintain and provide the Authority with Security Policy Frameworks	Compliant	
Security	IMP_SEC_005	The Supplier shall create, maintain and provide the Authority with Security Technical Guidance	Compliant	
Security	IMP_SEC_006	The Supplier shall create, maintain and provide the Authority with Security Incident & Response Guidelines	Compliant	
Security	IMP_SEC_007	The Supplier shall create, maintain and provide the Authority with Security Vulnerability Response Guidelines	Compliant	


				
Category	Requirement Reference	Requirement	Supplier Compliance	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
Security	IMP_SEC_008	The Supplier shall adhere the Synergy Security health check to secure Governance approval before Implementation	Compliant	
Service	IMP_SRV_001	The Supplier shall create, maintain and provide the Authority with System Process documentation	Compliant	
Service	IMP_SRV_002	The Supplier shall create, maintain and provide the Authority with Business Process and Procedure documentation	Compliant	
Service	IMP_SRV_003	The Supplier shall create, maintain and provide the Authority with Standard Operating Procedures for business users.	Compliant	
Service	IMP_SRV_004	The Supplier shall create, maintain and provide the Authority with updates to Business processes and policies throughout the contract duration.	Compliant	
Service	IMP_SRV_005	The Supplier shall create, maintain and provide the Authority with a Business Continuity Plan	Compliant	
Service	IMP_SRV_006	The Supplier shall create, maintain and provide the Authority with Business Cutover Planning	Compliant	
Service	IMP_SRV_007	The Supplier shall create, maintain and provide the Authority with Business Cutover Procedures	Compliant	
Service	IMP_SRV_008	The Supplier shall create, maintain and provide the Authority with a Business Cutover Readiness Report for each Department in the Authority.	Compliant	
Service	IMP_SRV_009	The Supplier shall create, maintain and provide the Authority with a Business Service design	Compliant	
Service	IMP_SRV_010	The Supplier shall create, maintain and provide the Authority with Epics	Compliant	
Service	IMP_SRV_011	The Supplier shall create, maintain and provide the Authority with User Stories	Compliant	
Service	IMP_SRV_012	The Supplier shall create, maintain and provide the Authority with User Journeys	Compliant	
Service	IMP_SRV_013	The Supplier shall provide evidence to support User Research Findings such that the Authority can satisfy its Governance needs.	Compliant	
System	IMP_SYS_001	The Supplier shall ensure (unless otherwise agreed with the Authority) the Service System is implemented on the Providers current system release and that the implementation plan takes account of release cadence from the Vendor during the project.	Compliant	
Technical	IMP_TECH_001	The Supplier shall create, maintain and provide the Authority with Technical Architecture design documentation throughout the contract duration.	Compliant	

				
Category	Requirement Reference	Requirement	Supplier Compliance	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
Technical	IMP_TECH_002	The Supplier shall create, maintain and provide the Authority with a Technology operating model design	Compliant	
Technical	IMP_TECH_003	The Supplier shall create, maintain and provide the Authority with a Technical RACI matrix	Compliant	
Technical	IMP_TECH_004	The Supplier shall create, maintain and provide the Authority with detailed Technical Design documentation	Compliant	
Technical	IMP_TECH_005	The Supplier shall create, maintain and provide the Authority with an Applications Register	Compliant	
Technical	IMP_TECH_006	The Supplier shall create, maintain and provide the Authority with a Licence Register	Compliant	
Technical	IMP_TECH_007	The Supplier shall create, maintain and provide the Authority with a Development Strategy	Compliant	
Technical	IMP_TECH_008	The Supplier shall create, maintain and provide the Authority with a Development Plan	Compliant	
Technical	IMP_TECH_009	The Supplier shall create, maintain and provide the Authority with an Integration Strategy	Compliant	
Technical	IMP_TECH_010	The Supplier shall create, maintain and provide the Authority with Integration Architecture documentation	Compliant	
Technical	IMP_TECH_011	The Supplier shall create, maintain and provide the Authority with Integration Design documentation. This includes both functional and technical designs.	Compliant	
Technical	IMP_TECH_012	The Supplier shall create, maintain and provide the Authority with Interfacing Systems change / enhancement reports	Compliant	
Technical	IMP_TECH_013	The Supplier shall create, maintain and provide the Authority with a list of required changes to System Interfaces (non-Synergy e.g. SOP & METIS)	Compliant	
Technical	IMP_TECH_014	The Supplier shall provide the Authority with End to End Integration Services / components	Compliant	
Technical	IMP_TECH_015	The Supplier shall create, maintain and provide the Authority with Test & Assurance Environments fully integrated and configured	Compliant	
Technical	IMP_TECH_016	The Supplier shall create, maintain and provide the Authority with sufficient Production and Pre Production Environments fully integrated and configured which aligns to their proposed solution.	Compliant	
Technical	IMP_TECH_017	The Supplier shall create, maintain and provide the Authority with an Environment Strategy	Compliant	
Technical	IMP_TECH_018	The Supplier shall provide the Authority with secure access to Synergy technical components for 3rd parties	Compliant	


				
Category	Requirement Reference	Requirement	Supplier Compliance	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
Technical	IMP_TECH_019	The Supplier shall create, maintain and provide the Authority with a Workflow Management Strategy to support accessing Departmental security boundaries	Compliant	
Technical	IMP_TECH_020	The Supplier shall create, maintain and provide the Authority with a Cutover plan	Compliant	
Technical	IMP_TECH_021	The Supplier shall create, maintain and provide the Authority with an Archiving Strategy	Compliant	
Technical	IMP_TECH_022	The Supplier shall create, maintain and provide the Authority with a technical specifications document for each functional module and / or application	Compliant	
Technical	IMP_TECH_023	The Supplier shall create, maintain and provide the Authority with release notes throughout the contract duration for all changes	Compliant	
Technical	IMP_TECH_024	The Supplier shall create, maintain and provide the Authority with an Environment Plan	Compliant	
Technical	IMP_TECH_025	The Supplier shall create, maintain and provide the Authority with all required integrations	Compliant	
Technical	IMP_TECH_026	The Supplier shall create, maintain and provide the Authority with a Technical cutover plan	Compliant	
Technical	IMP_TECH_027	The Supplier shall create, maintain and provide the Authority with Technical cutover run books	Compliant	
Technical	IMP_TECH_028	The Supplier shall create, maintain and provide the Authority with a Technical cutover completion plan	Compliant	
Technical	IMP_TECH_029	The Supplier shall create, maintain and provide the Authority with Technology Vendor user manuals	Compliant	
Technical	IMP_TECH_030	The Supplier shall create, maintain and provide the Authority with Technology Vendor implementation guides	Compliant	
Technical	IMP_TECH_031	The Supplier shall create, maintain and provide the Authority with Technology Vendor technical manuals	Compliant	
Technical	IMP_TECH_032	The Supplier shall create, maintain and provide the Authority with an API Library	Compliant	
Testing	IMP_TEST_001	The Supplier shall create, maintain and provide the Authority with a Test Strategy for the life of the contract	Compliant	
Testing	IMP_TEST_002	The Supplier shall provide the Authority with a Test Tracking Tool	Compliant	
Testing	IMP_TEST_003	The Supplier shall create, maintain and provide the Authority with a Test Plan for Unit Testing	Compliant	
Testing	IMP_TEST_004	The Supplier shall create, maintain and provide the Authority with a Test Plan for System Testing	Compliant	

				
Category	Requirement Reference	Requirement	Supplier Compliance	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
Testing	IMP_TEST_005	The Supplier shall create, maintain and provide the Authority with a Test Plan for Integration Testing	Compliant	
Testing	IMP_TEST_006	The Supplier shall create, maintain and provide the Authority with a Test Plan for User Acceptance Testing including Accessibility	Compliant	
Testing	IMP_TEST_007	The Supplier shall create, maintain and provide the Authority with a Test Plan for Performance Testing	Compliant	
Testing	IMP_TEST_008	The Supplier shall create, maintain and provide the Authority with a Test Plan for Regression Testing	Compliant	
Testing	IMP_TEST_009	The Supplier shall create, maintain and provide the Authority with a Test Plan for Production Readiness, including smoke tests.	Compliant	
Testing	IMP_TEST_010	The Supplier shall create, maintain and provide the Authority with a Payroll comparison test plan	Compliant	
Testing	IMP_TEST_011	The Supplier shall create, maintain and provide the Authority with Payroll comparison test cycle outcome reports	Compliant	
Testing	IMP_TEST_012	The Supplier shall create, maintain and provide the Authority with legacy system payroll extract scripts	Compliant	
Testing	IMP_TEST_013	The Supplier shall create, maintain and provide the Authority with target system payroll extract scripts	Compliant	
Testing	IMP_TEST_014	The Supplier shall create, maintain and provide the Authority with Payroll comparison tests, reconciliation tools & reports	Compliant	
Testing	IMP_TEST_015	The Supplier shall create, maintain and provide the Authority with Unit Test Scripts	Compliant	
Testing	IMP_TEST_016	The Supplier shall create, maintain and provide the Authority with System Test Scripts	Compliant	
Testing	IMP_TEST_017	The Supplier shall create, maintain and provide the Authority with Integration Test Scripts	Compliant	
Testing	IMP_TEST_018	The Supplier shall create, maintain and provide the Authority with UAT Test Scripts	Compliant	
Testing	IMP_TEST_019	The Supplier shall create, maintain and provide the Authority with defined expected Test Outcomes which align to the Common & Technical Operating Model	Compliant	
Testing	IMP_TEST_020	The Supplier shall create, maintain and provide the Authority with Test Defect Reports	Compliant	
Testing	IMP_TEST_021	The Supplier shall create, maintain and provide the Authority with Test Defect Resolution Reports	Compliant	
Testing	IMP_TEST_022	The Supplier shall create, maintain and provide the Authority with a Test phase completion report	Compliant	

				
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Testing	IMP_TEST_023	The Supplier shall create, maintain and provide the Authority with a Test incidents list	Compliant	
Testing	IMP_TEST_024	The Supplier shall create, maintain and provide the Authority with Testing progress reports on a weekly basis throughout the test phase/s	Compliant	
Testing	IMP_TEST_025	The Supplier shall create, maintain and provide the Authority with Automated test scripts for end-to-end processes	Compliant	
Testing	IMP_TEST_026	The Supplier shall create, maintain and provide the Authority with Scripts to setup testing data and obfuscate data	Compliant	
Testing	IMP_TEST_027	The Supplier shall create, maintain and provide the Authority with a Scripts to configure test environments	Compliant	
Testing	IMP_TEST_028	The Supplier shall create, maintain and provide the Authority with Accessibility testing which is compliant with Public Sector Accessibility Legislation	Compliant	
Testing	IMP_TEST_029	The Supplier shall provide assistance to the Authority in carrying out a full independent Penetration Test of the solution. [N.B. The Authority recognises the need to agree an approach with the Service System provider and that it may not be possible in Production but can be carried out in a representative test environment].	Compliant	
Transition Into Live Service	IMP_TLS_001	The Supplier shall create, maintain and provide the Authority with a Cutover Communications Plan	Compliant	
Transition Into Live Service	IMP_TLS_002	The Supplier shall complete a dry run Production Cut Over for each release	Compliant	
Transition Into Live Service	IMP_TLS_003	The Supplier shall create, maintain and provide the Authority with a Dry Run Production Cutover Completion Report for each release	Compliant	
Transition Into Live Service	IMP_TLS_004	The Supplier shall create, maintain and provide the Authority with a Final Dress Rehearsal Completion Report	Compliant	
Transition Into Live Service	IMP_TLS_005	The Supplier shall create, maintain and provide the Authority with a Production Cutover Completion Report for each release	Compliant	
Training	IMP_TRN_001	The Supplier shall complete a Training needs analysis across each department drawing out similarities for operational staff, line managers, employees, specialist staff, senior colleagues including ALBs, bringing together a cluster level TNA	Compliant	

				
Category	Requirement Reference	Requirement	Supplier Compliance	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
Training	IMP_TRN_002	The Supplier shall provide the Authority with an overarching cluster level strategy and approach to training	Compliant	
Training	IMP_TRN_003	The Supplier shall provide the Authority with a plan to deliver the Training Strategy that is an integral part of the wider implementation plan and connected to the critical path of implementation	Compliant	
Training	IMP_TRN_004	The Supplier shall provide the Authority with technical team training materials including a description of best practice technical training materials (to include materials for downstream suppliers e.g. BPS)	Compliant	
Training	IMP_TRN_005	The Supplier shall provide the Authority with train the trainer materials	Compliant	
Training	IMP_TRN_006	The Supplier shall provide the Authority with a train the trainer plan, delivery and completion report all linked to critical path and reflective of the outcomes of defect resolution	Compliant	
Training	IMP_TRN_007	The Supplier shall provide the Authority with documented Functional and Non Functional Procedures including user and role based guides	Compliant	
Training	IMP_TRN_008	The Supplier shall provide the Authority with a Live service support guide reflective of outcomes of defect resolution	Compliant	
Training	IMP_TRN_009	The Supplier shall provide reasonable training and Business Change handover including knowledge transfer to the authority	Compliant	
Training	IMP_TRN_010	The Supplier shall allow for business input into material development	Compliant	

Sustainability

					
Area	Requirement Reference	Requirement	Mandatory Requirements	Supplier Compliance	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
Sustainability	SUS_PM_001	The Supplier shall provide a commitment to support the rapid transition to sustainable business practices	Yes	Compliant	
Sustainability	SUS_PM_002	The Supplier shall provide a commitment to meet net zero by 2050 (or sooner)	Yes	Compliant	
Sustainability	SUS_PM_003	The Supplier shall provide a commitment to 'Circular ICT' policies and strategies and to supporting the Synergy Programme to meet the HMG commitment to deliver 0% to landfill with an annual increase in reuse and materials recycled	Yes	Compliant	
Sustainability	SUS_PM_004	The Supplier shall have or be working towards 100% renewable energy and / or carbon neutral suppliers, and to measuring and reducing water consumption	Yes	Compliant	
Sustainability	SUS_PM_005	The Supplier shall provide a commitment to a roadmap of sustainability improvements	Yes	Compliant	
Sustainability	SUS_PM_006	The Supplier shall commit to publish an accurate footprint based on the services consumed, on estates and with suppliers, encompassing embodied/embedded carbon.	Yes	Compliant	
Sustainability	SUS_PM_007	The Supplier shall provide stress testing and resiliency testing to demonstrate that global supply chains are resilient to key sustainability risks (risks (e.g., insecurity, extreme weather events and natural disasters, natural resource crisis, energy insecurity) on an annual basis.	Yes	Compliant	

HR Functional

Product Book Number	Product Book Title	Unique Ref No.	Ref	Taxonomy	Functional requirement - the solution must have the ability to....	Mandatory Requirements	Supplier Compliance	Supplier Response	Supplier Evidence - Suppliers are requested to provide supporting evidence for Mandatory Requirements on how their proposed solution meets this requirement (max 250 words per requirement)	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
1	People, Strategy & Planning	HR1-02_1	1	Strategic Workforce Planning	record, update and manage workforce plans linked to actual and forecasted attributes including for example Full Time Equivalent (FTE) (including costs), roles, positions, and capability etc. (list is not exhaustive).		Fully Compliant	CST	n/a	
1	People, Strategy & Planning	HR1-02_2	2	Strategic Workforce Planning	forecast long-term strategic workforce demand (including for example associated FTE, skills, location, roles and cost).		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR1-02_3	3	Strategic Workforce Planning	forecast the resourcing requirements needed to meet the forecasted departmental demand, identifying what can be met by the departmental budget and any associated gap.		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR1-02_4	4	Strategic Workforce Planning	integrate workforce planning activity with financial planning and financial datasets, including for example the ability to view and amend the funding source for each post.		Fully Compliant	CFG	n/a	

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					Refer to 204 Integration Catalogue (Metis Interfaces)					
1	People, Strategy & Planning	HR1-02_5	5	Strategic Workforce Planning	import high level strategic forecasts including for example known workforce management interventions (e.g. planned exit schemes) or changes to supply estimations.		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR1-02_6	6	Strategic Workforce Planning	model, test, and analyse workforce scenarios using both internal information (e.g. job position, grade, attrition, capabilities, FTE (list not exhaustive)) and external sources/information (e.g. labour market information, skills scarcity, regional demographics (list not exhaustive)).		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR1-02_7	7	Strategic Workforce Planning	automatically populate via a real time integration with ERP a workforce planning tool with pre-defined internal data sets including for example job, grade, employee		Fully Compliant	CFG	n/a	

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					circumstances, working patterns etc.					
1	People, Strategy & Planning	HR1-02_8	8	Strategic Workforce Planning	record only one set of accurate, real time and insightful data for all workforce planning purposes e.g. Workforce Management, Workforce Planning & Strategic Workforce Planning workforce. The solution must align with costing and financial month end/cut off points.		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR1-02_9	9	Strategic Workforce Planning	manage and distinguish multiple pay rates (including for example daily, weekly, and monthly) and working patterns (including for example part year, term time, and seasonal working patterns).		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR1-02_10	10	Strategic Workforce Planning	track and report on workforce turnover and attrition by workforce characteristics including for example job, location, diversity characteristics and skills over time.		Fully Compliant	CFG	n/a	

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1	People, Strategy & Planning	HR1-02_11	11	Strategic Workforce Planning	track and report on headcount, Full Time Equivalent (FTE) (including staff in post (SiP) data) volumes, and salary for the whole Department (including contingent workforce) by a number of pre-defined data fields (including for example location, grade, job role, appointment type for example).		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR1-02_12	12	Strategic Workforce Planning	enable HR Specialists, Staff, and Line Managers (according to user-access permissions) to view workforce headcount, skills and workforce supply / demand data in real-time.		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR1-02_13	13	Strategic Workforce Planning	capture and collate contingent labour volumes and rates, and automatically convert them into contingent labour total cost budgets and forecasts.		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR1-02_14	14	Strategic Workforce Planning	filter workforce data by different organisation levels (identifying any links between different business groups within a department		Fully Compliant	CFG	n/a	

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					(configurable)) and impact changes on demand & supply across the organisation including for example highlighting dependencies.					
1	People, Strategy & Planning	HR1-02_15	15	Strategic Workforce Planning	identify and flag posts as 'specialist' by Civil Service (CS) professions, skills, business hierarchy and location and map to the known skills of the workforce. The solution must also be able to report on the costs of these 'Specialist' posts (to be configured).		Fully Compliant	CST	n/a	
1	People, Strategy & Planning	HR1-02_16	16	Strategic Workforce Planning	track employee skills, professional accreditations and memberships.		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR1-02_17	17	Strategic Workforce Planning	monitor and evaluate organisational performance against all data underpinning workforce forecasts and organisation objectives.		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR1-02_18	18	Strategic Workforce Planning	automatically monetise data and forecast accounting for cost (or savings) of workforce FTE, vacancies, voids, and turnover.		Fully Compliant	CFG	n/a	

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1	People, Strategy & Planning	HR1-02_19	19	Strategic Workforce Planning	enable and support the redeployment of staff during peak demand periods (for example, due to priority tasking) and in support of resource loss (for example, due to absence).		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR1-02_20	20	Strategic Workforce Planning	enable monitoring / tracking of unassigned employees and/or employees holding roles at risk of redundancy.		Fully Compliant	CST	n/a	
1	People, Strategy & Planning	HR1-02_21	21	Strategic Workforce Planning	identify a need to recruit by location, job role and skills aligned to CS Professions.		Fully Compliant	CFG	n/a	

1	People, Strategy & Planning	HR02-01_1	1	Manage Organisational Structures	provide an integrated position and organisation management solution, which will deliver a single employee record, a total view of the organisational structures (including position hierarchy) and vacancy management functionality. (User access permissions to be determined).	Yes	Fully Compliant	CFG	<p>Oracle Cloud HCM supports a flexible framework for workforce structures, so that any kind of organisation (with a combination of legal entities, business units, departments, jobs, positions etc) can be configured. The solution allows definition of an unlimited number of separate organisational units and to group them into an unlimited number of organisational hierarchies. These structures are then available across modules for reporting and security with user access permissions definable to suit the needs of the organisation. The enterprise rules allow configuration of duplicate employee checks to maintain a single employee record.</p> <p>Position Management and Position Control capabilities enable headcounts and Budgets are managed accordingly. Managers and HR can view the</p>
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									<p>complete picture of their organisation, filled positions, open positions (vacancies) and workers not in positions, from a single hierarchical view. Business leaders and recruiters will have a clear view of the current and future vacancies to create an effective recruitment plan.</p> <p>In addition, Workforce Modelling functionality allows managers to work closely with HR to improve the operating model for their part of the business. Any decisions on changes are better informed as the tool allows managers and HR to review live predictions of the impact on organisation cost and effectiveness.</p> <p>We have extensive experience of setting up complex organisation structures and position hierarchies across both public and private sectors including our recent projects with Ministry</p>	
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Product Book Number	Product Book Title	Unique Ref No.	Ref	Taxonomy	Functional requirement - the solution must have the ability to....	Mandatory Requirements	Supplier Compliance	Supplier Response	Supplier Evidence - Suppliers are requested to provide supporting evidence for Mandatory Requirements on how their proposed solution meets this requirement (max 250 words per requirement)	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
1	People, Strategy & Planning	HR02-01_2	2	Manage Organisational Structures	create, hold, maintain and export (in multiple formats including for example excel, PDF etc) multiple organisation structures and hierarchical diagrams on organisations (including HR orgs and cost centres), positions (depending on scope) and employees for live, point in time, and draft structures (in a test environment).		Fully Compliant	STD	n/a	
1	People, Strategy & Planning	HR02-01_3	3	Manage Organisational Structures	align, synchronise, report on and visualise all organisational structures, Position Management fields, and hierarchies (including financial structures).		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR02-01_4	4	Manage Organisational Structures	integrate seamlessly with Payroll and Finance and other downstream systems (including for example Workforce Planning, Talent Management, Performance etc) when changes to organisational structures are made. Refer to 204 Integration		Fully Compliant	CFG	n/a	

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					Catalogue (Metis Interfaces)					
1	People, Strategy & Planning	HR02-01_5	5	Manage Organisational Structures	model organisation structures for review in a test environment before administering mass organisation changes. The solution must allow structures to be published to the live environment from this test environment.		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR02-01_6	6	Manage Organisational Structures	support self-service access to manage, update and approve changes to organisational structures and position management with built-in approval hierarchies based on user access permissions with a clear audit history of changes.		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR02-01_7	7	Manage Organisational Structures	efficiently enable future (internal) re-organisations and (external) government enforced and regulatory changes including for example: • Internal re-organisations (including associated position		Fully Compliant	CFG	n/a	

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					changes required) • External Machinery of Government (MoG) change • Creation or dissolution of legal entities • TUPE/Coop moves into or from other non-governmental organisation • On-boarding of Government Departments and/or Arm's Length Bodies (and position structures)					
1	People, Strategy & Planning	HR02-01_8	8	Manage Job / Job Families	support the management of the Job Catalogue for creation/update of Job Profiles (including for example professions, job family, and job) by following the required governance approval hierarchy.		Fully Compliant	STD	n/a	
1	People, Strategy & Planning	HR02-01_9	9	Manage Locations	support location management including for example the ability to see how many positions are linked to an office location and to hold procurement instructions (for example procurement delivery details against a location		Fully Compliant	CFG	n/a	

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					as required and configured).					
1	People, Strategy & Planning	HR02-02_1	1	Create Position	add, amend and manage (including re-open if required) positions (dependent on user-access permissions). This must be able to be done in bulk if required.		Fully Compliant	STD	n/a	
1	People, Strategy & Planning	HR02-02_2	2	Create Position	assign, view and manage key attributes of Positions (including configurable delegated authority permissions) and other structures (such as grades or other hierarchies) with a recorded date history. There must be the ability to assign attributes in bulk.		Fully Compliant	STD	n/a	
1	People, Strategy & Planning	HR02-02_3	3	Create Position	enable if required a hybrid approach to staffing models that allows for partial position management to work alongside a job management model based on best fit the organisation if full position management is not achievable.		Fully Compliant	CFG	n/a	

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1	People, Strategy & Planning	HR02-02_4	4	Create Position	upon creation of a job or position, to auto-generate Job and position codes and automatically assign to positions when created.		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR02-02_5	5	Update Position	identify and allocate the origin of the position when a person returns from a secondment or loan (including for example an overseas posting).		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR02-02_6	6	Update Position	allow international employees to have their position details captured while on international assignment, with the capability to enable data share, capture details and enable reporting in the FCDO's HR solution to ensure alignment with their future shared services strategy as it is developed. There is not a requirement to process Payroll for countries outside of the scope of synergy.		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR02-02_7	7	Update Position	ensure that only valid position changes can be made (such as: . a position should not be able to be closed if there		Fully Compliant	CFG	n/a	

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					are people assigned to it).					
1	People, Strategy & Planning	HR02-02_8	8	Update Position	automatically align and update Recruitment and HR system areas as required (for example align recruitment campaigns with vacant positions as required).		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR02-02_9	9	Update Position	allow employees/ line managers to view their individual and team Position history via self-service. The solution must also allow HR Specialists/Finance to view all position management hierarchies (dependent on role based access permissions).		Fully Compliant	CFG	n/a	
1	People, Strategy & Planning	HR02-02_10	10	Close Position	report and notify Position end dates in advance.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-01_1	1	Design Recruitment Processes, Tools and Programmes	provide configuration capability in the Recruitment solution for candidates / Recruiters to advertise requisition information, communicate with candidates in Welsh languages through the		Fully Compliant	N/A	n/a	

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					end-to-end recruitment process.					
3	Joining Work	HR3-01_2	2	Design Recruitment Processes, Tools and Programmes	adhere to Civil Service's legal requirement for merit, fairness and open competition in every stage of the recruitment process from creating/editing job description to managing job offer which is explained in detail in the Civil Service's Recruitment Principles.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-01_3	3	Design Recruitment Processes, Tools and Programmes	enable Civil Service's recruitment schemes such as for example Disability Confident Scheme (DCS), Guaranteed Interview Scheme (GIS), redeployment schemes, Going Forward into Employment (GFIE) and veteran schemes.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-01_4	4	Design Recruitment Processes, Tools and Programmes	provide a seamless, automated and fully integrated end to end standard recruitment process from creating/editing job description through sifting/interviewing to managing job offer with		Fully Compliant	CFG	n/a	

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					the flexibility to adjust for different recruitment types and routes. This includes all recruitment types for example but not limited to the following, BAU/single vacancy, Expression of Interest (EOI)/loans/secondments, specialist, Senior Civil Service (SCS), Bulk recruitment for multiple roles, fast stream, direct appointees, life chance/early talent schemes. Refer to 204 Integration Catalogue (Metis Interfaces) and (SOP Interfaces - DEFRA DWP MoJ)					
3	Joining Work	HR3-01_5	5	Design Recruitment Processes, Tools and Programmes	enable a hiring manager/ employee to create a requisition containing the vacancy requirements (assigned to a position) to start recruitment and be able to switch on/ off add-ons such as Behaviour Based Assessment, Situational Judgement Test.		Fully Compliant	CFG	n/a	

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3	Joining Work	HR3-01_6	6	Design Recruitment Processes, Tools and Programmes	enable a vacancy manager to create a campaign which is configured to progress straight to pre-employment checks for Exception campaigns that do not go through advertising, sifting and interviewing as these appointments are made outside of fair and open recruitment such as for example bulk Merit List candidate movement, or recruitment by Exception 1 as per Civil Service Recruitment Principles.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-01_7	7	Design Recruitment Processes, Tools and Programmes	enable frequent engagement with candidates throughout the end-to-end process through sending workflow notifications to both candidates and vacancy managers at each stage of the process flagging actions not completed by a specified date, using comms methods such as for example SMS and not just email.		Fully Compliant	CFG	n/a	

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3	Joining Work	HR3-01_8	8	Design Recruitment Processes, Tools and Programmes	provide a variety of selection and assessment tools with API conformity and ability to integrate (front and back end) with third party recruitment / assessments supplier platforms if not included in the ERP (such as for example Civil Service jobs) with functionality to allow both internal and external candidates to self-serve job vacancies, update a candidate profile, apply, self-book interviews, online assessment , upload certificates and track progress of job applications. Refer to 204 Integration Catalogue (Metis Interfaces) and (SOP Interfaces - DEFRA DWP MoJ)		Fully Compliant	CST	n/a	
3	Joining Work	HR3-01_9	9	Design Recruitment Processes, Tools and Programmes	configure the Application Tracking System (ATS) to allow job candidates to request reasonable adjustments and pause their recruitment process for a set number of days while internal teams		Fully Compliant	CFG	n/a	

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					consider and respond to their request.					
3	Joining Work	HR3-01_10	10	Design Recruitment Processes, Tools and Programmes	provide controls to ensure candidate personal information is retained in line with GDPR principles and departments' data retention policies including for example automatic mass archive or delete function.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-01_11	11	Design Recruitment	provide real time access to data to run standard (BAU) reporting against set parameters (for example campaign type) and allow for more ad hoc reports that can be customised or filtered with ability to save as draft templates to be finalised/re-run at later stage. For example, by providing a live dashboards to be able analyse candidate's diversity and inclusion data across a specific recruitment type or evaluate the outreach of specific campaign or campaign progress/status report.		Fully Compliant	CST	n/a	

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3	Joining Work	HR3-01_12	12	Close Job Description	cancel, place on hold or close the requisition at any time in the recruitment process (internal or external vacancies) if there is a need with approval evidenced.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-01_13	13	Attract and Source Candidates	enable internal job adverts (such as Expression of Interest) to be ringfenced/ accessible to internal candidates only if specified and give departments the flexibility to advertise EOI's through internal departments channels such as through professional network, internal job boards etc.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-01_14	14	Attract and Source Candidates	provide flexibility for a multitude of different routes of advertising jobs such as internal and external job boards. All external jobs must be advertised on Civil Service jobs career website by default.		Fully Compliant	CST	n/a	
3	Joining Work	HR3-01_15	15	Attract and Source Candidates	accommodate anonymous sifting through allowing the candidate's personal		Fully Compliant	CST	n/a	

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					details to be hidden at sift stage and only available to a panel once candidates have been shortlisted for interview.					
3	Joining Work	HR3-01_16	16	Attract and Source Candidates	distinctly record Non-Exception / Exception to Fair and Open Competition on employee profile when appointed (configurable by the department) as per Civil Service Recruitment Principles.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-01_17	17	Create / update candidate profile	enable successful candidate data entered when applying for a job on the solution and or third-party platforms to be automatically integrated into the ERP system to pre-populate the employee master data record. Refer to 204 Integration Catalogue (Metis Interfaces) and (SOP Interfaces - DEFRA DWP MoJ)		Fully Compliant	CST	n/a	
3	Joining Work	HR3-01_18	18	Manage Candidate Pool	enable vacancy managers and specialist users with role-based access (read only/read-write access) to track		Fully Compliant	CFG	n/a	

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					candidates on the system in real time at every stage of the process and access to all or a specified number of campaigns.					
3	Joining Work	HR3-01_19	19	Manage Candidate Pool	enable departments to communicate with candidates both on an individual basis or configure bulk messages to send to multiple candidates for bulk campaigns examples of communication methods are SMS, email, via candidate portal (if one is used). This communication should be visible in the system and with the ability track engagement.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-01_20	20	Manage Candidate Pool	provide expression functionality to switch on/off for different scenarios such as for example Probation Service Offices/PQiP(Professional Qualification in Probation) differences and location preferences.		Fully Compliant	CFG	n/a	

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3	Joining Work	HR3-01_21	21	Manage Candidate Pool	manage interview / assessment days schedules through creating interview slots, allocating candidates, and synchronising calendar slots for example Microsoft outlook.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-01_22	22	Reinstatement	enable the identification of the organisation's previous employees who are re-employed by the organisation and calculate continuous service, salary calculations for other government department transfers , associated reserved rights eligibility and or flag prior misconduct related dismissal.		Fully Compliant	CST	n/a	
3	Joining Work	HR3-01_23	23	Reinstatement	provide controls to ensure ex-employees who have previously been dismissed from the Civil Service are not able to apply for any Civil Service roles until 5 years has passed.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-01_24	24	Screen Candidates	provide an automated sifting tool for volume recruitments with the ability to amend the		Fully Compliant	CFG	n/a	

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					pass ratio dependent upon data analysis of scores received and functionality to allow flexibility with cut-off scores in volume campaigns which auto triggers passes/fails - progressing to next stage.					
3	Joining Work	HR3-01_25	25	Screen Candidates	bulk download/export application details from the system as an excel/PowerPoint/word document by the hiring manager and or specialist users with role base access through self-service.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-01_26	26	Screen Candidates	assess the suitability of candidates in a variety of ways aligned to Civil Service professional frameworks (Civil Service Success Profiles) and other approved technical frameworks such as Digital, Data and Technology Profession Capability Framework (DDaT), Skills Framework for the		Fully Compliant	CFG	n/a	

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					Information Age (SFIA) etc. Refer to links: https://www.gov.uk/government/publications/success-profiles https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework https://sfia-online.org/en					
3	Joining Work	HR3-01_27	27	Screen Candidates Select Candidates	manage reserve lists and automatically award candidates in merit order from current or previous recruitment campaigns held in the ATS.		Non Compliant	N/A	n/a	We are not able to automatically award employees from a reserved list pool (from other recruitment campaigns) to a job requisition. Our workaround will be to provide communications to the reserved list pool, inviting them to apply for specific job requisitions.
3	Joining Work	HR3-01_28	28	Select Candidates	record and report on recruitment outcomes at every stage of the process as well as store associated documentation for each campaign including security clearance process, and health checks provided		Fully Compliant	CFG	n/a	

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					by 3rd parties for audit purposes in line with GDPR. Refer to: https://www.gov.uk/data-protection#:~:text=The%20Data%20Protection%20Act%202018%20is%20the%20UK%27s%20implementation%20of,used%20fairly%2C%20lawfully%20and%20transparently					
3	Joining Work	HR3-01_29	29	Conduct Pre-Employment Checks	enable the status of candidates' pre-employment checks to be tracked on the system with a projected timeline of completion including automated trigger of security clearance process when a candidate is moved to the relevant recruitment status and integration (or API solution) with National Security Vetting portal to capture progress through this stage		Fully Compliant	CST	n/a	
3	Joining Work	HR3-01_30	30	Conduct Pre-Employment Checks	conduct a Pre-employment background check digitally for a new hire (prior to security vetting) as		Fully Compliant	CST	n/a	

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					per Civil service guidance.					
3	Joining Work	HR3-01_31	31	Conduct Pre-Employment Checks	enable candidates to upload ID requirements on the system and report on missing mandatory documents such as for example visa and corresponding dates linked to Digital identity document validation technology (IDVT) solutions used by our partners which will capture this as part of Right To Work ensuring that the ATS/ERP is compliant.		Fully Compliant	CST	n/a	
3	Joining Work	HR3-01_32	32	Security Vetting	enable specialist users to access details of employee's security clearance start and end date, vetting type / level such as for example PNC, DBS, HMRC PAYE, UKSV, NPPV Level 2 or 3, Employment reference, Police National Database (PND) called other checks.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-01_33	33	Security Vetting	support multiple vetting levels: a generic reporting tool for case vetting levels change		Fully Compliant	CST	n/a	

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					(NSV) and with the capacity to drill down into Component vetting checks – BPSS, Enhanced 1 or 2, DBS Standard/Enhanced/Enhanced Barred Lists – Children and or Vulnerable Adults/NPPV Level 2/NPPV Level 3/National Security Vetting at CTC, SC, SC STRAP, DV, DV STRAP.					
3	Joining Work	HR3-03_01	1	Manage New Hire	orchestrate all onboarding activities automatically for starting within the organisation from managing new hire to managing no shows, including IT provisioning, training, security pass, pre-joining instructions.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-03_02	2	Manage New Hire	integrate with other government departments' offboarding processes where people are moving into Synergy cluster departments.		Fully Compliant	CST	n/a	
3	Joining Work	HR3-03_03	3	Manage New Hire	auto provision user roles based on the position/job of the person.		Fully Compliant	CFG	n/a	

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3	Joining Work	HR3-03_04	4	Manage New Hire	enable new joiners through self-service to complete key pre-joining activities (such as updating new starter details , banking details) and access early induction material if appropriate to the role before day 1/start date..		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-03_05	5	Manage New Hire	send workflow notifications to managers or through API to other relevant downstream systems to ensure actions to be completed prior the new joiner's start date. Examples include IT equipment processing, building pass, access to travel management system, workplace adjustments, estates and training.		Fully Compliant	CST	n/a	
3	Joining Work	HR3-03_06	6	Manage New Hire	generate a unique employee ID automatically for a new employee with controls to prevent duplicate records creation and provide a process for re-employing a previous employee to maintain		Fully Compliant	STD	n/a	

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					their service history records.					
3	Joining Work	HR3-03_07	7	Manage Onboarding	configure different employee types such as for example (permanent staff and temporary staff) and tailor online onboarding activity checklists and generate workflows for escalation of non-completed tasks.		Fully Compliant	CFG	n/a	
3	Joining Work	HR3-03_08	8	Manage Onboarding	enable automated inbound and outbound integrations with key ERP modules such as payroll, ERP learn module , department specific identity management service providers and enable new starter to access everything on system from day 1 (such as for example payslip , mandatory learning , produce compliance data for completion of mandatory learning)		Fully Compliant	CST	n/a	
3	Joining Work	HR3-03_09	9	Manage Onboarding	create employee records in bulk (e.g., for employees who have been transferred by <u>Transfer of Undertakings Protection of</u>		Fully Compliant	CFG	n/a	

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					<u>Employment (TUPE)</u> or Cabinet Office Statement of Practice (COSO P).					
3	Joining Work	HR3-03_10	10	Manage No Shows	enable managers to confirm if a new joiner has joined on expected start date, date changed or record a no show with the ability to rescind actions in the system related to the new hire as required.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_1	1	Design Learning Processes, Tools and Programmes	store learning content as well as integrate with existing external platforms that are shared across the Civil Service such as for example, Government Learning Platform. Refer to 204 integration catalogue SOP Interfaces - DEFRA DWP MoJ		Fully Compliant	CST	n/a	
4	Building the Workforce	HR4-01_2	2	Design Learning Processes, Tools and Programmes	provide one entry point and single sign on for both internal and external learning content.		Fully Compliant	CST	n/a	
4	Building the Workforce	HR4-01_3	3	Design Learning Processes, Tools and Programmes	provide users access to view learning content via a search function with different filter options (such as for example by		Fully Compliant	STD	n/a	

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					Profession or Course title) and be able to manage learning content (for example to start, enrol, resume learning).					
4	Building the Workforce	HR4-01_4	4	Design Learning Processes, Tools and Programmes	work with assistive software such as for example Dragon, Zoom as well as tracking and bookmarking tools like Sharable Content Object Reference Model (SCORM), Aviation Industry Computer-Based Training Committee (AICC) Tracking and API.		Fully Compliant	CST	n/a	
4	Building the Workforce	HR4-01_5	5	Design Learning Processes, Tools and Programmes	define, manage and create different user groups (for example by job profile, specialism, organisation) and trigger a personalised learning path, automatically assign relevant learning courses with bespoke user - access, MI and reporting.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_6	6	Design Learning Processes, Tools and Programmes	record all new hires, employees with line manager responsibility and those who haven't completed training such		Fully Compliant	CFG	n/a	

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					as for example mandatory learning.					
4	Building the Workforce	HR4-01_7	7	Design Learning Processes, Tools and Programmes	enable communication with and between attendees (prior, during, post - training), assign pre- and post-course learning material to employees, for completion before and/or after their training course such as training feedback.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_8	8	Design Learning Processes, Tools and Programmes	generate learning completion evidence such as certificates for learning administered in the system and be able to import/export by uploading/ downloading files and store external learning certifications including for example in jpg, pdf, word, ppt format etc. Both internal and external certificates must be reportable and linked to employee HR record.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_9	9	Design Learning Processes, Tools	design , create, host and publish learning content in different formats (for example PDF, -learning such as Sharable		Fully Compliant	CFG	n/a	

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				and Programmes	Content Object Reference Model (SCORM) or API, video, word, PowerPoint). It must allow users to select the preferred learning option (such as for example micro learning, sound bites, videos, facilitator led).					
4	Building the Workforce	HR4-01_10	10	Design Learning Processes, Tools and Programmes	enable the HR Specialist to amend course particulars including for example date, time, venue and facilitator.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_11	11	Design Learning Processes, Tools and Programmes	enable testing and quality assurance of learning content prior to publication by multiple stakeholders by way of workflow.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_12	12	Design Learning Processes, Tools and Programmes	report on training including for example time spent on training, learning completion progress / status, feedback, test results, certifications/ qualifications, pass rates, outstanding mandatory courses, training attendance and long-term absence cases (for example		Fully Compliant	CST	n/a	

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					career breaks, maternity leave). (list is not exhaustive).					
4	Building the Workforce	HR4-01_13	13	Design Learning Processes, Tools and Programmes	enable existing e-learning courses and simulations that are available across the Authority to be migrated to the future learning platform.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_14	14	Conduct Capability and Learning Needs Analysis	recommend learning based on a team or an individual's skills and role.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_15	15	Design Learning Processes, Tools and Programmes /	enable specific users to create, view and amend learning records for learners such as for example apprentices which includes reporting learning hours 'on the job' or 'off the job' for both internal and external training sources.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_16	16	Design Learning Processes, Tools and Programmes /	enable HR Specialists to manage learners and learning programmes through notification alerts for milestones within the learning journey ,tracking end point assessments		Fully Compliant	CFG	n/a	

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					completion and monitoring achievements against learning milestones.					
4	Building the Workforce	HR4-01_17	17	Develop Apprentices	flag an employee as an Apprentice on their HR profile and report on this.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_18	18	Develop Learning Content	create and administer blended learning including for example gamification, instructor led, digital learning, classroom learning and bespoke learning environments.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_19	19	Develop Learning Content	enable Specialists users such as Learning and Development Specialists through workflow approvals to upload multiple formats of external learning content including for examples videos, word, PowerPoint, audio etc.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_20	20	Develop Learning Content	create learning paths by selecting courses specific to the user's development needs / career aspirations to be completed in a specific sequence.		Fully Compliant	CFG	n/a	

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4	Building the Workforce	HR4-01_21	21	Deliver Learning	enable course participants to complete tests or assessments pre, during or after the class or course has ended.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_22	22	Manage Enrolments and Completion	enable budget holders to set various levels of spend approvals for learning and validate costs at the set appropriate level for certain courses.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_23	23	Manage Enrolments and Completion	track and record academic and professional accreditations/ certifications/licences and update the competencies on the employee talent profile. This includes internally created or imported external training records.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_24	24	Manage Enrolments and Completion	provide a master learning record for all employees which captures and automatically updates all learning and developmental activity upon completion including archiving historic		Fully Compliant	CFG	n/a	

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					learning with line manager access granted to view the learning path and history.					
4	Building the Workforce	HR4-01_25	25	Manage Enrolments and Completion	allow employees to self-serve specific learning, to enrol, cancel or reschedule a learning event which then triggers approval workflow to manager and/or budget holder. The employee must automatically receive pre/post work content and enable connections with MS outlook calendars to block out the event in the diary.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_26	26	Manage Enrolments and Completion	enable employees to add any additional information required to their course booking such as for example accessibility and dietary requirements.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_27	27	Manage Enrolments and Completion	provide specialist users with functionality to mass manage and enrol employees onto courses, learning, or curriculum based on configurable eligibility rules. For example, all new starters.		Fully Compliant	CFG	n/a	

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4	Building the Workforce	HR4-01_28	28	Manage Enrolments and Completion	send workflow notifications to employees to remind mandatory learning deadlines and inform line managers about employee training activity.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_29	29	Manage Enrolments and Completion	create a waiting list for interested employees, generate automatic notifications and automatically enrol the next person on the waiting list when a slot becomes available.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_30	30	Manage Enrolments and Completion	provide a prompt/alert if minimal numbers (which vary for different courses) are not met for course attendance and enable appropriate action to be taken (for example cancel course/ re-allocate places).		Fully Compliant	CST	n/a	
4	Building the Workforce	HR4-01_31	31	Manage Enrolments and Completion	enable new joiners to access learning prior to their first day at the Department aligned to departmental policies and allow them to be booked on to relevant courses and complete any pre-joining learning activities from day one.		Fully Compliant	STD	n/a	

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4	Building the Workforce	HR4-01_32	32	Manage Cancellations	enable automatic notifications to attendees of a learning event in case of cancellation / or changes (including for example venue change).		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_33	33	Manage Cancellations	enable an initiation, review and approval process for the removal of the user from the course.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-01_34	34	Manage Cancellations	allow a user to be easily rescheduled on to the next centrally available course when a current one is cancelled		Fully Compliant	CST	n/a	
4	Building the Workforce	HR4-01_35	35	Manage Off-Catalogue Requests	manage (request/record/access reports) off-catalogue courses; provide workflow to approve such courses; ability to evidence successful completion of courses/training.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-02_1	1	Design Talent Processes, Tools and Schemes	create, store and manage multiple professional frameworks.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-02_2	2	Design Talent Processes,	provide career paths and allow employees to explore options and drive their own career		Fully Compliant	CFG	n/a	

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				Tools and Schemes	path for example skills and behaviours required of the higher grade and or different jobs within the same grade.					
4	Building the Workforce	HR4-02_3	3	Design Talent Processes, Tools and Schemes	create Talent Programmes, record uptake and report on career progression based on training for example promotions.		Fully Compliant	CST	n/a	
4	Building the Workforce	HR4-02_4	4	Design Talent Processes, Tools and Schemes	create a talent pool which feeds and supports succession planning. The talent pool must be able to be viewed using various fields filters for example grade, location, business unit, function, profession and employee diversity Information.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-02_5	5	Design Talent Processes, Tools and Schemes	support the Civil Service 9 Box grid process by recording individual talent markings as well as any summary information in respect of an employee's progression (for example new qualifications they have obtained with clear reference to the		Fully Compliant	CFG	n/a	

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					respective year for progress tracking and individual trends).					
4	Building the Workforce	HR4-02_6	6	Manage Succession Plan	conduct a skills gap analysis to compare and report on succession pipelines (for example number of people with the right skills, number of people on career progression schemes) and aggregate for the entire Authority at multiple levels.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-02_7	7	Manage Succession Plan	match vacancies against individuals with the right skills set from internal succession plans and/ or compare against a reserve / merit list of external candidates to fill the vacancy.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-02_8	8	Manage Succession Plan	enable the identification of successors by best fit functionality and provide the ability to assess successor readiness and link into development planning.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-02_9	9	Conduct Talent Review and Identify Talent	create targeted training plans for specific talent pools.		Fully Compliant	CFG	n/a	

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4	Building the Workforce	HR4-02_10	10	Conduct Talent Review and Identify Talent	administer talent reviews for moderation across various levels such as for example peer group, organisation level, job families.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-02_11	11	Conduct Talent Review and Identify Talent	enable line managers to verify the information their team input to a skills assessment . Assurance of activities by line manager through a workflow must be built into the solution.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-02_12	12	Conduct Talent Review and Identify Talent	review a team's capabilities and skills, to enable workload to be collectively reassigned to fill skill gaps and meet department demands.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-02_13	13	Conduct Talent Review and Identify Talent	report on talent information from individual to wider departmental instances across all levels. Reporting must include talent pipeline gaps, risks, opportunities for movement, developmental plans completion, user talent profiles vs job profiles etc.		Fully Compliant	CST	n/a	

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4	Building the Workforce	HR4-02_14	14	Manage talent pool/network	provide self-service functionality allowing employees to update their talent profile with skills, qualifications, career history/achievements with line manager approval as appropriate. The talent profile must be able to link into Performance and Learning so that learning can be targeted based on skills gap or development plans agreed in performance related discussions.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-02_15	15	Manage talent pool/network	enable employees or line managers to compare their individual talent profile against profiles of jobs recorded on the ERP.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-02_16	16	Mentoring and Outreach	develop and implement mentoring schemes and initiatives across Operating Units, including mentor matching activities.		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-02_17	17	Mentoring and Outreach	search and request a mentor, coach, buddy. These must be able to be filtered by (including for example by role,		Fully Compliant	CFG	n/a	

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					grade, location, previous talent schemes, professional accreditations and specialties).					
4	Building the Workforce	HR4-02_18	18	Mentoring and Outreach	allow employees to be re-allocated to a new buddy/ coach / mentor with all existing learning details remaining accessible to the employee		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-02_19	19	Mentoring and Outreach	record the incidence of buddying, coaching, mentoring and sponsoring with the ability to record against the protected characteristics (age, disability, gender reassignment, race, religion and belief and sex) and inclusion measures (socio-economic status, gender identity).		Fully Compliant	CFG	n/a	
4	Building the Workforce	HR4-02_20	20	Manage Talent Schemes	support recruitment to the talent schemes, monitor applicants' diversity and support managers to identify suitable employees to place in succession plans.		Fully Compliant	CFG	n/a	

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4	Building the Workforce	HR4-02_21	21	Manage Talent Schemes	record, report and evaluate existing talent pool and alumni to ensure flow targets to SCS (race and disability) are effectively serviced, managed and maintained.		Fully Compliant	CST	n/a	
5	Managing the Workforce	HR05-01_1	1	Design Performance Processes and Tools	support future initiatives including capability-based pay assessment and Reward & Recognition through integrating performance outcomes.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-01_2	2	Design Performance Processes & Tools	enable reporting of defined performance metrics to a number of users via a reporting tool/ dashboard.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-01_3	3	Design Performance Processes & Tools	enable performance records to be transferred between Line Managers during a staff transfer. It must allow performance objectives to be set, edited and tracked at an organisational, team and individual level on system aligned to system roles/access. These objectives will be stored on system for employees to view		Fully Compliant	CFG	n/a	

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					and cascade as appropriate, at any time.					
5	Managing the Workforce	HR05-01_4	4	Design Performance Processes & Tools	be easily configured to accommodate any changes to policy or process, maintaining history and audit trails.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-01_5	5	Design Performance Processes & Tools	allow for a number of specialist users with defined permissions to access the performance records.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-01_6	6	Design Performance Processes & Tools	enable the capture of performance related data with historical performance data available for comparison.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-01_7	7	Design Performance Processes & Tools	retain any documentation produced for future use or reference with notifications when the retention period is reached.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-01_8	8	Design Processes and Tools, Create, Develop, and Refresh Objectives	enable performance objectives to be set, edited and tracked at an organisational, team and individual level aligned to system roles/access. These objectives will be stored on system for		Fully Compliant	CFG	n/a	

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					employees to view and cascade as appropriate.					
5	Managing the Workforce	HR05-01_9	9	Design Processes and Tools, Create, Develop, and Refresh Objectives	accommodate differences in frequencies of performance related discussions. Managers and employees must receive workflow notifications on upcoming performance related discussions or formal performance appraisals.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-01_10	10	Conduct Performance Reviews	request and provide performance related feedback on an ongoing basis. Any employee or line manager must be able to request feedback from any other employee (360 feedback); this must be captured against an employee's HCM profile and visible to the employee and manager to support performance management discussions.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-01_11	11	Conduct Performance Reviews	provide the option to capture key discussion points and record any actions from		Fully Compliant	CFG	n/a	

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					performance related discussions between an employee/manager and retain documentation produced for future use or reference with notifications when the retention period is reached in line with GDPR and Departmental policy retention.					
5	Managing the Workforce	HR05-01_12	12	Conduct Performance Reviews	self-appraise at any point throughout the year.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-01_13	13	Manage Performance Improvement, Create and Manage Development Plans	allow for performance development plans (including poor performance) to be recorded and tracked on system. The performance development plans must be able to reference courses/learning pathways from the ERP Learn Module.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-01_14	14	Create and Manage Development Plans	map career development goals to CS professional frameworks or Career Pathways.		Fully Compliant	CFG	n/a	

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5	Managing the Workforce	HR05-01_15	15	Manage Probation Period	allow for an individual's probation period to be recorded and timely notifications raised when action is required by the line Manager, including template letters/ documentation for e.g., record an individual's probation period, using template letters and documentation in (or files uploaded) the solution, and generate timely notifications to the line manager when action is required.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-02_1	1	Administer Leave	accommodate the differences within departmental T&Cs for entitlements on all absence leave types (examples include occupational pay entitlements, special leave paid/unpaid, annual leave and annual leave carry over across leave years etc).		Fully Compliant	CST	n/a	

5	Managing the Workforce	HR05-02_2	2	Administer Leave	define absence schemes per individual departmental T&Cs and configure multiple schemes for each absence type to control the eligibility for enrolment to the schemes, based on set business rules (e.g.. Grade, Terms and Conditions, Length of Service, and International Workers).	Yes	Fully Compliant	CST	<p>Delivered natively as part of Oracle Cloud HCM, Absence Management is a highly configurable rules-based application that enables organisations to efficiently manage employee absence. Organisations can create any number of basic and/or complex absence plans with easy configuration of rules and policies. This enables absence administrators to define different schemes, rules, accrual definitions and entitlement criteria across different employee populations based on, for example, grade, terms and conditions, length of service, location etc. The solution can even effectively manage employees with multiple positions, and multiple sets of terms and conditions within a single employee record.</p> <p>Our consortium team has used several methods to vary entitlements based on large</p>
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									<p>number of variables, most notably using a User-Defined Table (UDT). We can capture the different Departmental variations in entitlements based on different sets of variables (Terms & Conditions, Grade, Length of Service etc), which are then called in our accrual formula on the Absence Plan setup. This solution has been used effectively at the Ministry of Defence and Hilton Hotels to define entitlements when calculations are particularly complex. This solution provides easier maintenance, allowing customers the ability to update the UDT when Terms & Conditions change.</p> <p>Oracle also provides out of the box Statutory Absence Plans to cover UK legislation. This includes Statutory Sick Pay (SSP) and others. On top of this, we can configure Occupational Absence Plans to ensure the correct entitlements are</p>	
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									being used when calculating employee pay.	
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5	Managing the Workforce	HR05-02_3	3	Administer Leave	record all of the agreed absence leave types for the Authority with automatic inbound integration to ERP payroll for pay impacting leave types as well as HR and workforce rostering and scheduling tool. Refer to 204 Integration Catalogue (Metis Interfaces) and (SOP Interfaces - DEFRA DWP MoJ)		Fully Compliant	CST	n/a	

5	Managing the Workforce	HR05-02_4	4	Administer Leave	have processes for the issuing of letters/ documentation etc., as per departmental policy/ legislation.	Yes	Fully Compliant	CST	<p>With Oracle Cloud HCM, an unlimited number of letters and documentation using templates can be created, to the requirements of departmental policy and legislation, such as allowance changes or leaver correspondence. Templates can be configured to dynamically display the content required based on business rules. These can be re-used and easily modified by business users. The Document of Records (DOR) area can be used to configure the various forms to request the letters in the responsive UI or can be event based auto-triggered or via REST APIs. The functionality enables approval workflows, with the final letter generated when approval is complete. Letters and documentation are retained in the DOR area with pre-defined security and restricted access.</p> <p>Outputs can be produced in Word, Excel, PDF, HTML and PowerPoint file</p>
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									<p>formats. These can be sent via email automatically based upon a defined workflow, or manually. Outputs are aligned to your specific branding and format requirements or based on the template used.</p> <p>We have developed this solution using Oracle HCM Cloud for multiple public and private sector customers in the past, including Ministry of Defence, Sainsbury and Carnival.</p> <p>We are currently developing an asset that delivers an enhanced self-service letter and documentation generation capability using PaaS and IaaS. This will provide a refined UI for letter requests and template management, the ability to produce in multiple languages and DocuSign integration.</p> <p>Transactional reports and analytics will also be available to enhance your ability to understand employee usage</p>	
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									volumetrics and for any potential audits.	
5	Managing the Workforce	HR05-02_5	5	Administer Leave	enter an Adjusted Service Date against employee records,		Fully Compliant	CFG	n/a	

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					which will be used in the calculation of length of service across all absence plans.					
5	Managing the Workforce	HR05-02_6	6	Administer Leave	allow via self-service the buying and selling of additional annual leave subject to HR policy, with upfront estimates on the cost and real time integration with annual leave balances.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-02_7	7	Administer Leave	accommodate an individual with a number of concurrent leave types, for e.g., an individual who is currently on sick leave requests for annual leave to be taken – both leave types would run in parallel.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-02_8	8	Manage Leave of Absence	report on each absence leave type and have the ability to aggregate the absence data across individual teams, business unit or at an organisational level.		Fully Compliant	CST	n/a	
5	Managing the Workforce	HR05-02_9	9	Manage Leave of Absence	allow Managers/ individuals with delegated responsibility via role-based access permissions to access employee absence and		Fully Compliant	CFG	n/a	

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					submit absences for employees they do not directly line manage.					
5	Managing the Workforce	HR05-02_10	10	Manage Leave of Absence	accommodate for multiple assignments to have different absence plans for each assignment i.e., the need for someone on multiple assignments to have different absence plans and be able to cater for seasonal workers.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-02_11	11	Manage Leave of Absence	report on actual and forecasted leave and absence (i.e., all types of leave and absence).		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-02_12	12	Manage Leave of Absence	record sensitive cases such as still birth, miscarriage, post-natal, adoption cases. Add an additional field called 'special condition' with access only for defined users.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-02_13	13	Manage Leave of Absence	enable line managers to carry out all return-to-work activities via automated actions e.g., receiving alerts/ booking RTW interviews/ recording outputs which must include		Fully Compliant	CFG	n/a	

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					notifications to users and affected employees.					
5	Managing the Workforce	HR05-02_14	14	Manage Leave of Absence	send annual leave requests through workflow approval to line manager and send prompts to remind a line manager to review the leave request. Also applies to PPH leave.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-02_15	15	Manage Leave of Absence	allow employees to request annual leave through capturing category of leave (annual leave/ flexi/ TOIL etc.) dates and number of hours to be taken. Leave must be able to be amended or cancelled if plans change via self-service. The solution also applies to employees with Public and Privilege Holiday leave plans.		Fully Compliant	CFG	n/a	

5	Managing the Workforce	HR05-02_16	16	Manage Leave of Absence	employees with visibility of their leave entitlements by absence leave type and notifications of remaining balance for annual leave. For example, annual leave entitlement/ family leave types. This will also include any statutory elements that have been legislated for e.g., Maternity/ Paternity entitlement.	Yes	Fully Compliant	CFG	Oracle Cloud HCM provides full absence management functionality that allows employees to review previous absence requests, easily check entitlement balances, and submit new absences for approval. This is achieved through standard self-service capabilities if configured to do so and are provided for any type of absence that is defined. Users can configure as many absence types as the organisation needs to track employee time off, with absence types being grouped into categories for further reporting capabilities. Absence reasons can be configured to provide further classification of absences for additional reporting needs. Some absence categories, including statutory absence (sickness and family leave types) will be predefined for UK legislation.
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									<p>As well as through self-service, Oracle can be configured, via Oracle Cloud Payroll to display balances on employee payslips. We provided this solution at Hilton Hotels. Another point of absence balance visibility could be using Oracle Digital Assistant (ODA). ODA via AskSynergy which has a seeded HCM skill that allows users the ability to request visibility of their leave balances. ODA will draw this information from the Absence Balance page within Self-Service.</p> <p>When it comes to notifications for remaining leave balances, this is not something that comes as standard within Oracle. We have however built several Alerts, through the use of Alerts Composer or Reports using Business Intelligence Publisher (BIP) to generate email and in-app notifications based on specific criteria such as an</p>	
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									employees' remaining balance.	
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5	Managing the Workforce	HR05-02_17	17	Manage Leave of Absence, Record Long Term Sickness absence	accommodate formal arrangements for returning to work part time on medical grounds/ phased return and capturing reasonable adjustments to ensure payroll is impacted correctly aligned to the departmental occupational sick pay policies. This must also include notifications for start and end dates as per departmental policy.		Fully Compliant	CST	n/a	
5	Managing the Workforce	HR05-02_18	18	Manage Leave of Absence, Sickness absence (short and long term)	allow both employees and manager to record a sick absence, with an option to upload supporting documentation for e.g., paper fit notes, and store against an employee's record and allow retention periods to be set in line with GDPR regulations and departmental policy.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-02_19	19	Manage Leave of Absence, Sickness absence	record 'keep in touch' dates on system with the option to record key discussions points between an employee and line manager. A		Fully Compliant	CFG	n/a	

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				(short and long term)	process would also need to form part of the solution to enable other Managers access in the case of direct Line Manager absence.					
5	Managing the Workforce	HR05-02_20	20	Manage Leave of Absence, Industrial Action	allow Industrial Action leave to be entered by managers and in cases where the numbers of employees absent are large, there must be a mechanism to upload bulk absence in bulk.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-02_21	21	Manage Leave of Absence, Rostering/Time management	provide a two-way interface with rostering solutions if rostering is not available through the ERP product to: i) Download details of Joiners, Leavers ii) Download details of employee changes (contracted hours, contract type (zero hours/part time etc.) and shift patterns) iii) Download details of planned absences (holiday, maternity etc.) iv) Upload planned work schedules v) Upload planned absences (holidays) vi) Upload actual hours		Fully Compliant	CST	n/a	

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					worked vii) Upload actual absence details (sickness, unpaid leave, holidays)					
5	Managing the Workforce	HR05-02_22	22	Record Sickness Absence (short and long term)	use workflow notifications to prompt managers on actions related to absence leave types. Examples include managing sick absence trigger points, managing AWOL employees, managing return to work checklist.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-02_23	23	Record Short Term Sickness	support the identification of sickness absence patterns via set criteria/ algorithms and enable individuals with defined access rights (case managers, HRBPS) to view the data to manage/ support unsatisfactory attendance.		Fully Compliant	CST	n/a	

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5	Managing the Workforce	HR05-02_24	24	Record Long Term Sickness Absence	denote sickness absence as SLE (Sick Leave Excusal) and extend the occupational sick pay limits aligned to the specific departmental policies. Solution also needs the ability to exempt certain types of absence from sickness trigger point calculations (if used) e.g., pregnancy related sickness incl. number of instances permitted.		Fully Compliant	CST	n/a	
5	Managing the Workforce	HR05-02_25	25	Develop employee Wellbeing Initiatives	promote wellbeing events across the department, capturing wellbeing of the workforce etc.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-02_26	26	Manage Flexible Working	allow employees to request flexible working arrangements via self-serve for their manager's review/approval.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-02_27	27	Manage Flexible Working	accommodate flexible working arrangements which impact an individuals specific terms and conditions, these must be automatically fed through to payroll and employee records to		Fully Compliant	CFG	n/a	

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					reflect the changes with the dates of changes included.					
5	Managing the Workforce	HR05-02_28	28	Manage Flexible Working	record career breaks on system with dates and any supporting documentation.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-02_29	29	Manage Flexible Working	store documentation that an individual can use when moving departments, for e.g., workplace adjustment passport/ disability passport, carers passport.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-03_1	1	Change employee personal data	enable employees to manage and maintain their own personal data via self-service as well as send workflow notifications to remind employee to complete their personal data fields.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-03_2	2	Change employee personal data	enable employees to request changes to their terms and conditions as per departmental policies with workflow approval through to their manager and automatic changes to inbound integrations (payroll). The actions must also produce outputs for e.g.,		Fully Compliant	CST	n/a	

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					updated contracts, confirmation of change letters that can be stored within the solution.					
5	Managing the Workforce	HR05-03_3	3	Change employee personal data	enable the line manager or proxy HR Specialist to manage and maintain certain employee personal data, in cases where the employee cannot update this themselves (business continuity).		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-03_4	4	Change employee personal data	ensure appropriate defined user access is allowed to view and report on personal data changes.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-03_5	5	Change employee personal data	automate personal data changes via inbound systems (e.g.. payroll, finance, benefits, identity access, pensions, time and attendance).		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-03_6	6	Change employee personal data	record and maintain a range of person and assignment data such as (but not limited to) cost centre, location, hierarchy details.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-03_7	7	Change employee personal data	account for new data fields to be added, if required due to legal or Civil Service wide policy		Fully Compliant	CFG	n/a	

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					change. e.g.. number of dependents.					
5	Managing the Workforce	HR05-03_8	8	Administer mass data changes	process mass data changes for e.g., pay changes/ entitlements, with appropriate approval(s) and an agreed governance hierarchy.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-03_9	9	Manage personnel files	enable electronic storage and document management of all key documentation relevant to an employee's record. Documentation must be kept in line with data retention policies and GDPR. Refer to link: https://www.gov.uk/data-protection#:~:text=The%20Data%20Protection%20Act%202018%20is%20the%20UK%27s%20implementation%20of,used%20fairly%2C%20lawfully%20and%20transparently		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-03_10	10	Manage personnel files	enable the management of employee and assignment changes both permanent and temporary through self-serve and integrate with		Fully Compliant	CST	n/a	

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					external service providers where required.					
5	Managing the Workforce	HR05-03_11	11	Manage Personnel files	allow specified users with defined access rights to be able to override the defined business rules in specific circumstances.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-03_12	12	Manage personnel files	record and report on number of Contracted Homeworkers.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-03_13	13	Manage personnel files	retain workflow notifications sent to employees for Audit purposes and potential ET requirements.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-03_14	14	Manage personnel files	convert contingent and fixed-term workers into permanent employee records.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-03_15	15	Change Work Schedules	allow via self-service, an employee to request a change to their working schedule (not their total working hours) with workflows to line manager for approval as per departmental business rules.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-04_1	1	Manage relocation	identify staff posted overseas (and associated details including but not limited to protected rights, cost		Fully Compliant	CFG	n/a	

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					centre, grade), so that they can be correctly managed during the posting and returned at the end of the overseas posting.					
5	Managing the Workforce	HR05-04_2	2	Manage Start/ End of Loans Manage Secondments	allow differences in the process for managing loans and secondments by department to ensure that correct actions are followed, and ensure inbound processes are automated (payroll, employee record history etc.). This must also include the ability to show different elements of detached duty within a dept. for data & reporting purposes.		Fully Compliant	CST	n/a	
5	Managing the Workforce	HR05-04_3	3	Manage Start/ End of Loans and Secondments Manage Loan/ Secondment Changes	enable recording of loan and secondment agreements on system to hold accurate record of dates and any agreed extensions. This data must remain on an employee's record and be transferrable as part of their career history in the Civil Service.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-04_4	4	Manage TUPE & COSoP	hold a unique identifier for individuals with specific contract terms		Fully Compliant	CFG	n/a	

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					for e.g., TUPE in/ out or CSOP transfer, secondments etc.					
5	Managing the Workforce	HR05-04_5	5	OGD Transfers	accommodate the specific Civil Service Employee Transfer process which is standardised across the Civil Service which includes the transfer of length of service, absence, disciplinary etc., from exporting department to importing department. Refer to link: https://www.gov.uk/government/publications/guidance-for-civil-servants-how-to-move-jobs-between-departments-and-agencies/how-to-move-roles-across-the-civil-service-guidance-for-employees#:~:text=You%20will%20need%20to%20complete,payroll%20and%20security%20clearance%20transfer		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-04_6	6	Global Mobility	manage Detached Duty (internal loan) including data & reporting aspects where detached duty staff need to be shown		Fully Compliant	CST	n/a	

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					as 'off strength' for staffing/WFP/absence reports for the substantive organisation, but 'on strength' in the detached duty organisation.					
5	Managing the Workforce	HR05-04_7	7	Request/ Renew Work Permit/ Visa	Store Visa information against any employees record and allow them to request a new Visa near to expiry. The solution must hold visa type, any expiry date, if sponsorship is in place and prompt employee as well as manager if a visa requires action or is close to expiry (e.g. changes to circumstances, location or job role requires employee to notify HO)		Fully Compliant	CST	n/a	
5	Managing the Workforce	HR05-05_1	1	Contract Contingent Worker	ensure contingent labour can be onboarded on system with a basic employee record as per defined criteria and enable the correct access rights defined by contract type, for example, fixed term, agency or contractor.		Fully Compliant	CFG	n/a	

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5	Managing the Workforce	HR05-05_2	2	Contract Contingent Worker	provide hiring managers of contingent workers workflow notifications to complete the necessary onboarding documentation to confirm inside or outside IR35.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-05_3	3	Contract Contingent Worker End Contingent Worker Contract	record start and end dates for contingent labour types, for e.g., fixed term, agency and contractor.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-05_4	4	End Contingent Worker Contract Manage Fee Paid & Seasonal Workers	send workflow notification to employee managing contingent labour reminders of contracts coming to an end minimum of 3 months prior.		Fully Compliant	CST	n/a	
5	Managing the Workforce	HR05-05_5	5	End Contingent Worker Contract Manage Fee Paid & Seasonal Workers	ensure that when a contingent worker is end-dated, this should retract access to other services (e.g., building access, IT provisioning) automatically.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-06_1	1		provide, create, design, test and launch, and send employee engagement surveys to		Fully Compliant	CFG	n/a	

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					either specific groups of user or all employees.					
5	Managing the Workforce	HR05-06_2	2	Manage Employee Engagement Activities	prompt employees to complete survey and send reminders to support completion rates. The solution must have the ability to anonymise results/reporting for surveys under 10 pax.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-06_3	3	Manage Employee Surveys	allow specialist users with access to real time status updates of anonymous survey responses and provide an option to export the survey information from the ERP into other file formats – also be able to create dashboards and reports, analyse high volumes of free text comments and undertake deeper analysis.		Fully Compliant	CST	n/a	
5	Managing the Workforce	HR05-06_4	4	Manage Employee Surveys	provide employees with the option to save an incomplete survey to return to and submit at a later date.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-08_1	1	Manage Grievance and Dispute	identify any individuals with disciplinary sanctions including		Fully Compliant	CFG	n/a	

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					notifications of expiration and/ or review.					
5	Managing the Workforce	HR05-08_2	2	Manage Grievance & Dispute Manage Appeals	support processes for appeals/ reviews for grievance and conduct & discipline cases.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-08_3	3	Manage Discipline and Conduct	record the outcome of poor performance and/or conduct procedures (e.g.. redeployment, dismissal, downgrading) on an employee profile. It must allow for managers responsible for poor performance cases to always records actions taken on the case management solution.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-08_4	4	Manage Discipline and Conduct	allow for HR Specialists/Casework specialists to support casework, access to knowledge/information, and two-way interfaces available via externally held case management system (held in MoJ). Refer to 204 Integration Catalogue (SOP Interfaces - DEFRA DWP MoJ)		Fully Compliant	CST	n/a	

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5	Managing the Workforce	HR05-08_5	5	Manage Discipline and Conduct	hold individual documentation aligned to retention periods and provide notifications when documents are due to be purged following GDPR etc. Refer to link: https://www.gov.uk/data-protection#:~:text=The%20Data%20Protection%20Act%202018%20is%20the%20UK%27s%20implementation%20of,used%20fairly%2C%20lawfully%20and%20transparently		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-08_6	6	Manage Discipline and Conduct	facilitate workflow notifications in casework, starting when a case is logged and providing workflow notifications when action is required by users.		Fully Compliant	CFG	n/a	
5	Managing the Workforce	HR05-08_7	7	Manage Discipline and Conduct	identify and report all stages of the disciplinary process, including formal and informal investigation routes, any hand-offs to specialist teams, the type and category of the incident being investigated, the appropriate disciplinary route, such as: Minor,		Fully Compliant	CFG	n/a	

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					Serious, Gross, and any outcome from those processes.					
5	Managing the Workforce	HR05-08_8	8	Manage Formal Whistleblowing Arrangements	manage Formal Whistleblowing Arrangements where we have a requirement that the system must allow self-service ability to do this anonymously.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-01_1	1	Notify Employee of Compensation	allow for multiple payroll cut off dates.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-01_2	2	Manage Annual Compensation Review	support the calculation of the annual pay review that automates the processing of pre-defined business rules, with the ability to complete bulk salary uplifts incorporating a number of different T&C's.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-01_3	3	Manage Off Cycle Compensation Changes & One Time Payments	initiate one-off salary increases and one-off payments.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-01_4	4	Manage Off Cycle Compensation Changes	report on salary adjustments.		Fully Compliant	CFG	n/a	

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				& One-time Payments						
6	Reward the Workforce	HR6-01_5	5	Manage Off Cycle Compensation Changes & One-time Payments	report on any non-standard salary and allowance rates that are linked to individuals and cannot be automatically linked to master data or global values tables (e.g., qualification based). These must be reviewed regularly/ at least annually to ensure they are still applicable by designated users.		Fully Compliant	CST	n/a	
6	Reward the Workforce	HR6-01_6	6	Design Compensation Plans	allow for specialist users with defined access rights to be able to create/amend any end date payroll elements.		Fully Compliant	CFG	n/a	

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6	Reward the Workforce	HR6-01_7	7	Design Compensation Plans	provide functionality to retain salary grades with spot rates, minimum and maximum bandings. Grades must be attached to Organisations, T&Cs, roles and locations.	Yes	Fully Compliant	CFG	Oracle Compensation supports creating pay grades for jobs and positions. Administrators can design the steps within each grade as well as the business rules that will govern how a worker would be eligible to progress through the grade ladder. Minimum and maximum points can be defined so that compensation adjustments do not fall outside of the defined range for a particular grade with errors/warnings triggered as required. In addition, Oracle Compensation supports automating the grade/step progression process. The combination of an employee's grade and salary basis determines the	

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									<p>employee's salary band. Multiple salary bands can be defined for the same job; with bands based on location or any other criteria.</p> <p>Valid grades can be associated with Jobs and Positions which allows customers to define compensation based on role, organisation, location & T&Cs. At the Ministry of Defence we configured grade ranges (min/max) and grade ladders with automatic grade step progression.</p>	
6	Reward the Workforce	HR6-01_8	8	Design Compensation Plans	award compensation aligned to Departmental pay/grading structures which contain minimum and maximum bandings,		Fully Compliant	CFG	n/a	

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					as well as unique pay variations such as the use of spinal points which exist in some departments within the Authority					
6	Reward the Workforce	HR6-01_9	9	Design Compensation Plans	allow access to current and historic compensation changes for reportable purposes.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-01_10	10	Design Compensation Plans	record and report an employee's length of service in the Civil Service and automate loyalty & recognition awards notifications.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-01_11	11	Design Compensation Plans	enable users to access relevant pay polices and guidance with accessible versions available as standard, which are then updated in line with annual compensation reviews/ legislative changes/ policy or guidance.		Fully Compliant	CFG	n/a	

6	Reward the Workforce	HR6-02_1	1	Design Benefits Processes, Tools & Programmes	recognise an employee's eligibility for benefits which can include their length of service/ terms and conditions and grade etc. Benefit options must automatically adjust in accordance with this criteria and in line with the relevant departmental policy.	Yes	Fully Compliant	CST	<p>Oracle Benefits is a complete, configurable, and flexible global solution that enables organisations to successfully evolve and adapt to the unique requirements of their workforce. As part of Oracle Benefits administration, Oracle has delivered an advanced rules engine for eligibility calculations. This rules engine employs a write-once, deploy-many methodology allowing organisations to create and reuse eligibility rules across benefit programs, plan types, plans, rates, and coverages. Benefits administration is a component of the HCM suite. Eligibility rules can be:</p> <ul style="list-style-type: none"> • Defined based on organizational information such as location, business unit, and more. • Derived date information such as age, length of service, adjusted service date, and more • Defined based on data elements such
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									<p>as smoker status, marital status, and more.</p> <p>This means that employees will always be presented with the correct options based on the criteria set by the organization, even where data has changed.</p> <p>For clients with complex rules Oracle Fast Formula can be used to define Benefits eligibility. This allows the flexibility for Benefits to cater for eligibility when the criteria is based on a non-standard field. Eligibility profiles can use exclusion criteria therefore becoming eligible for all employees outside of the exclusion criteria.</p>	
6	Reward the Workforce	HR6-02_2	2	Design Benefits Processes, Tools & Programmes	allow employees to make charitable donations through GAYE (Give as You Earn) deductions.		Fully Compliant	CST	n/a	

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6	Reward the Workforce	HR6-02_3	3	Design Benefits Processes, Tools & Programmes	automatically enrol ALL new joiners into an appropriate Pension Scheme (using eligibility criteria defined using business rules), plus re-enrol staff in line with the requirement re-enrolment cycle.		Fully Compliant	CFG	n/a	

6	Reward the Workforce	HR6-02_4	4	Design Benefits Processes, Tools & Programmes	integrate and manage various types of pension schemes (Principal Civil Service Pension Scheme, National Employment Savings Trust, Local Government Pension Scheme, Partnerships etc.) including differences of the schemes by department, with the functionality to automatically calculate employee and employer contributions and maintain contribution rate tables that automatically update when changes are announced. Refer to systems and interfaces catalogue.	Yes	Fully Compliant	CST	<p>Oracle Payroll Cloud is fully compliant with all UK Payroll & Pension legislation, including (PAE) Pension Automatic Enrolment. All employees can be assessed and automatically enrolled into a Pension Scheme, if they meet the requirements. The solution provides for the definition of as many pension schemes an organisation requires, and includes full support for the Principal Civil Service Pension Scheme, Local Government Pension Scheme (LGPS) and NEST requirements. Employer and employee contribution rates are maintained in date effective tables so that relevant rates are applied based on the date entered along with the scheme rules and bandings and/or any employee led elections. The solution can also provide reporting and interface capabilities for any external pension providers.</p>
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									<p>data for this would be made in the Payroll solution and interfaced to the Pensions provider alongside the payments. Powerful payroll data extract tools are provided along with a templated pension provider extract for adaptation to each organisations specific needs.</p> <p>For Ministry of Defence we have configured all public sector pension scheme including setup of the Civil Service Pension Interface to MyCSP. Oracle Payroll also supports Contractual Enrolment rules in addition to PAE. This allows customers to configure multiple rules for enrolling an employee under contractual or automatic enrolment rules.</p>	
6	Reward the Workforce	HR6-02_5	5	Design Benefits Processes,	Allow data to be held within the ERP solution to create Total Reward		Fully Compliant	CFG	n/a	

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				Tools & Programmes	statements on request and display total reward statements through employee self-service.					
6	Reward the Workforce	HR6-02_6	6	Design Benefits Processes, Tools & Programmes	apply Injury Benefit entitlements to payroll records, and trigger reviews where base salary subsequently changes.		Fully Compliant	CST	n/a	
6	Reward the Workforce	HR6-02_7	7	Manage Pension, Benefit Enrolment & Amendments	work with integrated payroll to assess the impact on salary of the benefit application before it is approved including the storage of all related documentation for audit trail purposes. For example, if a benefit puts an employee's effective salary below the minimum wage, then HR need to be aware when making the decision to approve.		Fully Compliant	CST	n/a	
6	Reward the Workforce	HR6-02_8	8	Manage Pension, Benefit Enrolment & Amendments	allow workers to request or apply for advances via employee self-service, for e.g., religious holidays, mid-monthly. This solution will require approval routing.		Fully Compliant	CFG	n/a	

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6	Reward the Workforce	HR6-02_9	9	Manage Pension, Benefit Enrolment & Amendments	calculate and display the benefits that an employee may be entitled to as well as detailing any acceptance criteria.		Fully Compliant	CST	n/a	
6	Reward the Workforce	HR6-02_10	10	Manage Pension, Benefit Enrolment & Amendments	allow employees on multiple assignments with two different pension schemes to assess and deduct pension contributions against each assignment separately rather than aggregating the two salaries.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-02_11	11	Manage Pension, Benefit Enrolment & Amendments	add spouses and dependents on benefits enrolment.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_1	1	Collect payroll Data	allow multiple sets of payroll elements for different sections of the workforce and then multiple T&Cs sets within, including policy variations.		Fully Compliant	CFG	n/a	

6	Reward the Workforce	HR6-03_2	2	Collect payroll Data	configure multiple sets of T&C's and policies held across the Authority with visibility to the employee. Hold payroll entitlements against each employee to ensure accurate payment of salaries and allowances aligned to T&C's and policies.	Yes	Fully Compliant	CFG	<p>The Oracle HCM Cloud solution enables organisations to manage an unlimited number of terms and conditions. It also enables different terms and conditions to be held against multiple jobs for a single employee whilst maintaining one single employee record per person. Employees can have full visibility of these terms via self-service, which are automatically applied to relevant transactions when data is changed/updated. Payment information pertaining to each employee is similarly held and used in pay calculations against an individual and their job/position(s). This means that the relevant pay rules are always applied when calculating, for example, pay rates, overtime, holiday pay, allowances, bonuses etc.</p> <p>The Oracle HCM Cloud solution is widely and successfully used across local and central government organisations in the</p>
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									<p>UK, where complex requirements are commonplace.</p> <p>Payroll elements can be restricted based on employment data via element eligibility rules. Eligibility rules can be based on terms and conditions which limit allowance to only eligible employees. Salary and allowances can be automatically assigned to employees if they meet the eligibility and input values can also be defaulted.</p>	
6	Reward the Workforce	HR6-03_3	3	Collect payroll Data	automatically update payroll and an employee record in real time for any employee past, present and future via data changes that are inputted through self-serve in other HR modules.		Fully Compliant	CFG	n/a	

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6	Reward the Workforce	HR6-03_4	4	Collect payroll Data	enable individual departmental policies to be configured to allow for appropriate approvals, business rules and exceptions for pay impacting changes. These approvals can then be automated through workflow notifications.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_5	5	Collect payroll Data	allow the business rules to be flexible enough that they can be changed to reflect new legislative changes, policy initiatives or changing business needs.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_6	6	Collect payroll Data	provide self-service functionality for Payroll activities (including adding bank details) with the ability to flag errors or set rules / configuration / validation as per defined user access.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_7	7	Collect payroll Data	provide a coordinated approach, using automated notifications and workflows between HR, Finance, the effected employee and the line manager relating		Fully Compliant	CFG	n/a	

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					to all employee debt, overpayments and repayment schedules with the ability to suspend when financial hardship cases are identified.					
6	Reward the Workforce	HR6-03_8	8	Collect payroll Data	capture the end date of any temporary adjustment to pay i.e., any element that requires an end date such as recruitment and retention allowance (RRA), including for example, during a temporary promotion / temporary cover allowance to prevent over-payment and enable payment to be made after an employee's date of exit including notifications for review.		Fully Compliant	CST	n/a	
6	Reward the Workforce	HR6-03_9	9	Collect payroll Data	facilitate strict access controls to restrict the creation and maintenance of master payroll data.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_10	10	Collect payroll Data	ensure that new hires are transferred to Payroll on a real time basis automatically. On an employee's start date,		Fully Compliant	CFG	n/a	

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					the new hire data is automatically live, and controls are in place to update, amend or archive the employee record as required.					
6	Reward the Workforce	HR6-03_11	11	Collect payroll Data	define multiple payment methods for both employees, third parties (e.g., BACS / Direct Deposit, Cheque) and employee according to departmental policies via self-service.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_12	12	Collect payroll Data	verify that payroll data entered directly against employee records or bulk-uploaded (e.g., timesheet upload) has been uploaded successfully with any errors reported accurately to facilitate data correction.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_13	13	Collect payroll Data	notify employees of any changes or amendments to their pay package that is generated by the department. The solution must allow employees/line managers to query these notifications (e.g., when pay deductions		Fully Compliant	CST	n/a	

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					are generated that require acceptance.)					
6	Reward the Workforce	HR6-03_14	14	Collect payroll Data	store historical pay information and retain in-line with relevant legislation, including GDPR, pension scheme administration rules and departmental retention policies.		Fully Compliant	CFG	n/a	

6	Reward the Workforce	HR6-03_15	15	Collect payroll Data	<p>automatically calculate, configure and recover totals for statutory payments including regulatory requirements and integrate with relevant RTI interface files. Refer to systems and interfaces catalogue .</p>	Yes	Fully Compliant	CST	<p>Oracle HCM Cloud fully supports the calculation and payment/recovery of statutory payments (Statutory Holiday, Statutory Adoption Pay, Statutory Paternity Pay, Statutory Maternity Pay, and Shared Parental Leave). The solution also supports the payment of Statutory Redundancy. Absence pay calculations for statutory absence schemes will be done in the payroll engine and will be shown on the payslip to give employees full visibility of pay breakdown. The solution also provides the facility to support an unlimited number of occupational leave schemes and associated payments. Oracle Payroll Cloud contains standard functionality to produce the necessary submissions to HMRC and receive the associated results and documentation. The solution is fully RTI compliant and</p>	
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									<p>processes and reports details of statutory payments to HMRC in line with UK legislation requirements.</p> <p>Oracle HCM Cloud supports apprentice levy calculations, which can be costed via employers charge elements, and all other HMRC reporting. RTI Year to Date reconciliation reports are provided to assist with the reconciliation of HMRC reporting to the payroll balance values. Any changes to legislation are fully supported and updated via the quarterly releases.</p>	
6	Reward the Workforce	HR6-03_16	16	Collect payroll Data	support Mark Time Pay (MTP), providing workers with additional salary above the grade rate maximum. This must be automatically recalculated for erosion of MTP in relation to pay increments.		Fully Compliant	CST	n/a	

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6	Reward the Workforce	HR6-03_17	17	Collect payroll Data	directly integrate payroll with project accounting/time solution within the ERP to enable payment for hours worked and for project costing, billing and tracking.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_18	18	Process Payroll	calculate and display (at employee or organisation level), the following balances for a single element, a combination of elements, or based on element categories (e.g., earnings, pre-tax deductions): i) Period-to-date ii) Quarter-to-date iii) Year-to-date iv) Calendar-year-to-date v) Inception-to-date information for deduction codes etc.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_19	19	Process Payroll	enter one-off, or override adjustments to an employee's pay.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_20	20	Process Payroll	automatically calculate and pay any outstanding holiday pay/ time off in lieu (TOIL) owed to terminated employees, as part of their 'final' pay,		Fully Compliant	CST	n/a	

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					based on Holiday Accrual rules which must include the facility to make payment after an individual has left the department.					
6	Reward the Workforce	HR6-03_21	21	Process Payroll	produce an electronic BACS file in multi file format with a specified BACS date and the facility to cancel payments. One file per BACS user number is required and an unlimited number of BACS user numbers are required. The contractors solution must include the ability to recreate the BACS file to allow for rectifications and allow for BACS recalls.		Fully Compliant	CST	n/a	

6	Reward the Workforce	HR6-03_22	22	Process Payroll	hold the configuration of multiple payrolls with multiple tax-reporting units which can be run independently of each other.	Yes	Fully Compliant	CFG	Oracle Cloud provides a UK payroll solution that delivers all the tools required to manage multiple payrolls and multiple PAYE's across various pay frequencies. The solution provides a flexible payroll relationship to hold multiple payrolls with multiple tax-reporting units independently and/or concurrently. The solution can accommodate employees who work multiple contracts with different rates of pay and terms and conditions. Each job or position has a set of payments that are inherited automatically via eligibility or assigned at point of creation of the assignment / updates to the assignment. The solution combines an employee's pay within a tax reference, automatically based on the pay element definition, including for the purposes of calculating National Insurance contributions and PAYE.	
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									<p>In addition, Oracle Payroll enables you to batch process multiple payrolls in a single process if you wish. You can group the payrolls in a Payroll Group and use this as parameter while submitting the respective Batch Payroll Process. When there are many payrolls, processing each payroll individually is a time-consuming process. Using Multiple Payroll Processing, administrators can process a group of payrolls in a single run.</p> <p>Oracle Payroll supports the reporting of multiple tax reporting units using a single payroll definition. Source bank accounts for payments can be mapped against tax reporting units. Thereby allowing a single payroll run to process multiple tax reporting units while maintaining statutory reporting per tax reporting unit. For Hilton UK we had a single payroll definition to process</p>	
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									and pay 30 tax reporting units.	
6	Reward the Workforce	HR6-03_23	23	Process Payroll	support functionality for employees with more than one job or who has		Fully Compliant	STD	n/a	

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					multiple assignments. Where the employer and pay frequency is the same, the solution must enable aggregation of earnings in line with HMRC regulations.					
6	Reward the Workforce	HR6-03_24	24	Process Payroll	produce outputs (payslip, P60, P45, P11D etc.) for all pay-rolled employees including retirees. Outputs must be available electronically through self-serve (and downloadable) and be able to be printed in a standard format and accessible formats, such as braille and large text outputs including departmental logo where appropriate. Must have the facility to archive outputs as per GDPR/departmental retention periods to support requests from agencies/ courts etc. Issuing of the P45 can only be suppressed with HR approval, for e.g., in machinery of government changes.		Fully Compliant	CST	n/a	

6	Reward the Workforce	HR6-03_25	25	Process Payroll	<p>provide:</p> <ul style="list-style-type: none"> i) Payments to employees, non-staff and third parties ii) PAYE real time reporting to HMRC iii) Payroll dashboard with real time embedded analytics populated for Payroll users to enable the monitoring of end-to-end payroll processes, viewable Gross to Net iv) Payroll run checklist online which monitor payroll processes and alerts errors, changes etc. v) Exception reporting vi) Gross to Net reporting vii) All Regulatory reporting (list not exhaustive). 	Yes	Fully Compliant	CFG	<p>Oracle Payroll helps organisations simplify the complex with scalability, flexibility, efficiency, automation, and maintenance to ensure timely and accurate payments are made to employees, non-employees and third parties. Payroll administrators have full visibility into payroll calculations and activity through reporting capabilities that detail payroll runs, balance adjustments, taxes, payment information, and employer liabilities. Real time issues are highlighted during the calculation process so that relevant interventions and corrections can be actioned. The payroll supervisor can simply click on the notifications and drill into the relevant transactions, allowing all other payslips to continue to process while working on those that need special attention. A suite of configurable reports, including gross to net, variance and</p>
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								<p>exception reports are provided as standard alongside embedded real-time/point-in-time dashboards. Reports can also be created 'from scratch' by authorized users to meet business needs. The solution is HMRC compliant and therefore delivers full support for RTI retrievals and submissions in line with UK legislation</p> <p>In addition, Payroll Flows provide checklists with automation capability, which simplify payroll steps by providing configurable flows, so processes are done in certain order and trigger other tasks for different members of the payroll team</p> <p>Oracle provides a Global Simplified Payroll Flow which includes calculate payroll, payroll reporting, payments, payslip generation and costing within a single flow. Oracle also support the configuration of payroll flows based on customer</p>	
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									requirement. For Hilton UK we created a trial run payroll flow to complete the end to end payroll in a single submission	
6	Reward the Workforce	HR6-03_26	26	Process Payroll	interface with Pension Providers and Salary Sacrifice Scheme		Fully Compliant	CST	n/a	

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					Providers, Reward and Recognition Platforms. Refer to systems and interfaces catalogue .					
6	Reward the Workforce	HR6-03_27	27	Process Payroll	facilitate the provision to create and maintain additional one off and recurring pay elements for both earnings and deductions, with a corresponding retrospective element. All pay elements must be able to be categorised based on Tax, NI Liability and pension elements.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_28	28	Process Payroll	control and maintain the order in which pay elements are processed during the payroll cycle (e.g., court orders).		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_29	29	Process Payroll	provide accurate accounting and reporting of the Apprenticeship levy distinguished per PAYE accounting for each separate entity, providing a cumulative balance month on month.		Fully Compliant	STD	n/a	

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6	Reward the Workforce	HR6-03_30	30	Process Payroll	enter and maintain court order details against employees. This must include Priority and Non-Priority UK Court Orders, and Scottish Earnings Arrestment Orders. This must include details of the court to which the deduction should be passed.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_31	31	Process Payroll	prorate and manage calculations of recurring earning elements based on (but not limited to): calendar days - working days (i.e., using employee work pattern details) - start/end dates - change effective dates - FTE - Working time equivalent		Fully Compliant	CFG	n/a	

6	Reward the Workforce	HR6-03_32	32	Process Payroll	perform a full payroll run book, including dummy runs, quick pay, rollback before final payroll sign-off with the appropriate approvals (list not exhaustive).	Yes	Fully Compliant	CFG	<p>The Oracle HCM cloud solution enables payroll calculations to be run and rolled back as many times as required during a pay period. Adjustments can be made individually or in bulk with changes resubmitted for recalculation where required. Additional/Supplementary runs can also be facilitated as required/ by the business. QuickPay functionality enables you to perform a manual payroll run for a single person without waiting for normal payroll cycle cut-offs. This may be due to a person-specific event (e.g. new hire, termination, special payment), or when a payroll run has to be reprocessed because problems occurred. The QuickPay flow calculates payroll run results and prepayments, and then allows you to complete the run for individuals.</p> <p>The solution also includes a reversal process that</p>
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									<p>generates a negative run result to offset the original, with a full audit trail, for example, for a payment that was generated in error and was not issued. You can reverse any process that produces run results, including a normal payroll run and a QuickPay run.</p> <p>Approvals can be implemented at required points in the pay cycle with security permissions supporting the users that can authorise the final sign off.</p> <p>For Ministry of Defence we configured a payroll flow to automatically rollback all unprocessed quickpays. We also created a complete payroll runbook with launch parameter instructions for the end to end payroll, including seeded and custom processes.</p>	
6	Reward the Workforce	HR6-03_33	33	Process Payroll	display payroll scheduling to all users, so that employees and		Fully Compliant	CFG	n/a	

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					Line Managers have awareness of when actions need to be completed by.					
6	Reward the Workforce	HR6-03_34	34	Process Payroll	continue to calculate and process benefit deductions, based on scheme rules, during payroll periods in which the employee receives reduced levels of pay or no pay (e.g., unpaid leave, maternity). For salary sacrifice deductions, this should also include the ability for the employer to pay the deduction on behalf of the employee if the employee has insufficient pay in the payroll period as per departmental policy.		Fully Compliant	CST	n/a	
6	Reward the Workforce	HR6-03_35	35	Process Payroll	'gross up' elements of pay (where user enters 'Net' payment value, and the automatically applies the top-up required, taking Tax and NI liability into account) as per departmental policy.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_36	36	Process Payroll	directly link performance/ capability assessments to payroll		Fully Compliant	STD	n/a	

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					to automatically update salaries and/or issue in year rewards to employees in accordance with departmental policies and eligibility rules.					
6	Reward the Workforce	HR6-03_37	37	Process Payroll	Input and process taxable expenses, in accordance with departmental policies and eligibility rules.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_38	38	Process Payroll	calculate employee and employer pension contributions during payroll periods and in circumstances in which an employee receives less than full pay.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_39	39	Process Payroll	override default General Ledger codes and suspense account details at Payroll Definition level, Pay element definition and employee level.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_40	40	Process Payroll	automatically post earnings, deductions and employer costs, at all levels of the organisation, to the correct GL accounts for all on-cycle and off-cycle		Fully Compliant	CFG	n/a	

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					payroll runs in the correct format.					
6	Reward the Workforce	HR6-03_41	41	Process Payroll	record salary costs for a single employee to one GL combination, and overtime to another.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_42	42	Process Payroll	pay, create and maintain details of all third parties including for example; courts, benefit providers, pension providers with the ability to store payment details for all third parties (examples above).		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_43	43	Process Payroll	upload payroll data via multiple avenues (e.g., direct entry, spreadsheet upload, interface) and automatically generate payroll elements on employee records for the correct calendar period.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_44	44	Process Payroll	override transfer payroll costing file into the General Ledger process, invoking automatic validation of costings.		Fully Compliant	STD	n/a	

6	Reward the Workforce	HR6-03_45	45	Process Payroll	manage IR35 legislation for Government Organisations to ensure relevant deductions are taken and payments processed for contingent workers.	Yes	Fully Compliant	STD	<p>New legislation came into effect on 6th April 2020 affecting certain workers who provide their services through an intermediary (often referred to as 'IR35 rules'). You can record, administer, pay, and report those employees in the Oracle HCM Cloud solution as off-payroll workers (deemed employee). A flag is created to identify these workers which will be reported on the FPS.</p> <ul style="list-style-type: none"> • Validation will highlight if a Student Loan or Postgraduate loan, or a statutory payment is input for an off-payroll worker, and will also exclude them from Pensions Automatic Enrolment processing The potential opportunities available when using this feature: <ul style="list-style-type: none"> • Separate totals for Off-Payroll Worker National Insurance • NIC totals which you can offset against total NIC values • Assists in calculating NIC'able
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									<p>Earnings of actual employees excluding those that are off-payroll worker</p> <ul style="list-style-type: none"> • Helps determine Employment Allowance Eligibility <p>The following are the balances available that hold the amount of National Insurance contributions for these employees.</p> <ul style="list-style-type: none"> • NI'able by Category for Off-payroll Worker • NI Employee Off-payroll Worker • NI Employer Off-payroll Worker <p>Finally, the Payroll Validation Archive Report has been enhanced with the following validations:</p> <ul style="list-style-type: none"> • PAE card exists for deemed employee • Student Loan or Postgraduate Loan exists for deemed employee • Statutory Absence exists for deemed employee 	
6	Reward the Workforce	HR6-03_46	46	Process Payroll	allow for 'non-employees' (Fees Paid etc.) to receive		Fully Compliant	STD	n/a	

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					payments via payroll and include all statutory information through to the RTI reporting file/integrations to HMRC.					
6	Reward the Workforce	HR6-03_47	47	Process Payroll	provide a Death in Service solution which ensures that a representative is identified and recorded who are paid on receipt of notice of death in service. There must be a specific system process contained within the solution for any Death in Service cases.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-03_48	48	Process Payroll	support payments for Employee Loans/secondments by the exporting department to be permitted for at least 6 months on the exporting dept. payroll system to enable late payments.		Fully Compliant	STD	n/a	
6	Reward the Workforce	HR6-03_49	49	Reporting	be able to hold and output all data required by UK legislation as well as for reporting purposes.		Fully Compliant	STD	n/a	
6	Reward the Workforce	HR6-03_50	50	Manage Exceptions/	review employee pay exceptions, so there is assurance specialists		Fully Compliant	STD	n/a	

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				Escalation payments	are being paid in line with market rate.					
6	Reward the Workforce	HR6-04_1	1	Record Employee Time Data	record actual time worked against standard working patterns and more complex working patterns such as shifts for operational staff in the Authority		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-04_2	2	Record Employee Time Data	provide an end-to-end full rostering functionality connected to the HR / Payroll solutions delivering complex rostering elements including elements of Self Service for Employees, Line Managers (building, automatically allocating schedules based on employees' availability/ right skills ,ability to swap shifts, manage on call shifts, manage any shift payment arrangements, emergency rostering (incident response), blocking out periods of time for demand planning, publishing work schedules, reporting and providing		Fully Compliant	CFG	n/a	

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					visibility of schedule information) up to 52 weeks in advance including capturing and storing Annualised Working Hours (AWH) Scheme data and for the relevant data to feed annualised hours.					

6	Reward the Workforce	HR6-04_3	3	Record Employee Time Data	enable pay-related policies and associated business rules to be configured by entitlements such as Job, Grade, T&Cs (Pre-Modernised; Modernised) etc. and must allow for paid time off in lieu (TOIL) to be taken at a later date via accrued travel time/ flexi-time/ on-call/ higher responsibility allowance etc.	Yes	Fully Compliant	CST	<p>The Oracle Cloud HCM solution can accommodate employees with different allowances and rates of pay based on set criteria such as job, grade and terms and conditions. Payments and allowances can be inherited automatically via eligibility or assigned at point of creation of the assignment / updates to the assignment. Time recording can be devolved to self-service for employees to complete timesheets or use the solutions web clock to record time worked. Comprehensive rules can be defined to facilitate accrual, tracking and administration of travel time, flexi-time, TOIL and any other similar schemes. The accrual(s) can be configured to be paid by payroll or as an 'absence balance' depending on the needs of the different areas of your organisation. Rules can be set for accrued time (hours or days). Rules can</p>
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									<p>also be set for the frequency of accruals, maximum carryover to a new accrual year, and accrual start rules for new hires. Eligibility for schemes and payments can be managed based on any criteria (or combination of) that are held against the employee record, such as job, grade, length of service, terms and conditions etc.</p> <p>One of the Absence Plan Types is Compensatory Absence Plans. This is typically used for Absences whereby you accumulate time to be taken as additional leave (TOIL). When defining the setup for the Compensatory Plans, it can be selected whether to allow expiration of earned time or whether it should be disbursed for payment.</p>	
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6	Reward the Workforce	HR6-04_4	4	Record Employee Time Data	restrict hour-types available for selection on the timecard, based on the eligibility criteria defined for each hour type (e.g. only employees below certain grades eligible for bank holiday payments) and define and record multiple types of hours worked (1.0/ 1.5./ 2.0 etc.) including differing overtime rules. (Grade 7/ Grade 6 etc.).		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-04_5	5	Record Employee Time Data	allow employees through self-serve to maintain all data relating to their actual hours worked for both permanent and temporary staff recorded in hours and minutes.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-04_6	6	Record Employee Time Data	both record and report on employees who opt out of the Working Time Directive or similar future legislation which would limit working hours.		Fully Compliant	CST	n/a	
6	Reward the Workforce	HR6-04_7	7	Record Employee Time Data	allow line managers (or other users with defined access rights) to enter and maintain timecards		Fully Compliant	CFG	n/a	

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					for employees that are not direct reports.					
6	Reward the Workforce	HR6-04_8	8	Record Employee Time Data	override the default costing details for specific hours against an employee where costs need to be redirected to other cost centres.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-04_9	9	Record Employee Time Data	automatically update time data to reflect absence when recorded either on the ERP directly or absence entered through any integrated platforms such as rostering tools. Refer to systems and interfaces catalogue .		Fully Compliant	CST	n/a	
6	Reward the Workforce	HR6-04_10	10	Record Employee Time Data	use workflow to enhance processes, for e.g., to notify employees when time sheets are due/ route time sheets to manager for authorisation.		Fully Compliant	STD	n/a	
6	Reward the Workforce	HR6-04_11	11	Record Employee Time Data	allow hourly paid workers to submit hourly-based claims for hours they work and allow flexibility on hourly rates for the defined worker type to enable departmental business		Fully Compliant	CST	n/a	

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					units to pay different rates.					
6	Reward the Workforce	HR6-04_12	12	Record Employee Time Data	allow for only one approval to be required for absence on a Timecard i.e., once approved via Self Service, it appears on the timecard but does not need re-approval.		Fully Compliant	STD	n/a	
6	Reward the Workforce	HR6-04_13	13	Record Employee Time Data	allow the configuration of validation rules in order to prevent incorrect or duplicate claims being made. Validation to include (but not limited to) : i) Invalid combinations of hours types on a single day ii) Limitation of weekend overtime hours types to Saturday & Sunday iii) Limitation of bank holiday hours, based on calendar iv) UTC (up to Conditioned Hours) checks.		Fully Compliant	CST	n/a	
6	Reward the Workforce	HR6-04_14	14	Record Employee Time Data	include dates worked against hours approved and transfer through to Payroll, to enable hourly rates to be applied		Fully Compliant	CST	n/a	

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					accurately including retrospective amendments.					
6	Reward the Workforce	HR6-04_15	15	Record Employee Time Data	allow for users with defined access rights to upload a bulk submission of additional hours and overtime for approval through workflow.		Fully Compliant	CST	n/a	
6	Reward the Workforce	HR6-04_16	16	Record Employee Time Data	provide a full breakdown of hours worked and paid, on a payslip itemised by varying pay element type, for e.g., contractual hours, overtime (by type), on-call duty payments, allowances, enhancements (list not exhaustive), which is compliant with relevant legislation stored on the solution. The progress/ status of a variable overtime claim must also be visible throughout the approval process.		Fully Compliant	CFG	n/a	
6	Reward the Workforce	HR6-04_17	17	Record Employee Time Data	automatically update an employee time record in real time for any employee past, present and future via data changes that are inputted through self-		Fully Compliant	STD	n/a	

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					serve in other HR modules.					
7	Leaving Work	HR7-01_1	1	Design Exit Processes, Tools & Programmes	allow employees and line managers to initiate, confirm and record the employee's departure (including those on fixed term appointments) in the system including the leaving reasons, routes, other relevant data and automatically feed into subsequent leavers processes, notify relevant stakeholders (supporting functions) and prompt/escalate the required actions.		Fully Compliant	CFG	n/a	
7	Leaving Work	HR7-01_2	2	Design Exit Processes, Tools & Programmes	enable different types of termination of employment including but not exclusively Death in Service, End of Appointment, End of Secondment/Loan, Mutually Agreed Termination, Permanent transfer out, Redundancy, resignation to take Pension, Resignation (Other), Transfer of Undertakings Protection		Fully Compliant	CFG	n/a	

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					of Employment (TUPE) transfer, Voluntary exit.					
7	Leaving Work	HR7-01_3	3	Design Exit Processes, Tools & Programmes	manage mass exit transactions, record separation data and process required actions for all exit types e.g., voluntary, formal voluntary / involuntary exits, redundancy, manage outside business appointments and redeployment as defined in the Civil Service HR Taxonomy. Refer to link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706611/2018-04-12_CSHR_Global_HR_Design_Overview_Design_Principles_and_Taxonomy_vF.gov.uk.pdf		Fully Compliant	CFG	n/a	
7	Leaving Work	HR7-01_4	4	Design Exit Processes, Tools & Programmes	provide the users (employees and line managers) with a digital offboarding checklist, flag reminders to complete offboarding actions, report on offboarding checklist		Fully Compliant	CFG	n/a	

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					action items completion status (who has/has not completed) and trigger escalations on incomplete actions. Examples of the actions are conduct exit interviews, complete exit questionnaire and provide missing mandatory documents.					
7	Leaving Work	HR7-01_5	5	Design Exit Processes, Tools & Programmes	integrate (on notification of a leaver) with payroll, pension management, absence, benefits platforms and processes such as workforce rostering for automatic salary adjustments on untaken/overused leave, flexi, Time off in lieu (TOIL) and outstanding loan payments.		Fully Compliant	CFG	n/a	
7	Leaving Work	HR7-01_6	6	Design Exit Processes, Tools & Programmes	calculate employees' years of service and trigger a valedictory for appropriate leavers at set years of service in accordance with departmental policies.		Fully Compliant	CST	n/a	
7	Leaving Work	HR7-01_7	7	Design Exit Processes, Tools & Programmes	amend end dates for contingent workers e.g., if they depart / early		Fully Compliant	CFG	n/a	

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					termination before the contract end date.					
7	Leaving Work	HR7-01_8	8	Design Exit Processes, Tools & Programmes	communicate final payment entitlements having reflected final salary adjustments as appropriate.		Fully Compliant	CST	n/a	
7	Leaving Work	HR7-01_9	9	Manage Voluntary Leaving	capture different voluntary leaver types (allocated different codes) including subcategories with flexibility to capture additional value add information configured by leaver type and support the use of ERP held documents such as questionnaires etc.		Fully Compliant	CFG	n/a	
7	Leaving Work	HR7-01_10	10	Manage Voluntary Leaving	allow employees' self-service to manage their retirement (including those applying to retire) on an API between the ERP and the current 3rd party provider. Employees must obtain for example projected retirement pension income and initiate retirement (normal or actuarially reduced). Refer to 204 Integration Catalogue (Metis Interfaces) and (SOP		Fully Compliant	CST	n/a	

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					Interfaces - DEFRA DWP MoJ)					
7	Leaving Work	HR7-01_11	11	Manage Voluntary Leaving	record the different tier of retirement on which the employee has left, dependent on which scheme they are in e.g., Environment Agency Pension Fund (EAPF) / Local Government Pension Scheme (LGPS) has 3 tiers and Civil Service pensions has 2 tiers). Refer to links: https://www.lgpsmember.org/ https://www.eapf.org.uk/		Fully Compliant	CFG	n/a	
7	Leaving Work	HR7-01_12	12	Manage Voluntary Leaving	apply notice periods automatically to end dates and enable managers (with appropriate approval rules) to manually adjust the dates.		Fully Compliant	CFG	n/a	
7	Leaving Work	HR7-01_13	13	Manage Voluntary Leaving	integrate directly with other government departments onboarding processes where staff are moving to another government department. Refer to 204 Integration		Fully Compliant	CST	n/a	

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					Catalogue (Metis Interfaces) and (SOP Interfaces - DEFRA DWP MoJ)					
7	Leaving Work	HR7-01_14	14	Manage Formal Voluntary Exits	manage, validate and record data on end-to-end Voluntary Exit Scheme process from candidates' applications, self-service allowing candidates to track applications , generate key documents such as for example pension estimate quotes, letters, facilitate payments and produce relevant reports.		Fully Compliant	CST	n/a	
7	Leaving Work	HR7-01_15	15	Manage Involuntary Exit	trigger legal requirements related actions and generate key documents (such as for example a compromise agreement, non-disclosure agreements and termination letter).		Fully Compliant	CST	n/a	
7	Leaving Work	HR7-01_16	16	Manage Involuntary Exit	link the HCM system and the Case Management System (CMS) for all discipline, attendance and performance cases which result in dismissal. The system must		Fully Compliant	CST	n/a	

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					calculate and notify line managers their employee's annual leave and flexi-time accrual (and subsequently follow the rest of the business process for leavers).					
7	Leaving Work	HR7-01_17	17	Manage Redundancy	manage the workflow to support the tasks required in the redundancy process (meet legal and any additional requirements), as well as auto-calculations of the occupational/statutory redundancy pay (based on the length of service and age).		Fully Compliant	CST	n/a	
7	Leaving Work	HR7-01_18	18	Manage Redeployment	manage the end-to-end redeployment process (such as for example from initiate, record, track activity in redeployment of an employee to a new position, identify payroll or benefits impact and changes to employment status).		Fully Compliant	CFG	n/a	
7	Leaving Work	HR7-01_19	19	Manage Outside Business Appointments	configure a functionality to alert HR users and / or professional users when resignations require a special exit		Fully Compliant	CST	n/a	

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					process or restriction on future employment opportunities because of potential conflict of interests or attrition/regrettable turn-over of staff requiring an HR Professional's intervention . This must be definable with business process rules.					
7	Leaving Work	HR7-01_20	20	Conduct Exit Interview &	trigger the exit interview process and issue exit surveys by specific leaver type, record, report and evaluate the use of exit interviews.		Fully Compliant	CST	n/a	
7	Leaving Work	HR7-01_21	21	Manage Exit Compliance	report on leavers, covering a range of scenarios such as leavers by type/leaving reason, location, diversity characteristics. Access to reports to be controlled by security rules to ensure users only can see pertinent information.		Fully Compliant	CST	n/a	
7	Leaving Work	HR7-01_22	22	Manage Death in Service	place the employee's pay on hold if an employee has been flagged as death in service or other agreed reasons.		Fully Compliant	CFG	n/a	

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7	Leaving Work	HR7-01_23	23	Manage Death in Service	provide Integrated Case Management and automated support / guidance specifically for Managers / HR Professionals when a Death in Service occurs.		Fully Compliant	CST	n/a	
8	HR Managing Service	HR08-01_1	1	Manage Statutory & Parliamentary Reporting	ensure compliance with required internal, central and mandatory (including statutory and parliamentary) frameworks and controls and automatically generate reports when data is refreshed (based on configurable data fields).		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-01_2	2	Maintain / Update Report Catalogue & Schedule	pre-define standard reports via pre-populated dashboards that can be pushed through to the appropriate audiences, based on users roles and must enable self-service in reporting.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-01_3	3	Maintain / Update Report Catalogue & Schedule	add and remove available reports to the reporting catalogue.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-01_4	4	Maintain / Update Report	Run reports at configurable intervals and configure and		Fully Compliant	CFG	n/a	

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				Catalogue & Schedule	review the schedule and frequency in which reports are run.					
8	HR Managing Service	HR08-01_5	5	Manage Ad-Hoc Reporting Requests	allow users to report on all data within the ERP and integrated ERP applications (including for example reporting on diversity and inclusion representation).		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-01_6	6	Manage Ad-Hoc Reporting Requests	provide reporting functionality based on both a standard report set and bespoke (ad hoc) reports where the format can be saved for future use as required by the department and supplier.		Fully Compliant	CST	n/a	
8	HR Managing Service	HR08-01_7	7	Manage Ad-Hoc Reporting Requests	allow users to build and tailor dashboards, reports and views of all data via a number of presentational formats and collaborate/share with others accessibly (based upon access permissions and compliant with the Department's data policy/access rules).		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-01_8	8	Manage Ad-Hoc Reporting Requests	enable users to drill down into reports and aggregate data (within set parameters).		Fully Compliant	STD	n/a	

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8	HR Managing Service	HR08-01_9	9	Manage Ad-Hoc Reporting Requests	apply controls on who can report on sensitive information (sensitive as defined by the Department) and restrict access to this information where required.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-01_10	10	Manage Ad-Hoc Reporting Requests	import data from other sources (including other HR sources as well as Finance, Commercial systems and a reach back to legacy data held in other systems as detailed in the systems catalogue) and be able to report on and export this from the ERP.		Fully Compliant	CST	n/a	
8	HR Managing Service	HR08-02_1	1	Receive & Resolve HR Queries	receive, assign and track HR queries via a service management system, with integrated analytics and real-time interactive dashboards.		Fully Compliant	CST	n/a	
8	HR Managing Service	HR08-02_2	2	Receive & Resolve HR Queries	enable a multi-channel approach for customer queries (including digital assistant, live agent, phone, email, online web form).		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-02_3	3	Receive & Resolve HR Queries	support the deployment of the most up to date robotic process automation (or other)		Fully Compliant	CST	n/a	

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					utilising data from the ERP to resolve employee queries.					
8	HR Managing Service	HR08-02_4	4	Receive & Resolve HR Queries	hold a robust knowledge base enabling resolution to employee queries at first point of contact minimising the requirement for escalations, promotion of queries to a case, and/or second contact where possible.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-02_5	5	Receive & Resolve HR Queries	capture the transcripts of digital assistant and live agent interactions on conclusion of transactions. For example via an employee hub/a single place where an employee can see all their queries and responses raised regardless of the channel used to raise.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-02_6	6	Receive & Resolve HR Queries	issue update notices to the ticket originator to notify of progress or lack of it. These notices would reflect the latest position of the case and not a standard holding message (for example via the employee hub).		Fully Compliant	CFG	n/a	

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8	HR Managing Service	HR08-02_7	7	Receive & Resolve HR Queries	provide an interface that supports case ticket management, prompting BPO/Third Party Supplier and/or HR Specialists to action a new or outstanding case. Notifications / alerts will be configurable based on business rules. The solution must be able to report on ticket management performance.		Fully Compliant	CST	n/a	
8	HR Managing Service	HR08-02_8	8	Receive & Resolve HR Queries	deliver Queue management functionality for managing employee contact.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-02_9	9	Receive & Resolve HR Queries	be optimised and automated where possible to ensure the effective management of cases and queries, according to pre-defined processes, including incident creation, monitoring, escalation, tracking, resolution and closure, to enable all SLAs to be met.		Fully Compliant	CST	n/a	

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8	HR Managing Service	HR08-02_10	10	Receive & Resolve HR Queries	provide digital assistants to resolve employee queries and ensure digital assistant availability 24/7 to handle frequent / common queries without needing to contact the BPO call centre. If contact fails, the solution must route to a live agent (if within business hours) or prompt the automatic promotion/generation of a case within the Case Management System.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-02_11	11	Receive & Resolve HR Queries	enable digital assistant to be able to carry out transaction within the assistant module, for example book annual leave without the need to navigate to the core system screens to complete the booking. Where a query cannot be resolved via this route a referral must be instigated to a live agent plus the option to automatically generate a case ticket where an agent is not available or as preferred by the user.		Fully Compliant	STD	n/a	

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8	HR Managing Service	HR08-02_12	12	Receive & Resolve HR Queries	proactively push known live issues via the digital assistant to users where impacting. When a chat is started these issues must be highlighted as known with resolve ongoing.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-02_13	13	Receive & Resolve HR Queries	enable rapid ticketing for recurring incidents by enabling incident details to be copied and populated from other tickets where required.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-02_14	14	Receive & Resolve HR Queries	automatically populate employee information and access to the previous conversations when a referral from digital assistant to live agent is initiated.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-02_15	15	Receive & Resolve HR Queries	allow all transactions to be submitted by a user on behalf of an employee and track who has raised the transaction (configurable based on departmental permissions). A search facility must be available to assign a query to a user which restricts which employees can be selected dependent on		Fully Compliant	CFG	n/a	

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					user-based access permissions.					
8	HR Managing Service	HR08-02_16	16	Receive & Resolve HR Queries	restrict access for the employee to only view their own transactions or components of transactions relating to a different employee where it is raised on behalf of and in line with user-access permissions / business rules		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-02_17	17	Receive & Resolve HR Queries	give confirmation to the employee and or user who submitted the transaction that the transaction has been actioned/answered and seek approval to close the case ticket.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-02_18	18	Receive & Resolve HR Queries	give confirmation to the employee and or user who submitted a query that the query has been actioned/answered and to seek approval to close the case ticket.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-02_19	19	Manage Escalations/ Exceptions	manage the status of a child ticket independently from the parent ticket. For example, where a parent ticket is deemed to be		Fully Compliant	STD	n/a	

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					"resolved" and closed, all child tickets will automatically close with the option to reopen a child ticket as required where an outstanding action or secondary issue has been identified.					
8	HR Managing Service	HR08-02_20	20	Manage Escalations/ Exceptions	change the priority of an incident, upwards or downwards, in line with agreed parameters and authorisations.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-02_21	21	Manage Escalations/ Exceptions	manage tickets by workflow whilst maintaining an audit trail.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-02_22	22	Manage Escalations/ Exceptions	manage tickets outside of a workflow (where required), whilst maintaining an audit trail.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-03_1	1	Manage HR Information & Knowledge	provide knowledge and information to employees, managers, and specialists in the form of knowledge articles, how to guides, process guidance, videos, calculators etc. Information must cover any area of the relevant taxonomy or other operational information		Fully Compliant	CFG	n/a	

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					as needed and be accessible via multiple channels (including but not limited to desktop, mobile, voice, teams integration etc.).					
8	HR Managing Service	HR08-03_2	2	Manage HR Information & Knowledge	configure information to users (including knowledge articles, process walkthroughs, FAQs) that is departmental specific as well as information that may be standardised across the Authority.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-03_3	3	Manage HR Information & Knowledge	self service to have intelligent overlays to guide users and field content which must be user, role, department and is business specific. For example, a Home Office employee must not be able to see content relating to a benefit or entitlement that is specific to another department in the Authority, and information must be filtered to certain user groups e.g. line managers only or HR specialists only.		Fully Compliant	CFG	n/a	

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8	HR Managing Service	HR08-03_4	4	Manage HR Information & Knowledge	have a single feedback mechanism in place across ERP and applications (with configured user access permissions), allowing contextualised feedback on the basis of users' recent transactions, searches and navigation through the system, etc.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-03_5	5	Manage HR Information & Knowledge	intuitively embed knowledge content into relevant process steps.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-03_6	6	Manage HR Information & Knowledge	have content approval built within the solution to allow for specific 'content groups' to be sent notifications with approval required.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-03_7	7	Manage HR Information & Knowledge	embed content into department intranet sites including for example corporate intranets, SharePoint.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-03_8	8	Manage HR Information & Knowledge	bulk import existing knowledge articles to the solution.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-03_9	9	Manage HR Information & Knowledge	be user-centric and provide the ability for employees to search for multiple and individual knowledge articles or		Fully Compliant	CFG	n/a	

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					knowledge categories / types. The solution must allow employees to favourite and share knowledge articles.					
8	HR Managing Service	HR08-04_1	1	Manage Continuous Improvement	set-up, monitor and report on pre-defined key performance indicators (KPIs), Service level agreements (SLA), and general MI that may or may not be classified as KPIs in the future (including for example BPO SLA breaches and trigger action on these).		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-04_2	2	Manage Continuous Improvement	generate data which will feed directly into governance reporting and distinguish between formal governance input (SLA/KPI) and general MI for information.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-04_3	3	Manage Continuous Improvement	enable predictive analytics.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-04_4	4	Manage Continuous Improvement	monitor process, progress, elapsed time between different stages, and completion of transactions (or processes).		Fully Compliant	CFG	n/a	

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8	HR Managing Service	HR08-04_5	5	Manage Employee Complaints	manage and track complaints, including producing reports on the types of complaints, resolution times etc.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-04_6	6	Manage Customer Satisfaction Survey	conduct employee satisfaction surveys (including for example allowing feedback on the basis of users' recent transactions, searches and navigation through the system) with insights presented as aggregated dashboards for analysis.		Fully Compliant	CFG	n/a	
8	HR Managing Service	HR08-04_7	7	Manage Vendors (Operational Mgt)	provide digital assistants to route queries to the BPO and/or agreed customer locations, and for automatic cases to be created on the Case Management System.		Fully Compliant	CFG	n/a	

Finance Functional

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5	Expense s	CLS_EX P_001	1	Create Online Expense Claims	allow employees to only submit compliant expense claims with built in system validation matched to business rules		Fully Compliant	CFG	n/a	
5	Expense s	CLS_EX P_002A	2	Create Online Expense Claims	pre-populate information in expense claims, such as drawing directly from a user's employee record or from scanned receipts		Fully Compliant	CFG	n/a	
5	Expense s	CLS_EX P_049	3	Create online Expense Claims	load procurement card data into expenses and automatically populate the relevant fields within claims		Fully Compliant	STD	n/a	
5	Expense s	CLS_EX P_053	4	Create Online Expense Claims	allow a user to create, amend or delete an expense claim whilst offline and save it for subsequent uploading and submission		Fully Compliant	CFG	n/a	
5	Expense s	CLS_EX P_054	5	Create Online Expense Claims	select an alternative cost centre and/or approver that is different to a user's default		Fully Compliant	STD	n/a	
5	Expense s	CLS_EX P_056	6	Create Online Expense Claims	record and differentiate business and personal mileage within claims		Fully Compliant	STD	n/a	
5	Expense s	CLS_EX P_058	7	Create Online Expense Claims	create, duplicate and store templates for regular / repeated expense claims		Fully Compliant	STD	n/a	

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5	Expense s	CLS_EX P_003	8	Submit receipts for auditing (Paper / electronic)	upload documents/receipts within an expense claim		Fully Compliant	STD	n/a	
5	Expense s	CLS_EX P_020	9	Advances (GBP and Foreign Currency)	allow users to apply for an advance of expenses in any permitted currency, the advance to be offset automatically against future expense claims		Fully Compliant	STD	n/a	
5	Expense s	CLS_EX P_024	10	Create Online Expense Claim on Behalf of Another User	allow creation of an expense claim for submission by another user e.g. creation by a personal assistant		Fully Compliant	CFG	n/a	
5	Expense s	CLS_EX P_106	11	Review and approve online expense claims	allow expense claims to follow approval or self-approval path dependent on specific criteria		Fully Compliant	CFG	n/a	
5	Expense s	CLS_EX P_034	12	Set up rules to delegate approvals whilst out of office	apply vacation/out of office rules to delegate expense approval to another authorised manager or user		Fully Compliant	CFG	n/a	
5	Expense s	CLS_EX P_038	13	Disburse Payment	apply a full or partial payment hold to expense claims and/or claimants that meet specific criteria		Fully Compliant	STD	n/a	
5	Expense s	CLS_EX P_040	14	Disburse Payment	allow overpayments to be offset automatically against future expense		Fully Compliant	CST	n/a	

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					claims submitted within a specified time period					
5	Expense s	CLS_EX P_026	15	Setup and Maintain Expenses Categories	automatically determine whether an expense claim is taxable or non taxable via the use of expense categories		Fully Compliant	CFG	n/a	
5	Expense s	CLS_EX P_057	16	Setup and Maintain Expenses Categories	capture taxable expenses and apply an indicator/requirement to transfer/interface to payroll, P11D and pay-as-you-earn (PAYE) Settlement Agreement		Fully Compliant	CST	n/a	
5	Expense s	CLS_EX P_028	17	Setup and Maintain Employee Data	allow non-payroll claimant (such as interview attendees, fast stream) to submit an expense claim and to be routed to appropriate approval		Fully Compliant	CST	n/a	
5	Expense s	CLS_EX P_037	18	Apply audit selection criteria for online claims	identify claims for audit based on specific criteria and notify the user		Fully Compliant	STD	n/a	
5	Expense s	CLS_EX P_099	19	Apply audit selection criteria for online claims	apply audit selection criteria for transactions audit		Fully Compliant	STD	n/a	
5	Expense s	CLS_EX P_096	20	Core design	present appropriate expenses guidance based on a user's particular profile or role (such as different policy application)		Fully Compliant	CFG	n/a	

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10	P2P	CLS_P2 P_001	1	Master Data setup & maintenance	allow suppliers to create an account, manage and maintain their own details, such as bank accounts		Fully Compliant	STD	n/a	
10	P2P	CLS_P2 P_005	2	Master Data setup & maintenance	allow supplier contract spend limits to be set and controlled		Fully Compliant	CFG	n/a	
10	P2P	CLS_P2 P_009	3	Master Data setup & maintenance	allow suppliers to create, upload and maintain catalogue content		Fully Compliant	CFG	n/a	
10	P2P	CLS_P2 P_010	4	Master Data setup & maintenance	allow PunchOut to external catalogues		Fully Compliant	CFG	n/a	
10	P2P	CLS_P2 P_013	5	Master Data setup & maintenance	configure procurement categories to align with the common categorisation standards, such as United Nations Standard Product and Services Code (UNSPSC). Refer to link: https://www.ungm.org/Public/UNSPSC		Fully Compliant	STD	n/a	
10	P2P	CLS_P2 P_096	6	Master Data setup & maintenance	allow users to validate, update, delete and identify unused supplier records		Fully Compliant	CFG	n/a	
10	P2P	CLS_P2 P_098	7	Master Data setup & maintenance	create, upload, maintain and report catalogue content		Fully Compliant	CFG	n/a	
10	P2P	CLS_P2 P_104	8	Master Data setup & maintenance	make available catalogue content from other government entities		Fully Compliant	CFG	n/a	

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10	P2P	CLS_P2 P_111	9	Master Data setup & maintenance	support a Request for Quote (RFQ) / Dynamic Purchasing System (DPS) functionality		Fully Compliant	STD	n/a	
10	P2P	CLS_P2 P_015	10	Purchase	initiate an inventory check before triggering an external procurement		Fully Compliant	STD	n/a	

10	P2P	CLS_P2 P_018	11	Purchase	calculate and assign VAT to transactions based on predetermined business rules (category or product type etc)	Yes	Fully Compliant	CFG	<p>Oracle Cloud supports this requirement through its tax engine. The embedded Oracle Tax Engine provides configurable business rules which enable the implementation of an enterprise-wide tax approach. The tax engine supports the setup of tax regimes, taxes, and tax jurisdictions according to the tax requirements for each country. A tax regime associates a common set of default information, regulations, fiscal classifications, and optionally, registrations, to one or more taxes. Using the tax engine, the application will automatically generate the correct transaction taxes for any jurisdiction or tax type.</p> <p>Flexible tax rules are set up to configure the tax engine to evaluate transactions based on transaction attributes to determine which taxes apply to a transaction and how to calculate the tax amount for each tax that applies to the transaction. These attributes include, but are not limited to, category and product type.</p> <p>At the MOD and Poundland, we have configured rules based upon the Product Category associated with purchases to ensure the</p>	
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									correct VAT rate was associated with goods and services at point of purchase. Subsequently as the invoice arrives a tax calculation is performed again based upon any additional rules (such as country of supplier).	
10	P2P	CLS_P2 P_019	12	Purchase	allow users to raise a requisition against a contract and to link a requisition and Purchase Order to a contract		Fully Compliant	STD	n/a	

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10	P2P	CLS_P2 P_021	13	Purchase	for all types of requisitions, allow both manual and auto-creation and manual and auto-approval of purchase orders	Yes	Fully Compliant	STD	Requisitions, once approved (if required) can either automatically create a purchase order or be sent to the procurement team to be manually converted into a purchase order. The configured rules in place will determine the route taken by each requisition. Purchase orders benefit from the workflow engine to determine, based on the workflow rules, whether a purchase order needs approval or will auto-approve. At Poundland we worked with the client to develop a solution that ensured purchase orders were automatically created and approved, where they were associated with a CPA or BPA (Contract Purchase Agreement and Blanket Purchase Agreement). Where the requisition was not associated with a CPA or BPA, then different rules were used to ensure that the purchase order was automatically created, but in these scenarios the workflow rules were configured to ensure the	

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									transactions were directed to commercial approvers for review and approval.	

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10	P2P	CLS_P2 P_025	14	Purchase	modify and cancel requisitions	Yes	Fully Compliant	STD	Requisitions can be edited/modified and cancelled as standard. The available actions will be determined by the status of the requisition. A requisition that has been approved, but not yet included in a purchase order can be edited or cancelled. If the requisition has been approved then editing it will withdraw it from approval and can be resubmitted once edited. A requisition that has been included in a purchase order can be edited via the purchase order (initiating a change order, that can follow the requisition approval path), this is to ensure the accuracy and traceability of purchase orders that have been issued to suppliers. This process flow is defined within our pre-built processes, to ensure that should users encounter the need to revise a requisition in any of these scenarios they are aware of the procedure to follow.	
10	P2P	CLS_P2 P_027	15	Purchase	identify tax exempt payments, recoverable taxes and reverse		Fully Compliant	CST	n/a	

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					charges automatically. This will include generating tax exemption certificates when a PO is created.					
10	P2P	CLS_P2 P_029	16	Purchase	allow retrospective price changes to requisitions and purchase orders, subject to workflow approvals.		Fully Compliant	STD	n/a	
10	P2P	CLS_P2 P_034	17	Purchase	allow suppliers to receive, acknowledge and update the status of orders on the system and view their account position and query transactions.		Fully Compliant	CFG	n/a	
10	P2P	CLS_P2 P_035	18	Purchase	allow users to modify and cancel purchase orders and automatically communicate to suppliers in multiple formats (such as Web, Instant Messaging or email)	Yes	Fully Compliant	CFG	Users can modify and cancel purchase orders as required. Any amendment will initiate a change order that will be communicated to the supplier, and visible to them within the supplier portal. Additionally, if required, notifications can be configured to communicate the changes made to the supplier. At Poundland and MOD we developed a process in which all purchase order changes were automatically re-issued after update via email or via the Portal. For those suppliers who were on-boarded to the supplier	

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									portal they received these revised orders over the web via the portal. Therefore no purchase order output was necessary to be sent. This helped reduce the amount of transactions and outputs generated.	
10	P2P	CLS_P2 P_103	19	Purchase	allow mass updates and closure of purchase orders based on user access levels		Fully Compliant	STD	n/a	
10	P2P	CLS_P2 P_105	20	Purchase	create pre-populated request templates for non-catalogue requisitions		Fully Compliant	STD	n/a	

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10	P2P	CLS_P2 P_112	21	Purchase	provide an online approval process for non purchase order payments and allow workflow based on criteria such as purchase value	Yes	Fully Compliant	STD	Invoices received, that are not supported by a purchase order, will be sent for approval using the workflow engine. The approval process will use the applied criteria, such as value (plus other attributes we can confirm within design), to determine the approver required. We will work with the authority during the design validation phase to align the business rules for approval with the delegations of authority. Additionally we would map out the approval steps for all activities within the source to pay cycle to ensure the correct approval touch points are achieved throughout the end to end process.	
10	P2P	CLS_P2 P_119	22	Purchase	allow users to add a one time location		Fully Compliant	STD	n/a	
10	P2P	CLS_P2 P_123	23	Purchase	facilitate Blanket Purchase Agreements.		Fully Compliant	STD	n/a	
10	P2P	CLS_P2 P_130	24	Purchase	provide order tracking information such as expected delivery dates.		Fully Compliant	STD	n/a	
10	P2P	CLS_P2 P_037	25	Receipts	handle advance shipment notifications from suppliers		Fully Compliant	STD	n/a	

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10	P2P	CLS_P2 P_042	26	Receipts	support the effective processing and management of returns, disputes, and warranties	Yes	Fully Compliant	STD	Returns, disputes and warranties are all managed within the Oracle Cloud. Items returned will be recorded against the purchase order to confirm a reduction in the volume of the order received and therefore prevent payment should matching no longer be achieved. Additionally the warranties can be associated to orders as purchased goods or services and retained and recorded against items purchased. Any dispute against an order can be recorded by placing the order on hold, or managing the receipt to correct any disputed quantity, thereby placing the goods on hold as a result of incomplete receipts.	

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10	P2P	CLS_P2 P_043	27	Accounts Payable	to process invoices, credit notes and receipts received in any common industry format and the solution to match them with corresponding purchase orders and ePayments.	Yes	Fully Compliant	STD	Oracle Cloud provides an invoice scanning solution as standard. Suppliers will be provided with an email address to which they can send their invoices. This will transmit invoices directly to the Oracle Cloud, where the transactions will be read and translated into a purchase invoice transaction. Invoices can be received in multiple formats including JPEG, PDF, Word and other electronic formats, or uploaded from a spreadsheet, if required. Regardless of the delivery method, once the invoice has been created it will be automatically matched to any referenced purchase order and receipt. Payments can be initiated and issued directly from the Oracle Cloud, including support for instalment processing. We have implemented this solution for multiple clients. The documentation received is now imported via a self-learning AI enabled OCR process which improves the accuracy and quality of	

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									the matching. Any exceptions can be routed to AP teams for review and update should it be necessary.	

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10	P2P	CLS_P2 P_043a	28	Accounts Payable	allow partial reversal and cancellation of goods and service receipting	Yes	Fully Compliant	STD	Oracle Cloud supports receipting of goods and services by both quantity and value. Receipts can be corrected, to reflect partial reversals or returned, to reflect cancellation. Once reversed the impact is reflected immediately and any matching which may have previously been applied will result a hold being assigned to the invoice (assuming it has not yet been paid).	
10	P2P	CLS_P2 P_044	29	Accounts Payable	enable VAT compliant self-billing and payment on receipt		Fully Compliant	STD	n/a	
10	P2P	CLS_P2 P_047	30	Accounts Payable	allow suppliers to create and submit invoices using multiple methods such as PO flip, file upload		Fully Compliant	CFG	n/a	

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10	P2P	CLS_P2 P_050	31	Accounts Payable	create requisitions and purchase orders in foreign currencies and calculate exchange rate gains and losses, both realised and unrealised, on foreign currency invoices	Yes	Fully Compliant	CFG	Oracle Cloud is a multi-currency solution. All transactions can be raised in a foreign currency and the system will automatically calculate the ledger currency values, using the exchange rate in force. Exchange rate gains and losses are provided as standard. Unrealised gains/losses are processed via a report that revalue open items in Payables and reports and, if required, posts the unrealized gains/losses. Realised gains and losses will be automatically processed when the invoices are paid. Gains and losses are recognised at the time the invoice is matched to the order (should the be processed at different rates), then again at point of payment (should the payment date result in a different rate to the invoice). All entries are configured to generate automatically.	
10	P2P	CLS_P2 P_051	32	Accounts Payable	allow both two and three way matching of invoices and allow matching tolerance rules to be set based on, for		Fully Compliant	STD	n/a	

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					example, supplier, business area, value, category					
10	P2P	CLS_P2 P_054	33	Accounts Payable	allow invoices matched with a purchase order and receipts, in accordance with two and three way matching rules, to be approved and posted automatically	Yes	Fully Compliant	STD	Invoices received, that are matched to a purchase order and receipt (within tolerance) can be automatically approved and posted, without the need for any manual intervention, thereby fulfilling the need to deliver 2 and 3 way matching. The processes that are used to validate, approve and post such invoices can be scheduled to run automatically. In this way, any invoice that has been matched, and is within defined tolerance limits, can be posted and available for payment automatically. The entries posted to General Ledger would typically be summarised within the GL, but allow full drill down to the originating transactions. Should the invoice later be cancelled or edited, the entries would be reversed and then accounted again to reflect the latest accounting. Once an invoice is paid, this would not typically be allowed.	

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10	P2P	CLS_P2 P_064	34	Accounts Payable	calculate automatically the appropriate treatment of VAT on non-PO invoices	Yes	Fully Compliant	CFG	<p>Oracle Cloud supports this requirement through its tax engine. The embedded Oracle Tax Engine provides configurable business rules which enable the implementation of an enterprise-wide tax approach. The tax engine supports the setup of tax regimes, taxes, and tax jurisdictions according to the tax requirements for each country. A tax regime associates a common set of default information, regulations, fiscal classifications, and optionally, registrations, to one or more taxes. Using the tax engine, the application will automatically generate the correct transaction taxes for any jurisdiction or tax type.</p> <p>Flexible tax rules are set up to configure the tax engine to evaluate transactions, including non-PO invoices, based on transaction attributes to determine which taxes apply to a transaction and how to calculate the tax amount for each tax that applies to the transaction.</p>	

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10	P2P	CLS_P2 P_067	35	Accounts Payable	allow invoices to be disputed, blocked or part paid and to flag this on the system		Fully Compliant	STD	n/a	
10	P2P	CLS_P2 P_071	36	Accounts Payable	generate credit notes against purchase orders and either deduct from the following payment or recover through Accounts Receivable		Fully Compliant	STD	n/a	
10	P2P	CLS_P2 P_073	37	Accounts Payable	auto-create, post and report on goods received not invoiced (GRNI) and other month end accruals.	Yes	Fully Compliant	STD	GRNI accruals are reported and posted using a standard process that can be run at month end, or any time during the month. The report can be run for information only or to post the resultant accrual journal. Other month end accruals can be posted using standard journal entry or via upload from excel. Excel can be used to hold and calculate month-end accrual templates for review prior to posting directly to the Oracle Cloud. A separate journal category can be used for accruals to aid in accrual reporting. The accruals are reportable from a dedicated dashboard directly within Oracle, with the ability to write off or manage accruals should that be necessary.	

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10	P2P	CLS_P2 P_129	38	Accounts Payable	apply reason-specific three-way matching holds to invoices and run scheduled revalidations for all invoices to remove holds when mismatches have been resolved		Fully Compliant	CFG	n/a	
10	P2P	CLS_P2 P_075	39	Payment Processing	allow the review and approval of procurement card activities		Fully Compliant	STD	n/a	

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10	P2P	CLS_P2 P_075a	40	Payment Processing	accommodate the use of all Government Business Services approved payment methods	Yes	Fully Compliant	CFG	Oracle Cloud supports all Government Business Services approved payment methods. Oracle Cloud works with multiple payment methods such as electronic funds transfer (EFT) including SEPA, Bankers Automated Clearing System (BACS), bill payable, wire, or printed, such as a cheque. More granular disbursement payment methods can also be defined. Oracle Cloud also works with third-party payments integration enabling users to easily integrate with third-party payment systems such as Paypal or any other payment system to perform real-time payment processing. Any authorisation request from the source product will be processed immediately by Oracle's Payments module, a component of Oracle Financials. The source product will be informed about the successful authorisation. We have considered within our solution integration with bridging software already within	

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									use by the departments (e.g. Bottomline) as in our experience this is typically required to manage the transition between Oracle and banks.	
10	P2P	CLS_P2 P_081	41	Payment Processing	identify and prevent duplicate payments		Fully Compliant	STD	n/a	
10	P2P	CLS_P2 P_085	42	Payment Processing	issue remittance advices for all payment methods, such as BACS, CHAPS		Fully Compliant	STD	n/a	

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10	P2P	CLS_P2 P_108	43	Payment Processing	upload bulk files using common file types such as CSV or XLS files, for example bulk payment requests for approval and payment	Yes	Fully Compliant	STD	Bulk files can be uploaded using Oracle's File Based Data Import capability. This provides standard templates for the import of financial master data and transactions including, but not limited to, Payables Payment Requests. Once uploaded an approval workflow can be configured based upon agreed business rules to initiate approval prior to allowing payment to be completed. In our experience this should be managed via a controlled process to ensure large volumes of inaccurate data is not loaded directly into the core finance system. Whilst controls can be applied via approvals, restricting access to bulk load data should always be applied in a way which carefully considers who has access to bulk load such data and in which scenarios.	
10	P2P	CLS_P2 P_110	44	Payment Processing	automate invoice payments utilising procurement cards, virtual and lodge cards for auto matched invoices		Fully Compliant	CST	n/a	

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11	Order to Cash	CLS_O2 C_001	1	Maintain Customers	allow customer records to be created, validated, maintained and removed and include all mandatory and key data (such as customer name, address, bank details). This will include repeat and one-time customers		Fully Compliant	STD	n/a	
11	Order to Cash	CLS_O2 C_102	2	Maintain Customers	provide a single point of access (portal) to enable customers to access services and communicate, including key messages, payment history, self-service, invoice and payment option, statements		Non Compliant	N/A	n/a	Oracle does not provide a standard customer portal through which customers can directly interrogate and update data within Oracle. This facility is available to suppliers through Oracles supplier portal. Building an extension to the application to deliver a customer portal would introduce significant challenges in authentication and data security considerations. We expect this additional cost both in build, along with long term support and maintenance would be difficult to justify, therefore we recommend revisiting this requirement during the design phase.
11	Order to Cash	CLS_O2 C_099	3	Maintain Collection Strategies	assign customers to collection strategies based on the characteristics of the		Fully Compliant	CFG	n/a	

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					customer, type of income and legislative constraints					
11	Order to Cash	CLS_O2 C_017	4	Approval Limits	enable credit notes to be referenced and linked to the original invoice number		Fully Compliant	STD	n/a	
11	Order to Cash	CLS_O2 C_100	5	Maintain Invoice accounts receivable catalogue	maintain and control the accounts receivable product and service catalogue of the master data centrally.		Fully Compliant	CFG	n/a	
11	Order to Cash	CLS_O2 C_021	6	Create Invoices Electronically	generate invoices including all mandatory and key data from the relevant source (such as feeder systems)		Fully Compliant	CST	n/a	
11	Order to Cash	CLS_O2 C_037	7	Create Invoices Electronically	distribute invoices through multiple channels (such as email) with relevant markings (such as 'copy')		Fully Compliant	CST	n/a	
11	Order to Cash	CLS_O2 C_038	8	Create Invoices Electronically	create invoices by applying and controlling the accounting, revenue recognition and tax rules		Fully Compliant	STD	n/a	
11	Order to Cash	CLS_O2 C_043	9	Create Invoices Electronically	attach supporting evidence with the invoice summary (supporting all permitted file formats)		Fully Compliant	STD	n/a	
11	Order to Cash	CLS_O2 C_138	10	Create Invoices Electronically	attach documents to approval request, customer record and debt (supporting all permitted file formats)		Fully Compliant	CST	n/a	

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11	Order to Cash	CLS_O2 C_155	11	Create Invoices Electronically	issue receipts to debtors when requested		Fully Compliant	CST	n/a	
11	Order to Cash	CLS_O2 C_158	12	Create Invoices Electronically	enable sales integrity by linking finished goods in inventory and the sales invoice creation process		Fully Compliant	STD	n/a	
11	Order to Cash	CLS_O2 C_045	13	Receive & Apply Payments. Receive Remittance Advice	import payment files (where payment systems exist outside the ERP) and apply receipts to invoices automatically		Fully Compliant	CST	n/a	
11	Order to Cash	CLS_O2 C_047	14	Receive & Apply Payments. Receive Remittance Advice	set tolerance limits to allow underpayments/ rounding differences to be written-off within pre-determined tolerances		Fully Compliant	CFG	n/a	
11	Order to Cash	CLS_O2 C_050	15	Receive & Apply Payments. Receive Remittance Advice	handle errors within payments file upload by allowing upload of supplementary data (such as payment backing information) to support applying receipts against payments		Fully Compliant	N/A	n/a	
11	Order to Cash	CLS_O2 C_046	16	Receive & Apply Cash / Cheques	accept multiple payment methods and currencies including cash, cheques and electronic transactions		Fully Compliant	STD	n/a	
11	Order to Cash	CLS_O2 C_061	17	Manage unapplied receipts	match and notify the user of unapplied receipts and payments using intelligent		Fully Compliant	STD	n/a	

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					Enterprise Resource Planning matching capability					
11	Order to Cash	CLS_O2 C_113	18	Manage Unapplied Receipts	manage unapplied receipts including receipting on account.		Fully Compliant	STD	n/a	
11	Order to Cash	CLS_O2 C_060	19	Receive & Apply Cash/cheques	allow digital copies of cheques to be stored in the system and transmitted to bank for clearing.		Fully Compliant	STD	n/a	
11	Order to Cash	CLS_O2 C_146	20	Review Aged Debt	allow multiple debts to be held against a customer		Fully Compliant	STD	n/a	
11	Order to Cash	CLS_O2 C_119	21	Perform Collection Activities	assign and record collection activities to customers, determined by the collection strategy assigned to a customer		Fully Compliant	STD	n/a	
11	Order to Cash	CLS_O2 C_082	22	Resolve Disputes	allow customer disputes to be managed and reported by creating, controlling and approving a customer dispute with appropriate classifications		Fully Compliant	STD	n/a	
11	Order to Cash	CLS_O2 C_084	23	Resolve Disputes	record settlement arrangements, including specific terms agreed with a customer		Fully Compliant	STD	n/a	
11	Order to Cash	CLS_O2 C_087	24	Create Credit Notes	create, control and approve customer refunds using adjustments or the issue of credit notes		Fully Compliant	STD	n/a	
12	Inventor y	CLS_IN V_002	1	Master Data setup & maintenance	anonymise transactions for specific categories		Fully Compliant	CST	n/a	

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					(such as prison locks & associated parts)					
12	Inventor y	CLS_IN V_003	2	Master Data setup & maintenance	categorise chart of accounts values based on the item category, which cannot be overridden. Item categories need to be aligned to cross government procurement codes and categories such as United Nations Standard Product and Services Code (UNSPSC) Refer to links: https://www.gov.uk/government/publications/grants-standards https://www.gov.uk/government/collections/government-financial-reporting-manual-frem		Fully Compliant	CFG	n/a	
12	Inventor y	CLS_IN V_004	3	Master Data setup & maintenance	use item templates to ensure mandatory information required in the item master is populated		Fully Compliant	STD	n/a	
12	Inventor y	CLS_IN V_005	4	Master Data setup & maintenance	allow qualitative review of Item master to identify inactive, duplicate, out of stock, in-stock items and out of date records.		Fully Compliant	STD	n/a	
12	Inventor y	CLS_IN V_006	5	Master Data setup & maintenance	restrict access to view and purchase sensitive item categories to relevant users. Where necessary, additional		Fully Compliant	CFG	n/a	

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					approval requirements can be configured for specific item categories.					
12	Inventor y	CLS_IN V_017	6	Managing Inventory	apply the correct accounting treatment to stock purchased outside the solution (such as stock purchased via procurement card).		Fully Compliant	CFG	n/a	
12	Inventor y	CLS_IN V_044	7	Managing Inventory	manage potential different costs for items that have been purchased in different stages, for example the same item bought-in finished or consumable stock		Fully Compliant	CFG	n/a	
12	Inventor y	CLS_IN V_047	8	Managing Inventory	raise provisions within the Inventory module for potential obsolete stock		Fully Compliant	STD	n/a	
12	Inventor y	CLS_IN V_048	9	Managing Inventory	trace and manage stock batches from sell back to source (manufacture or purchase)		Fully Compliant	STD	n/a	
12	Inventor y	CLS_IN V_019	10	Processing Transactions	manage and account for raw materials and bill of material for manufactured items, with the facility to uplift labour costs in line with revised charged-out rates.		Fully Compliant	STD	n/a	
12	Inventor y	CLS_IN V_024	11	Manage Logistics	manage Quality Assurance for the outgoing Inventory items (Inspection parameters, results recording, reporting and analytics)		Fully Compliant	STD	n/a	

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12	Inventor y	CLS_IN V_026	12	Manage Logistics	process returned Inventory, based on quality review. For example, to either return to stock, dispose, repair or exchange		Fully Compliant	STD	n/a	
12	Inventor y	CLS_IN V_027	13	Manage Logistics	trace any exchange of goods to the original order		Fully Compliant	STD	n/a	
12	Inventor y	CLS_IN V_030	14	Inventory Accounting	perform valuation on Inventory using IAS2 accounting standards, in line with HM Treasury financial reporting guidance Refer to link: https://www.gov.uk/government/collections/government-financial-reporting-manual-frem		Fully Compliant	CFG	n/a	
12	Inventor y	CLS_IN V_031	15	Inventory Accounting	allow auto-accounting entries for inventory movements, stock adjustments, receipts, disposals, impairments and order fulfilment		Fully Compliant	STD	n/a	
12	Inventor y	CLS_IN V_049	16	Inventory Accounting	capture volume data, track & manage time-sensitive stock (such as with expiry or sell-by date)		Fully Compliant	STD	n/a	
12	Inventor y	CLS_IN V_038	17	Supporting Activities	apply organisational restructuring/significant business changes to inventory structures and data in bulk		Fully Compliant	CFG	n/a	

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12	Inventor y	CLS_IN V_039	18	Supporting Activities	integrate with third party systems and data sources, specifically supplier punch-out catalogues, eMarketplace and warehouse management solutions Refer to 204 Integration Catalogue (Metis Interfaces)		Fully Compliant	CST	n/a	
14	Cash Management	CLS_C M_002	1	Bank Account Creation	validate bank account details (such as sort code and account)		Fully Compliant	3RD	n/a	
14	Cash Management	CLS_C M_039	2	Banking Systems	allow to manage Bank Accounts in multiple currencies		Fully Compliant	STD	n/a	
14	Cash Management	CLS_C M_004	3	Department al Bank Account setup on Financial Systems	allow a single entity to make payments to/from multiple bank accounts		Fully Compliant	STD	n/a	
14	Cash Management	CLS_C M_048	4	Department al Bank Account setup on Financial Systems	enable Inter Account Transfers or Intra Account Transfers (IAT) between departments and their sponsored bodies whom use Government Banking Services (GBS) bank accounts		Fully Compliant	STD	n/a	
14	Cash Management	CLS_C M_032	5	Cash Planning	enable transfer of funding between bank accounts within the Exchequer pyramid		Fully Compliant	STD	n/a	

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14	Cash Management	CLS_C M_011	6	Money Transactions	allow Government Banking Services approved payment methods and multiple currencies		Fully Compliant	STD	n/a	
14	Cash Management	CLS_C M_035	7	Money Transactions	return Incorrect payments		Fully Compliant	CST	n/a	
14	Cash Management	CLS_C M_014	8	Transaction Controls	enable control and selection of payment process to support cashflow forecasts (such as promoting or demoting payment priority)		Fully Compliant	STD	n/a	
14	Cash Management	CLS_C M_020	9	Cash & Cheques	store scanned / electronic copies of documentation		Fully Compliant	STD	n/a	
14	Cash Management	CLS_C M_021	10	Cash Transactions	reconcile receipts, payments and cash balances		Fully Compliant	STD	n/a	
14	Cash Management	CLS_C M_037	11	Cash Transactions	produce, record and reconcile receipts for payments made		Fully Compliant	STD	n/a	
14	Cash Management	CLS_C M_046	12	Cash Transactions	record, reconcile and report on 'over the counter' / petty cash transactions.		Fully Compliant	CFG	n/a	
14	Cash Management	CLS_C M_024	13	Daily, Monthly and long term forecasts	plan and project consolidated cash forecasts on a daily, monthly, financial year and rolling 15 months basis etc, including data from non-ERP entities		Fully Compliant	CST	n/a	
14	Cash Management	CLS_C M_026	14	Cash flow Management	capture adjustments (such as uncashed cheques) to manage		Fully Compliant	STD	n/a	

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				t Scheme (CFM)	management of cash outturn to cashflow forecasts into Net Cash Requirement					
14	Cash Management	CLS_CM_027	15	Forecasting Principles	enable business groups to forecast and record transactions attaching supporting documentation.		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_005	1	Master Data Set Up & Maintenance	create the project through the use of pre-defined project templates that are sufficiently flexible to allow for both capital and/or resource expenditure		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_095	2	Master Data Set Up & Maintenance	enable the project accounting module to hold other project related information within fields and/or attachments		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_003	3	Master Data Set Up & Maintenance	assign owners to all projects only from the organisation's HR hierarchy		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_007	4	Create and Plan Projects	hold the project duration, actual and expected completion dates		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_006	5	Create and Plan Projects	create new projects using a predefined work breakdown structure (WBS) or without a WBS if necessary.		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_070	6	Create and Plan Projects	create and update project plans that include such data items		Fully Compliant	STD	n/a	

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					as headcount Full Time Equivalent (FTE), staff costs, project costs, contractors, contingent labour					
15	Project Accounting	CLS_PA_091	7	Create and Plan Projects	record, analyse and report performance metrics for a project		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_097	8	Create and Plan Projects	manage budgets and forecasts flexibly at project and task level, allowing budgets and forecast to be imported from external tools if necessary Refer to 204 Integration Catalogue (Metis Interfaces)		Fully Compliant	CST	n/a	
15	Project Accounting	CLS_PA_010	9	Create and Plan Projects	ensure changes to work breakdown structures (WBS) are subject to review and approval.		Fully Compliant	CFG	n/a	
15	Project Accounting	CLS_PA_011	10	Create and Plan Projects	capture and maintain key details by WBS task such as dates, flags, chargeable vs non chargeable and owners		Fully Compliant	CFG	n/a	
15	Project Accounting	CLS_PA_098	11	Create and Plan Projects	define specific user project roles to manage and control all activities within project accounting, such as levels of access and approval		Fully Compliant	CFG	n/a	
15	Project Accounting	CLS_PA_012	12	Create and Plan Projects	hold multiple project classifications against the same project (such as revenue, Government		Fully Compliant	CFG	n/a	

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					Major Projects Portfolio (GMPP) or strategic outcomes)					
15	Project Accounting	CLS_PA_014	13	Create and Plan Projects	allow both automated and manual assignment of unique project numbers		Fully Compliant	CFG	n/a	
15	Project Accounting	CLS_PA_015	14	Create and Plan Projects	require authorised users to approve project creation and record the workflow audit trail		Fully Compliant	CFG	n/a	
15	Project Accounting	CLS_PA_088	15	Create and Plan Projects	allow project planning to happen within Project Accounting on initiatives awaiting approval and then change the status to a live project/programme once approved		Fully Compliant	CFG	n/a	
15	Project Accounting	CLS_PA_100	16	Capture Project Costs	Manage and monitor assets under construction and link directly to the Non-Current Assets process' process		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_021	17	Capture Project Costs	ensure Payroll costs can be coded/interfaced into Project Accounting directly		Fully Compliant	CFG	n/a	
15	Project Accounting	CLS_PA_022	18	Capture Project Costs	allocate general overheads to projects with ability to record the rationale for their purpose and the applicable periods they apply to		Fully Compliant	CFG	n/a	

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15	Project Accounting	CLS_PA_023	19	Capture Project Time	ensure timesheet entries held in a time recording module can be coded/interfaced into Project Accounting directly		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_075	20	Capture Project Time	create and update cost rates for labour and materials throughout an accounting period		Fully Compliant	CFG	n/a	
15	Project Accounting	CLS_PA_027	21	Project Billing	create project billing and instructions within Project Accounting before interfacing into Order to Cash, including for external customers.		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_033	22	Project Billing	allow access to customer data held within Order to Cash master data for use with project billing		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_076	23	Project Billing	create internal recharges and external recharges (such as cross government to external organisations outside the Authority boundaries)		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_035	24	Project Billing	review and approve the Project Billing requests via online workflow, prior to being interfaced into Order to Cash for payment		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_110	25	Month End	align the projects ledger and the general ledger (GL), with project codes		Fully Compliant	STD	n/a	

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					recorded and visible in GL for reconciliation					
15	Project Accounting	CLS_PA_047	26	Project Close	allow projects costs to be recorded as either operational expenses and/or as capital expenses to ensure correct accounting treatment is followed.		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_051	27	Project Close	automatically transfer relevant project costs to associated assets within Non Current Assets (NCA)		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_054	28	Project Close	use the status of a project to control the posting of costs to a project (such as active or inactive)		Fully Compliant	STD	n/a	
15	Project Accounting	CLS_PA_055	29	Project Close	allow project status to be changed from inactive to active and automatically capture relevant costs that had not been posted originally.		Fully Compliant	CST	n/a	
15	Project Accounting	CLS_PA_119	30	Project Close	allow an override for certain transaction type postings to be set. This will include allowing open purchase orders to post against a closed project or rejecting late submitted timecards		Fully Compliant	CFG	n/a	
15	Project Accounting	CLS_PA_086	31	MI & Analytics	allow updates to baseline information (such as volume refreshes), that get reflected directly against		Fully Compliant	CFG	n/a	

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					revised business case versions.					
15	Project Accounting	CLS_PA_121	32	MI & Analytics	enable commitment accounting		Fully Compliant	CFG	n/a	
16	Grants Administration	CLS_GA_001	1	Design Grant Scheme	for each grant award, hold a record of key Government Grant information (such as Grant ID, Grant Type i.e. General, Formula, Grants In Aid) and generate a unique identifier. Refer to link: https://www.gov.uk/government/publications/grants-standards		Fully Compliant	CFG	n/a	
16	Grants Administration	CLS_GA_003	2	Design Grant Scheme	allow the completion and approval of grants business cases.		Fully Compliant	CFG	n/a	
16	Grants Administration	CLS_GA_004	3	Master Data setup & maintenance	create, update and apply payment schedules for grant recipients. (grant recipients are non-citizen)		Fully Compliant	CFG	n/a	
16	Grants Administration	CLS_GA_006	4	Master Data setup & maintenance	distinguish between grant payments and commercial supplier payments		Fully Compliant	CFG	n/a	
16	Grants Administration	CLS_GA_007	5	Master Data setup & maintenance	allow grant recipients to create an account, manage and maintain their own details, such as bank accounts (grant recipients are non-citizen)		Fully Compliant	CFG	n/a	

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16	Grants Administration	CLS_GA_008	6	Master Data setup & maintenance	allow grant recipients to self-raise payment requests where conditions for self-raised payments are met. (grant recipients are non-citizen)		Fully Compliant	CFG	n/a	
16	Grants Administration	CLS_GA_009	7	Master Data setup & maintenance	allow grant recipients to submit a forecast of grant claims that will feed to other business processes within the solution once authorised (such as planning, budgeting and forecasting) (grant recipients are non-citizen)		Fully Compliant	CFG	n/a	
16	Grants Administration	CLS_GA_038	8	Master Data setup & maintenance	record grants that are under development or in the pipeline to meet central government reporting requirements and ensure they remain 'in draft' and are not reported until set as live. Refer to link: https://www.gov.uk/government/publications/grants-standards		Fully Compliant	CFG	n/a	
16	Grants Administration	CLS_GA_039	9	Master Data setup & maintenance	allow for any exceptions to the default exempt VAT position for grants.		Fully Compliant	CFG	n/a	
16	Grants Administration	CLS_GA_010	10	Grant Award	issue payment for grants both automatically or through a manual process when required.		Fully Compliant	CFG	n/a	

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16	Grants Administration	CLS_GA_014	11	Grant Award	only allow payments against open grant agreement records and update any payment information in the general ledger.		Fully Compliant	CFG	n/a	
16	Grants Administration	CLS_GA_015	12	Performance monitoring and payment	record expected outcomes for grants and measure performance of awards and payments against outcomes.		Fully Compliant	CFG	n/a	
16	Grants Administration	CLS_GA_018	13	Performance monitoring and payment	allow recurring payment requests from grants recipients. (grant recipients are non-citizen)		Fully Compliant	CFG	n/a	
16	Grants Administration	CLS_GA_020	14	Performance monitoring and payment	allow grants to be paid in foreign currency.		Fully Compliant	CFG	n/a	
16	Grants Administration	CLS_GA_021	15	Performance monitoring and payment	allow grant recipients to enter payment requests, provide evidence and query their account position. (grant recipients are non-citizen)		Fully Compliant	CFG	n/a	
16	Grants Administration	CLS_GA_027	16	Final Grant Reconciliation & Review	identify final grant award activities/payments and prompt either overpayment recovery action or closure of the grant record.		Fully Compliant	CST	n/a	
18	Non-Current Assets	CLS_NCA_087	1	Maintain Asset Categories. Maintain	allow permitted currency for asset book to default to, and be restricted to, a set currency (such as GB Pounds)		Fully Compliant	CFG	n/a	

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				Depreciation Rules						
18	Non-Current Assets	CLS_NC A_048	2	Create Assets Automatically	recognise capital accounting transactions and create assets from purchase orders and Project Accounting		Fully Compliant	CFG	n/a	
18	Non-Current Assets	CLS_NC A_051	3	Create Assets Automatically	record grouping, linking and merging of new or existing assets.		Fully Compliant	CFG	n/a	
18	Non-Current Assets	CLS_NC A_004	4	Create Assets Manually	create, amend and dispose/retire of assets both manually and, where applicable, automatically using defined business rules.		Fully Compliant	CST	n/a	
18	Non-Current Assets	CLS_NC A_052	5	Principles Applicable to Asset Creation Regardless Of Creation Method	assign, remove and re-assign owners to assets		Fully Compliant	STD	n/a	
18	Non-Current Assets	CLS_NC A_009	6	Transfer Assets Under Construction	commence depreciation or amortisation at the date in service point.		Fully Compliant	STD	n/a	
18	Non-Current Assets	CLS_NC A_106	7	Transfer Assets Under Construction	create a Fixed Asset at the point of an Asset Under Construction or Construction In Progress event.		Fully Compliant	STD	n/a	
18	Non-Current Assets	CLS_NC A_058	8	Transfer Between Departments	record the transfer and account for the movement of assets		Fully Compliant	STD	n/a	

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					between government departments.					
18	Non-Current Assets	CLS_NC A_059	9	Transfer Between Departments	ensure that any asset transfers are recorded in both the originating and receiving entity using the same data fields to ensure accuracy.		Fully Compliant	STD	n/a	
18	Non-Current Assets	CLS_NC A_060	10	Finance leases	account for leased assets on system using International Financial Reporting Standards (IFRS) accounting rules.		Fully Compliant	CFG	n/a	
18	Non-Current Assets	CLS_NC A_062	11	Finance leases	create, modify and dispose of leased assets.		Fully Compliant	STD	n/a	
18	Non-Current Assets	CLS_NC A_011	12	Private Finance Initiatives	process, calculate and account for Private Finance Initiatives (PFI).		Fully Compliant	CST	n/a	
18	Non-Current Assets	CLS_NC A_012	13	Asset Impairments	process and calculate both scheduled and ad hoc asset impairments and revaluations.		Fully Compliant	STD	n/a	
18	Non-Current Assets	CLS_NC A_065	14	Asset Impairments	apply both modified historic cost accounting (MHCA), historic cost accounting and Depreciated Replacement Cost (DRC) accounting methodologies to assets		Fully Compliant	CFG	n/a	
18	Non-Current Assets	CLS_NC A_066	15	Asset Impairments	process multiple, ad hoc or scheduled asset events such as revaluations during a single accounting period.		Fully Compliant	CFG	n/a	

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18	Non-Current Assets	CLS_NC A_093	16	Amend Assets Details. Amend Asset Life. Amend Asset Category	apply changes of classification to assets and, where appropriate, back-date these changes to a defined point in time		Fully Compliant	STD	n/a	
18	Non-Current Assets	CLS_NC A_091	17	Asset Changes	amend and, where necessary, back-date the life of an asset as part of an asset lifecycle review and make associated depreciation adjustments		Fully Compliant	STD	n/a	
18	Non-Current Assets	CLS_NC A_090	18	Splitting Assets	allow an asset to be partially retired.		Fully Compliant	STD	n/a	
18	Non-Current Assets	CLS_NC A_077	19	Perform Year End Activities	roll forward asset balances into a new accounting period (such a financial year)		Fully Compliant	STD	n/a	
18	Non-Current Assets	CLS_NC A_028	20	Perform Year End Activities	anonymise sensitive and secure physical assets to restrict visibility of this information		Non Compliant	CST	n/a	Oracle does not allow us to anonymise assets or inventory data by role. We understand this requirement to be needed in scenarios such as prison door locks where the serial number must be anonymised. We believe this would be partly achieved by placing an anonymised value within the standard serial number field that would be visible to all users. However we would

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										then configure a separate field which we could make available to specific user groups or roles (those with legitimate access) which would hold the non-anonymised data.
18	Non-Current Assets	CLS_NC A_029	21	Sell/Gift Asset	amend an asset record to change its status within a set of pre-defined criteria (such as Held for Sale, Sold, Gift)		Fully Compliant	CFG	n/a	
18	Non-Current Assets	CLS_NC A_081	22	Dispose or Write off Assets	calculate accounting entries for gains and losses on disposal.		Fully Compliant	STD	n/a	
18	Non-Current Assets	CLS_NC A_082	23	Reinstate Asset	re-instate previously disposed or retired assets and their associated asset transaction histories.		Fully Compliant	STD	n/a	
18	Non-Current Assets	CLS_NC A_089	24	Depreciation Forecasts	generate depreciation forecasts over an assets useful life		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_152	1	Master Data Setup and Maintenance	allow Machinery of Government (MOG) changes to be reflected in the solution in a timely and efficient way.		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_001	2	Master Data Setup and Maintenance	create, modify and close Common Chart of Accounts (CCoA) segment values and update the relevant hierarchies.		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_002	3	Master Data Setup and Maintenance	compare current cost centre hierarchies with historic cost centre		Fully Compliant	CFG	n/a	

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					hierarchies when reporting					
17	Record to Report	CLS_R2 R_003	4	Master Data Setup and Maintenance	move all items linked to a cost centre (such as assets, employees, purchase orders) automatically when hierarchies change		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_004	5	Master Data Setup and Maintenance	conform to, and be flexible to changes in, Government Common Chart of Accounts standards and HM Treasury's reporting requirements, such as the Online System for Central Accounting and Reporting (OSCAR) and statutory accounts.		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_035	6	Master Data Setup and Maintenance	replicate chart of accounts changes across all ERP modules that hold chart of accounts values.		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_037	7	Master Data Setup and Maintenance	set controls to restrict or allow posting to specified segment code combinations		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_039	8	Master Data Setup and Maintenance	allow accounting structures to reflect the actual legal entity and tax structures		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_040	9	Master Data Setup and Maintenance	hold a summary level of detail in the general ledger, with full transactional details available in sub-ledgers and/or feeder systems		Fully Compliant	STD	n/a	

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17	Record to Report	CLS_R2 R_059	10	Master Data Setup and Maintenance	integrate the chart of accounts with information within HR and procurement data structures.		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_062	11	Master Data Setup and Maintenance	allow creation of multiple hierarchies for each segment to meet different reporting requirements (such as for management or financial reporting)		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_063	12	Master Data Setup and Maintenance	allow multiple currencies in each module (as appropriate) and ensure that gains and losses are calculated and posted automatically when exchange rates are updated		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_007	13	Planning, & Budgeting	run full end to end multi-year financial planning processes, including forecasting and budgeting.		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_008	14	Planning, & Budgeting	capture financial commentary and add this to financial plans and forecasts		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_009	15	Planning, & Budgeting	consolidate all financial plans and forecasts, including those for bodies / entities within the departmental group and not on the ERP.		Fully Compliant	STD	n/a	

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17	Record to Report	CLS_R2 R_010	16	Planning, & Budgeting	enable the end to end management of the budget allocation and transfer process. This includes the creation, allocation, re-allocation, approval, and control over movement of budgets.		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_015	17	Planning, & Budgeting	record local or standard financial assumptions and cost drivers to generate plans, budgets and forecasts.		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_016	18	Planning, & Budgeting	allow creation and updating of cost models using multiple sources of information (such as workload forecasts, employee totals, employee activity, productivity, costs, savings and contracts)		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_019	19	Planning, & Budgeting	model, test and compare multiple planning and budgeting scenarios		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_021	20	Planning, & Budgeting	view, amend and report on financial budgets and forecasts against actuals		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_023	21	Planning, & Budgeting	capture and report financial risks & opportunities (as a point or range)		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_024	22	Planning, & Budgeting	record overlay adjustments to forecasts		Fully Compliant	CFG	n/a	

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					and budgets at a consolidated level					
17	Record to Report	CLS_R2 R_031	23	Planning, & Budgeting	perform value for money analysis by combining data sets and information such as financials, staff FTE, productivity and performance		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_034	24	Planning, & Budgeting	combine employee activity and productivity data with process efficiency data for reporting people and process optimisation		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_041	25	Planning, & Budgeting	hold multiple versions of plans, budgets and forecasts including prior years with accompanying narrative and history		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_072	26	Planning, & Budgeting	provide self service reports for Budget holders		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_132	27	Planning, & Budgeting	support archiving versions of the financial budget and forecasts		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_133	28	Planning, & Budgeting	calculate average salaries and staff cost rates (capitation rates) for direct use in budgeting and forecasting		Fully Compliant	CFG	n/a	

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17	Record to Report	CLS_R2 R_076	29	Forecasting	align forecasting data across modules such HR and Payroll financial and headcount data, Projects data (capital, expense, workforce / time).		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_025	30	Period End Accounting	set rules on non-reconciling items		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_028	31	Period End Accounting	allocate / apportion costs between funding streams / cost centres		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_048	32	Period End Accounting	use separate adjustment periods for the end of year audit adjustments		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_049	33	Period End Accounting	prevent out of balance journals from being posted (such as controls that apply set rules on decimal place rounding)		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_050	34	Period End Accounting	automate regular adjustments (with the appropriate approval controls in place) using recurring journals		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_051	35	Period End Accounting	apply materiality limits against manual journals including manual accruals (with ability to set different thresholds for different journal types, organisations, or parts of organisations)		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_084	36	Period End Accounting	use and enforce a month-end close for all subledgers (such as		Fully Compliant	STD	n/a	

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					calendar, checklist, sequence, cut-off times)					
17	Record to Report	CLS_R2 R_086	37	Period End Accounting	upload bank statement transactions to perform reconciliations		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_088	38	Period End Accounting	perform ageing analysis on all reconciling items		Fully Compliant	CST	n/a	
17	Record to Report	CLS_R2 R_091	39	Period End Accounting	capture and report on who created, authorised and posted journals		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_092	40	Period End Accounting	restrict the range of account codes that are available to particular groups of users to post journals.		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_097	41	Period End Accounting	ensure that a single point of entry for recharges requires both provider and receiver approval in the system before posting		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_099	42	Period End Accounting	produce consolidated group financial accounts for bodies / entities within the departmental boundary including those not on the ERP		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_101	43	Period End Accounting	enables general ledger data to be pushed to the consolidation ledger at multiple intervals or points during period end process		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_103	44	Period End Accounting	prevent posting of transactions to closed accounting periods.		Fully Compliant	CFG	n/a	

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17	Record to Report	CLS_R2 R_105	45	Period End Accounting	automatically reverse journals marked as 'auto reversing' in line with defined posting criteria when the next accounting period is opened.		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_128	46	Period End Accounting	allow named individuals responsible for resolving balance sheet reconciliations exceptions.		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_160	47	Period End Accounting	perform intercompany reconciliations and identify non-reconciling items		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_029	48	External Reporting	produce the Annual Report & Accounts in line with statutory reporting requirements		Fully Compliant	CST	n/a	
17	Record to Report	CLS_R2 R_107	49	External Reporting	automatically transfer internal Management Accounts data to update HM Treasury Online System for Central Accounting and Reporting (OSCAR).		Fully Compliant	CST	n/a	
17	Record to Report	CLS_R2 R_030	50	Management Information and Analytics	allow input and hold commentary to Management Accounts reports (such as comment on forecast movement)		Fully Compliant	CFG	n/a	
17	Record to Report	CLS_R2 R_033	51	Management Information and Analytics	allow drill up/down into the sub ledgers for visibility to lowest level of transactions.		Fully Compliant	CFG	n/a	

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17	Record to Report	CLS_R2 R_057	52	Management Information and Analytics	provide accurate budget holder reporting on ring-fenced budgets that are set with HM Treasury and require absolute control		Fully Compliant	STD	n/a	
17	Record to Report	CLS_R2 R_109	53	Management Information and Analytics	produce agreed, standard board packs with data and narrative for strategic and operational reporting, including performance, risks and opportunities and key issues.		Fully Compliant	CST	n/a	
17	Record to Report	CLS_R2 R_110	54	Management Information and Analytics	produce management accounts covering all budgetary control limits and key HM Treasury budgeting classifications (such as programme, admin and capital). This includes information for bodies / entities not on the ERP.		Fully Compliant	CST	n/a	
17	Record to Report	CLS_R2 R_113	55	Management Information and Analytics	allow Finance data sets to be combined with HR, procurement, policy and operational data in order to complete transactions or generate new insights.		Fully Compliant	CFG	n/a	
13	Tax	CLS_TA X_001	1	Set Up and Maintain Tax Rules, Codes and	record, update & apply standard tax data as a master data store (such as tax rates, codes,		Fully Compliant	CFG	n/a	

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				Registrations	procurement category codes, memo lines etc.)					
13	Tax	CLS_TAX_002	2	Set Up and Maintain Tax Rules, Codes and Registrations	record & apply regional variations of tax rates and thresholds to relevant calculations (such as Scottish/Welsh rates of Income Tax)		Fully Compliant	STD	n/a	
13	Tax	CLS_TAX_003a	3	Set Up and Maintain Tax Rules, Codes and Registrations	schedule dates for tax rates (e.g. VAT, NI and PAYE) or changes to PAYE- related thresholds to become active		Fully Compliant	STD	n/a	
13	Tax	CLS_TAX_025	4	Set Up and Maintain Tax Rules, Codes and Registrations	apply the Tax and VAT regimes relevant to the legal status of the entity; this includes entities operating in line with Section 33, Section 33e and S41 of the VAT Act 1994, and entities operating under the general regulations of VAT Act 1994.		Fully Compliant	CFG	n/a	
13	Tax	CLS_TAX_050	5	Set-up and Maintain Tax Rates and Codes	round Tax values for mandatory reporting in line with HMRC guidance para 17.5 of VAT Notice 700		Fully Compliant	CFG	n/a	
13	Tax	CLS_TAX_036	6	Set-up and Maintain Tax Rules and Processes	identify Imports and exports of goods and services, to correctly account and report on input/output VAT		Fully Compliant	CFG	n/a	

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13	Tax	CLS_TAX_038	7	Set Up and Maintain Tax Rules, Codes and Registrations	create, maintain, consolidate and report on a VAT group, or multiple different VAT groups separately, calculating relevant data to meet mandatory Tax Return requirements		Fully Compliant	CFG	n/a	
13	Tax	CLS_TAX_040	8	Set-up and Maintain Tax Rules and Processes	facilitate accounting for corporate tax purposes. This includes group accounting, such as where group relief is paid or charged between group companies		Non Compliant	CFG	n/a	Oracle tax modules do not address corporation tax requirements as standard. Furthermore we are unclear on the need to support corporation tax within a UK government environment as this is not common to most UK government organisations. Consequently we believe it would be better to discuss this requirement and establish the background need and how we can best meet it in design without unnecessarily extending the solution during this stage.
13	Tax	CLS_TAX_008	9	Direct Tax	automatically apply via Payroll the correct HMRC tax rules to each category of employee expenses and employee benefits.		Fully Compliant	STD	n/a	

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13	Tax	CLS_TA X_010	10	Direct Tax	identify and store Posting-Terms against the employee record (i.e. Long Term Detached Duty, dual-based location), applying the correct taxation of expenses and benefits in kind for employees		Fully Compliant	STD	n/a	
13	Tax	CLS_TA X_011	11	Direct Tax	identify relevant Construction Industry supplier invoices, calculate the Withholding Tax and remit the Tax to HMRC in line with HMRC automated procedures. This includes generating appropriate Construction Industry Scheme reports.		Fully Compliant	CST	n/a	
13	Tax	CLS_TA X_012	12	Direct Tax	automatically create PAYE Settlement Agreements and P11D electronic returns to HMRC taking the relevant data from records stored in various places of the system		Fully Compliant	STD	n/a	
13	Tax	CLS_TA X_075	13	Direct Tax	identify "Off Payroll Workers" such as Contractors, and correctly account for Tax and NI payments		Fully Compliant	STD	n/a	
13	Tax	CLS_TA X_004	14	Indirect Tax	identify overseas transactions and relevant domestic		Fully Compliant	CFG	n/a	

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					transactions that are subject to a Reverse Charge procedure, automating the calculation and accounting for necessary adjustments.					
13	Tax	CLS_TA X_007	15	Indirect Tax	differentiate between Business and Non-Business (Statutory) activity and apply the relevant VAT regime to VAT recovery and the completion of the mandatory VAT Returns.		Fully Compliant	CFG	n/a	
13	Tax	CLS_TA X_026	16	Indirect Tax	identify and account for local (overseas) tax payments, where the 'Place of Supply' for VAT purposes is not UK		Fully Compliant	CFG	n/a	
13	Tax	CLS_TA X_080	17	Indirect Tax	capture, manage and record partial Exemption VAT adjustments		Fully Compliant	CFG	n/a	
13	Tax	CLS_TA X_059	18	Asset Management	calculate tax depreciation under Capital Goods Scheme based on relevant country tax rules, adjusting tax values where necessary on the disposal/recategorization of relevant assets		Fully Compliant	CFG	n/a	
13	Tax	CLS_TA X_033	19	Exception reporting, compliance and errors	make VAT adjustments for written-off unpaid accounts receivable invoices (Output VAT) and unpaid accounts		Fully Compliant	CFG	n/a	

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					payable invoices (Input VAT) in line with HMRC regulations					
13	Tax	CLS_TA X_006	20	Statutory Returns and Reporting	for those legal entities subject to S33e and S41 of the VAT Act 1994 apply to non-business purchases, at the point of procurement, the relevant VAT recoverable treatment, correctly accounting for recoverable and non-recoverable Input VAT under the relevant Contracted Out Services Headings		Fully Compliant	CFG	n/a	
13	Tax	CLS_TA X_032	21	Statutory Returns and Reporting	calculate the Input VAT incurred based on the correct net value where an invoice has a discount rate applied (for example, for payment by a certain date)		Fully Compliant	CFG	n/a	
13	Tax	CLS_TA X_035	22	Statutory Returns and Reporting	identify relevant transactions originating from sources other than Accounts Payable (such as General Ledger journals, General Ledger applications for Funding) and calculate VAT implications to include in the periodical VAT Return.		Fully Compliant	STD	n/a	
13	Tax	CLS_TA X_014	23	Supporting Technology	enable compliance with HMRC requirements for Making Tax Digital		Fully Compliant	3RD	n/a	

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					across all tax areas, with automated electronic interfaces to HMRC					
13	Tax	CLS_TA X_064	24	Tax External Reporting	automatically create the periodical VAT Return, incorporating system-derived purchasing (Input VAT) and sales (Output VAT) data, General Ledger adjustments and post-payment assurance activity corrections. The solution must prevent Input VAT on out-of-date S41 invoices from being recovered.		Fully Compliant	CST	n/a	
13	Tax	CLS_TA X_066	25	Tax External Reporting	automatically account for Input and Output VAT on salary sacrifice and similar schemes (such as Cycle to Work, lease cars), based on the nature of the supply		Fully Compliant	N/A	n/a	
13	Tax	CLS_TA X_072	26	Tax Internal Reporting	support reporting and compliance/assurance activities across all Tax areas. An example of this would be the identification and analysis of incomplete transactional records		Fully Compliant	CST	n/a	

S2C Functional

Product Book Number	Product Book Title	Unique Ref No.	Ref	Taxonomy	Functional requirement - the solution must have the ability to....	Mandatory Requirements	Supplier Compliance	Supplier Response	Supplier Evidence - Suppliers are requested to provide supporting evidence for Mandatory Requirements on how their proposed solution meets this requirement (max 250 words per requirement)	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
9	Source to Contract	S2C_S_47	S_47	Spend analytics	integrate with common Source to Contract Systems to enable synchronisation of shared data with the Enterprise Resource Planning System (ERPs) to facilitate an end-to-end Source to Pay process (creation of sourcing project through to invoice payment) e.g. supplier data, contract data, spend data, HR organisation structures/hierarchies.	Yes	Compliant	STD	As part of the solution roll out we will integrate Oracle Purchase to Pay solutions with existing Contracting and Sourcing applications (e.g. Jaggaer, and Atamis). This would be alongside integrating into a broader suite of purchase to pay solutions. We have assumed integrations in the following scenarios (these are not exhaustive and will be formally assessed in detailed design reflecting any limitations or opportunities within the integration): - Suppliers mastered in Oracle sent to Sourcing/Contracting applications - Contract data imported to Oracle - People Data exported to Contracting and Sourcing systems - Spend data exported from Oracle to Contracting and Sourcing systems for reporting and analysis purposes. - Orders integrated with Basware We believe this will provide an end to end source to pay system that will enable and support convergence aims through aligning on a common process, data model	

									<p>(including transactional and master) and reporting.</p> <ul style="list-style-type: none"> - A common process will be adopted through the initiation of procurement via purchase requisitions within the Oracle Cloud system - Sourcing and contracting activity would continue within the fixed end points of Atamis and Jaggaer. - The outcome of this activity would then be integrated back into Oracle Cloud to support purchase to pay activity - A common supplier, categorisation and catalogue structure would be used to align data elements and prevent deviation within process and data. 	
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Product 044 NFR

Synergy REQ ID	Version	NFR Category	Requirement	Mandatory Requirements	Supplier Compliance	Supplier Response	Supplier Evidence - Suppliers are requested to provide supporting evidence for Mandatory Requirements on how their proposed solution meets this requirement (max 250 words per requirement)	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
NFR001	1.3	Accessibility	The solution must comply with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. See: https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps	Yes	Compliant	STD	The solution and all its components are fully compliant with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018, or will be, at the point of go-live (for one or more users) and we will provide evidence to the Authority that fully supports this	
NFR002	1.3	Accessibility	The solution must support the use of Windows 10 Narrator. See: https://support.microsoft.com/en-us/windows/complete-guide-to-narrator-e4397a0d-ef4f-b386-d8ae-c172f109bdb1		Compliant	STD	n/a	
NFR003	1.3	Accessibility	The solution must support the use of Windows 10 native screen magnification app, Magnifier. See: https://support.microsoft.com/en-us/topic/setting-up-and-using-magnifier-e1330ccd-8d5c-2b3c-d383-fd202808c71a		Compliant	STD	n/a	
NFR004	1.3	Accessibility	The solution must support the use of Windows 10 Windows Speech Recognition. See: https://support.microsoft.com/en-us/windows/use-voice-recognition-in-windows-83ff75bd-63eb-0b6c-18d4-6fae94050571		Compliant	STD	n/a	

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NFR005	1.3	Accessibility	<p><u>The solution must support the use of Windows 10 Eye Control.</u></p> <p>See: https://support.microsoft.com/en-us/windows/get-started-with-eye-control-in-windows-1a170a20-1083-2452-8f42-17a7d4fe89a9#:~:text=Use%20Windows%2010%20eye%20control,and%20turn%20on%20the%20toggle.&text=Eye%20control%20settings-.When%20you%20switch%20on%20eye%20control,launchpad%20appears%20on%20the%20screen.</p>		Compliant	STD	n/a	
NFR006	1.3	Accessibility	<p><u>The solution must be compatible and work with the NonVisual Desktop Access software (NVDA desktop screen reader).</u></p> <p>See: https://www.nvaccess.org/download/</p>		Compliant	STD	n/a	
NFR007	1	Accessibility	<p><u>The solution must be compatible and work with VoiceOver on iOS (mobile screen reader) latest version.</u></p> <p>See: https://support.apple.com/en-gb/guide/iphone/iph3e2e415f/ios#:~:text=1%20Go%20to%20Settings%20%3E%20Accessibility%20%3E%20VoiceOver%2C,%28other%20models%29.%205%20Use%20Control%20Center.%20See%20More</p>		Compliant	STD	n/a	
NFR008	1.3	Accessibility	<p><u>The solution must be compatible and work with Magic (screen reader) latest version.</u></p> <p>See: See:</p>		Compliant	STD	n/a	

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			https://support.freedomscientific.com/Products/LowVision/MAGic					
NFR009	1.3	Accessibility	<p><u>The solution must be compatible and work with TalkBack (mobile screen reader) latest version.</u></p> <p>See: https://support.google.com/accessibility/android/answer/6283677?hl=en#:~:text=TalkBack%20is%20the%20Google%20screen,you%20might%20experience%20some%20differences.</p>		Compliant	STD	n/a	
NFR010	1.3	Accessibility	<p><u>The solution must be compatible and work with Dragon (speech recognition) 15 or later.</u></p> <p>See: https://www.nuance.com/en-gb/dragon.html</p>		Compliant	STD	n/a	
NFR011	1	Accessibility	The solutions functionality must be accessible via keyboard strokes, without the need of pointing devices such as a mouse.		Compliant	STD	n/a	
NFR012	1.3	Accessibility	<p><u>The solution must not contravene the Equality Act 2012, in any way.</u></p> <p>See: https://www.gov.uk/society-and-culture/equality</p>		Compliant	STD	n/a	

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NFR013	1.3	Accessibility	<p><u>The solution must support all of the accessibility tooling available on modern, supported browsers for the most current major production release and one prior release. In particular Microsoft Edge Chromium support is a requirement.</u></p> <p><u>As a minimum, the latest stable browser version and the predecessor must be supported.</u></p> <p><u>Note: https://www.gov.uk/service-manual/technology/designing-for-different-browsers-and-devices</u></p>		Compliant	STD	n/a	
NFR014	1	Consistency	The design of the solution must appear consistent throughout its look and feel of the User Interface.		Compliant	STD	n/a	
NFR015	1	Consistency	The solution must provide a personalisation feature that allows for the use of Customer branding, logos and colour themes to support the Clusters identity branding.		Compliant	CFG	n/a	
NFR016	1.3	Documentation	<p>The solution must include training and support materials for the operation and administration of the System, examples include tool tips and intention based, self-directed learning.</p> <p>These must be available at the point of need within the solution.</p>		Compliant	CFG	n/a	
NFR017	1.3	Documentation	<p>The solution must include functional user guides for all business process modules.</p> <p>These must be available at the point of need within the solution.</p>		Compliant	STD	n/a	

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NFR018	1.3	Documentation	The solution vendor must provide Release Notes and supporting material in advance of feature upgrades. These must be in a digital format and available via an online portal.		Compliant	STD	n/a	
NFR019	1.3	Documentation	The solution Vendor, upon request, must be able to provide a Service Security Management plan aligned to IT Infrastructure Library (ITIL) v4.		Compliant	STD	n/a	
NFR020	1.3	Documentation	The solution Vendor, upon request, must be able to provide a Incident Management plan aligned to IT Infrastructure Library (ITIL) v4.		Compliant	STD	n/a	
NFR021	1.3	Documentation	The solution Vendor, upon request, must be able to provide a Release and Change Management plan applicable to the core SaaS solution aligned to IT Infrastructure Library (ITIL) v4.		Compliant	STD	n/a	
NFR022	1.3	Documentation	The solution Vendor, upon request, must be able to provide a System Management plan aligned to IT Infrastructure Library (ITIL) v4.		Compliant	STD	n/a	
NFR023	1.3	Interoperability	<p>The non-SaaS components which support the solution must be able to integrate with the Departments and Clusters third party Security Incident and Event Monitoring application(s) hosted outside the solution vendor's infrastructure, on a near real-time basis.</p> <p>See Synergy Products :</p> <p>078 Integration Vision 120 Technology Vision 204 Integration Catalogue</p>		Compliant	CST	n/a	

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NFR024	1	Interoperability	The non-SaaS components which support the solution must be able to integrate with third party Monitoring applications to provide indications of alerts, warnings and errors.		Compliant	CST	n/a	
NFR025	3	Interoperability	The solution must be accessible via the Microsoft Edge (Chromium) web browser, within N-2 (major) of the current release.	Yes	Compliant	STD	The minimum supported version of the Edge browser is 80+ and would therefore would be compliant	
NFR026	3	Interoperability	The solution must be accessible via the Safari web browser, within N-2 (major) of the current release.	Yes	Compliant	STD	The minimum supported version of the Safari browser is 13+ and therefore would be compliant	
NFR027	1	Interoperability	The solution functionality must be accessible via a supported browser virtualised in Citrix Win7 environment.		Authority Accepted Compliance	3RD	n/a	The solution will be fully accessible via a supported browser agnostic of the operating environment.
NFR028	1	Interoperability	The solution is able to function without the need for adjustments to the web browser or the need to deploy any additional software such as browser plugins.	Yes	Compliant	STD	The proposed solution is able to function without the need for browser plug ins. The solution can be more efficient for certain user communities with the ADFdi plug in.	
NFR029	1	Interoperability	The solution must support End User access via devices running the Windows 10, or Higher, Operating System.		Compliant	STD	n/a	
NFR030	1	Interoperability	The solution must support End User access via Microsoft Surface device running Windows10		Compliant	STD	n/a	
NFR031	1	Interoperability	The solution must support End User access via Mobile devices operating the Apple iOS Operating System.		Compliant	STD	n/a	

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NFR032	1	Interoperability	The solution must support End User access via Mobile devices operating the Android Operating System.		Compliant	STD	n/a	
NFR033	1	Interoperability	If Microsoft office components are leveraged the solution must be compatible with MS Office 2010.		Compliant	STD	n/a	
NFR034	1	Interoperability	If Microsoft office components are leveraged the solution must be compatible with MS Office 365 Microsoft Office Professional Plus 2016/9.		Compliant	STD	n/a	
NFR035	1	Interoperability	The solution must support the use of Microsoft Excel loaders for the ingestion of bulk data.		Compliant	STD	n/a	
NFR036	1	Interoperability	The solution must integrate with the Government Shared Services integration architecture, including the Government's Central Services Integration Hub, to leverage and make full use of the Government Application Programming Interfaces (APIs) to Government shared solutions, such as Civil Service Learning.		Compliant	CFG	n/a	
NFR037	1	Interoperability	The solution must provide a feature to import/export training content using the SCORM (2004) format.		Compliant	STD	n/a	
NFR038	1.3	Interoperability	The solution must include software, tooling and processes for data migration from the Department's existing SOP Oracle e-business suite (hosted on Oracle Cloud Infrastructure) and the Home Office's METIS service (hosted on Oracle SaaS) to the new solution. The transfer must preserve data integrity, temporality and any associated metadata.		Compliant	CFG	n/a	

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			See Synergy Product: 237 Data Migration Scope					
NFR039	1.3	Interoperability	To support a staggered go-live/dual running scenario, the solution must include a mechanism that permits ongoing i.e. Business As Usual (BAU) data transfer from/to the Department's existing SOP Oracle e-business suite and METIS Oracle Fusion SaaS (hosted on Oracle Cloud Infrastructure) from/and to the new solution, utilising an Oracle supported mechanism, or similar platform, that also preserves data integrity and temporality and any associated metadata.		Compliant	CST	n/a	
NFR040	1	Interoperability	The solution must allow data interchange between third party applications via a set of Vendor supported API's. A list of published API's is to be made available by the vendor.		Compliant	STD	n/a	
NFR041	3	Interoperability	The solution must allow data interchange between third party applications using Authority approved protocols via File Transfer Protocol Secure (FTPS). Any need to use non-Authority approved protocols will require appropriate mitigations and Authority approvals		Compliant	CFG	n/a	

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NFR042	1	Monitoring	The solution must provide a facility for a System Administrator to monitor user license compliance, and provide an alerting/reporting capability to warn of possible licence exceptions.		Compliant	STD	n/a	
NFR043	1.3	Monitoring	The solution must raise alerts/alarms in the event of a system component failure or the breach of a pre-defined and configurable threshold availability threshold.		Compliant	CFG	n/a	
NFR044	1	Monitoring	The solution must provide meaningful error codes that can be mapped to work instructions and resolution steps specific to the alarm/fault.		Compliant	STD	n/a	
NFR045	1	Reportable	All views, reports and analytics within the solution must be based on live data, reflecting the current position at the point the report was initially viewed/generated.		Compliant	STD	n/a	
NFR046	1.5	Reportable	The solution must have the ability to restrict data access to view, edit and process rights based on role and role hierarchies, and must ensure only authorised individuals are able to view information for which they are authorised to access .		Compliant	STD	n/a	
NFR047	3	Reportable	The solution must be able to provide end-to-end reporting on 'how long/time' it takes key transactions take to complete.		Compliant	CFG	n/a	
NFR048	1	Reportable	The solution must provide a self-service reporting and analytics capability that allows authorised users to generate reports, data visualisations and dashboards by selecting data from multiple datasets through a single user		Compliant	STD	n/a	

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			interface that allows data to be navigated, integrated and interrogated.					
NFR049	1	Reportable	The system must provide a self-service reporting and analytics capability that allows authorised users to apply data filters (e.g. to easily select and provide data for ministerial requests) to reports.		Compliant	STD	n/a	
NFR050	1	Reportable	The solution must provide a self-service reporting and analytics capability that allows authorised users to define KPIs for reporting and tracking on dashboards that can be personal (only visible to the user) or shared across user types/roles etc.		Compliant	STD	n/a	
NFR051	1	Reportable	The solution must provide a self-service reporting and analytics capability which supports data visualisations (including e.g. bar charts, pie charts, and geographical maps).		Compliant	STD	n/a	
NFR052	1	Reportable	The solution must provide a self-service reporting and analytics capability which supports trend analysis over time.		Compliant	CFG	n/a	
NFR053	1	Reportable	The solution must provide a self-service reporting and analytics capability which supports predictive modelling and forecasting.		Compliant	CFG	n/a	
NFR054	1	Reportable	The solution must provide a self-service reporting and analytics capability which supports drill-down capability via user-defined hierarchies (e.g. time periods or departmental hierarchies) to enable data		Compliant	CFG	n/a	

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			to be analysed across multiple dimensions.					
NFR055	1	Reportable	The solution must provide a self-service reporting and analytics capability which supports multiple external reporting output formats i.e. MS Excel, MS Word, MS PowerPoint. [Insert Versions/File formats]		Compliant	CFG	n/a	
NFR056	3	Reportable	The solution must provide a reporting and analytics capability, underpinned by RBAC security, supports retrieval of outputs from historic dates for the lifetime of the service.		Compliant	CFG	n/a	
NFR057	3	Reportable	The solution must provide reporting / query capability underpinned by roles, which supports retrieval of outputs from historical dates for the lifetime of the service.		Compliant	CFG	n/a	
NFR058	1	Reportable	The solution must provide a self-service reporting and analytics capability which supports the sharing of customised reports.		Compliant	STD	n/a	
NFR059	3	Reportable	The solution must provide a self-service reporting and analytics capability which supports the scheduling for the execution of reports.		Compliant	CFG	n/a	
NFR060	1.3	Reportable	The solution must provide native self-service reporting and analytics capability that allows authorised users to automatically distribute reports to a defined list of recipients (users) over configurable periods of time.		Compliant	CFG	n/a	

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NFR061	1	Reportable	The solution must provide a reporting capability for service usage and user access.		Compliant	STD	n/a	
NFR062	1	Reportable	The solution must provide Administration reports for service performance.		Compliant	STD	n/a	
NFR063	1	Responsiveness	During periods of maintenance or downtime, the solution has a mechanism for informing the User that the requested operation is currently unavailable.		Compliant	STD	n/a	
NFR064	1.3	Responsiveness	User initiated functional actions must provide a responsive experience, retaining the user's attention and engagement. For long running (> 10 Seconds) internal application operations, the solution must provide feedback to the user to indicate when the operation expects to complete and provide the option to cancel the operation.		Non-Compliant	N/A	n/a	As the user initiates an action they will be notified that the action may take a long time. However they will not be notified of a specific duration or countdown to a specific action completing. We believe meeting this requirement would not be achievable without compromising and introducing significant complexity and cost into the solution and therefore remain non-compliant with this.

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NFR065	1.3	Responsiveness	Response speeds for user actions which are fully contained within the solution hosted environment boundary must provide a comfortable customer experience. Average response time expectation for the following function: Time to Login/Logoff < 5secs		Compliant	STD	n/a	
NFR066	1.3	Responsiveness	Response speeds for user actions which are fully contained within the solution hosted environment boundary must provide a comfortable customer experience. Average response time expectation for the following function: Standard screen load < 2secs		Compliant	STD	n/a	
NFR067	1.3	Responsiveness	Response speeds for user actions which are fully contained within the solution hosted environment boundary must provide a comfortable customer experience. Average response time expectation for the following function: Common online reports < 10 seconds of requesting it.		Compliant	STD	n/a	
NFR068	1.3	Responsiveness	Response speeds for user actions which are fully contained within the solution hosted environment boundary must provide a comfortable customer experience. Average response time expectation for the following function: Time for complex action/page load < 3secs		Compliant	STD	n/a	

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NFR069	1.3	Responsiveness	Response speeds for user actions which are fully contained within the solution hosted environment boundary must provide a comfortable customer experience. Average response time expectation for the following function: Save Object < 3secs		Compliant	STD	n/a	
NFR070	1.3	Responsiveness	Response speeds for user actions which are fully contained within the solution hosted environment boundary must provide a comfortable customer experience. Average response time expectation for the following function: Attachment to be Downloaded/Uploaded (< 7.99MB) < 5secs		Compliant	STD	n/a	
NFR071	1.3	Responsiveness	Response speeds for user actions which are fully contained within the solution hosted environment boundary must provide a comfortable customer experience. Average response time expectation for the following function: Attachment to be Downloaded/Uploaded (> 8MB & < 10MB) < 10secs		Compliant	STD	n/a	
NFR072	1.3	Responsiveness	Response speeds for user actions which are fully contained within the solution hosted environment boundary must provide a comfortable customer experience. Average response time expectation for the following function:		Compliant	STD	n/a	

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			Linking of Objects < 2secs					
NFR073	1.3	Responsiveness	Nightly ETL from the System to the Warehouse is completed within 6 hours.		Compliant	STD	n/a	
NFR074	1.3	Reportable	The solution vendor must provide to the Authority annual Service health check reports.		Compliant	STD	n/a	
NFR075	1	Accuracy	The solution must provide a mechanism for data to be synchronised/consistent across third party source systems.		Compliant	CST	n/a	

NFR076	1	Availability	The solution must be available 24 hours a day, 7 days a week (except for any contractually allowed downtime/scheduled maintenance) to achieve an availability level of at least 99.9%.	Yes	Compliant	STD	<p>Commencing at Oracle's activation of Your production Oracle Cloud Service, Oracle will meet the Target Service Availability Level, or Target Service Uptime of 99.9%. Should there be any scenario in which this is not met, the Synergy Cluster may receive Service Credits if the Target Service Availability Level for Oracle Cloud is below the defined Target Service Availability Level applicable to such services.</p> <p>For any month in which the Service Availability Level of the affected Oracle SaaS Public Cloud Services is below the applicable Target Service Availability Level (or Target Service Uptime) during a monthly reporting period, the Synergy Cluster will be eligible to receive Service Credits as a percentage of the monthly Applicable Cloud Services Fees:</p> <ul style="list-style-type: none"> • 10% when Service Availability is less than 99.9% but greater than 99.5% in the applicable calendar month. • 15% when Service Availability is equal to or less than 99.5% but greater than 99.0% in the applicable calendar month. • 25% when the Service Availability Level is less than or equal to 99.0% in the applicable calendar month but greater than 95.0% in the applicable calendar month. • 100% when the Service Availability Level is less than or equal to 95.0% in the applicable calendar month. <p>Other non-Oracle software and</p>	
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							services such as AskSynergy will be hosted on Oracles dedicated government Cloud infrastructure and would therefore adhere to the same availability.	
NFR077	1	Availability	Scheduled maintenance windows must be outside of the core working hours of Monday to Saturday between 7am and 9pm UK time.		Compliant	STD	n/a	
NFR078	1.3	Availability	The solution Vendor must provide an annual Maintenance Plan for review and approval by the Customer.		Compliant	STD	n/a	

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NFR079	1	Availability	Any scheduled downtime must be pre-agreed at least 10 working days in advance of the downtime.		Compliant	STD	n/a	
NFR080	1	Availability	Any emergency downtime must be communicated via an agreed mechanism for reporting emergency and unscheduled system outages.		Compliant	STD	n/a	
NFR081	1	Availability	The solution's self-service reporting and analytics capability must be part of the core system.		Compliant	STD	n/a	
NFR082	1.3	Recoverability	The ability for the solution to be technically capable of performing zero downtime upgrades i.e. no unnecessary outage of the entire service whilst individual components or modules are upgraded.		Compliant	STD	n/a	
NFR083	1.3	Recoverability	The solution vendor has a business continuity plan aligned to ISO 22301 standard. See: https://www.iso.org/standard/75106.html		Compliant	STD	n/a	
NFR084	1	Recoverability	The solution is capable of having a recovery point objective (RPO) of 1 hour.		Compliant	STD	n/a	
NFR085	3	Recoverability	The solution must have an enhanced recovery time objective of 12 hours or less for the following core modules: finance, procurement and payroll.		Compliant	STD	n/a	
NFR086	1	Recoverability	The total solution is capable of having a recovery time objective (RTO) of 12 hours.		Compliant	STD	n/a	
NFR087	3	Recoverability	The solution must automatically replicate all data to a disaster recovery site in-line		Compliant	CFG	n/a	

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			with recovery time objectives and service level agreements.					
NFR088	1	Recoverability	The solution vendor must have an agreed plan for declaring a disaster and notifying the Customer.		Compliant	STD	n/a	
NFR089	1	Recoverability	The solution vendor must execute a Disaster Recovery test to be carried out at least once within a 12 months cycle period and the test outcome provided to the Cluster.		Compliant	STD	n/a	

NFR090	1	Capacity	The solution must support 100,000 concurrent users.	Yes	Compliant	STD	<p>Oracle Fusion Application Suite is built on Oracle's Generation 2 Cloud Infrastructure and is deployed using Oracle's isolated tenancy in which every customer receives their own database and virtualised application tier. This isolated tenancy provides Oracle with the ability to assign resources to your SaaS deployment to meet your particular requirements such as a concurrent user access. During implementation, Oracle will perform a detailed usage evaluation with the cluster to determine peak processing, transaction and user loads, and this will drive any necessary configuration changes required.</p> <p>Oracle has conducted controlled tests designed to measure the scalability of Oracle ERP Cloud Services against high-volume business activities. The tests demonstrated that the cloud service exceeded expected processing capabilities for very large volumes of transactions and easily surpassed scalability expectations.</p> <p>https://www.oracle.com/a/ocom/docs/high-volume-high-velocity.pdf</p> <p>Our AskSynergy solution based on Watson software sat on Oracle Government Cloud infrastructure has also been sized accordingly and can be scaled to greater numbers if required.</p> <p>In summary the solution is</p>	
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							capable of supporting 100,000 concurrent users	
NFR091	1	Capacity	Batch processing within the solution must have no impact on Transactional user operations and complete without having any negative performance impact on users of the system.		Compliant	STD	n/a	
NFR092	1.3	Capacity	The solution must be capable of supporting the existence of 1,000,000 active user profiles.		Compliant	STD	n/a	

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NFR093	1.3	Capacity	The solution must be accessible from all Department(s) business operating locations across England, Wales, Northern Ireland and Scotland, and remote.		Compliant	STD	n/a	
NFR094	1	Capacity	The solution Reporting & Analytics capabilities must support 50,000 concurrent users without a significant degradation of performance (-25% speed).		Compliant	STD	n/a	
NFR095	1	Capacity	The solution must support a single file upload of up to 200MB with the capacity to support 100 upload batches.		Compliant	STD	n/a	
NFR096	1.3	Scalability	The solution must be architected to support dynamic scaling without the need of service downtime. The vendor's underlying infrastructure must be capable of increased and decreased capacity handling depending on demand.		Compliant	STD	n/a	
NFR097	1	Scalability	The solution vendor must ensure non-production environments are adequately sized to support the Cluster's activities planned for those environments.		Compliant	STD	n/a	
NFR098	3	Configurability	The solution must provide a Notification feature. Notification types available to the solution administrator for selection with a notification event must include, email, text message, in application on-screen prompt, in application on-screen notification, API push notification, and chatbot. Mobile push notification if a mobile apps is developed.		Compliant	CFG	n/a	
NFR099	1	Configurability	The frequency of reminder rules must be user-configurable by the solution's		Compliant	STD	n/a	

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			administrator based on the type of outstanding action.					
NFR100	1	Configurability	The solution must be able to store a User's notification preferences to receive notifications.		Compliant	STD	n/a	
NFR101	1	Configurability	The solution must support flexibility to configure system wide parameters by a system administrator		Compliant	STD	n/a	
NFR102	3	Configurability	The solution must have configurable 'non-working' times for sending system generated notifications to Non-Department owned devices. The sending of notifications must be limited to between 8am and 8pm, Monday-Saturday.		Compliant	CST	n/a	
NFR103	1	Configurability	The solution must have configurable 'non-working' times for sending system generated notifications to Department owned devices. The sending of notifications must be limited to between 8am and 8pm, Monday-Saturday.		Compliant	CST	n/a	
NFR104	1	Configurability	The solution must allow authorised Business Users to configure the solution, within the authorised limits of the Users role defined by the Role Based Access Control (RBAC) rules.		Compliant	STD	n/a	
NFR105	1	Configurability	The solution must provide the ability for a system administrator to enable / disable key functionality components.		Compliant	STD	n/a	
NFR106	1	Configurability	The solution must allow for UK Government published bank holidays to be loaded into the system and for a system administrator to assign these to individuals who are based in England, Scotland, Wales or Northern Ireland.		Compliant	STD	n/a	

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NFR107	1	Configurability	All activities which have a due date associated with them, must have the ability for the solution to send a system administrator configured notification.		Compliant	STD	n/a	
NFR108	3	Configurability	The individual solution components must be uninstall able (rollback of deployment to the previous working version must be supported) subject to the constraints of a SaaS Services.		Authority Accepted Compliance	STD	n/a	The solution enables rollback of key components of the design, subject to cloud SaaS application restrictions.
NFR109	3	Configurability	The solution must enable the Authority to amend the structure and format of reports and customize labels on reports.		Compliant	STD	n/a	
NFR110	1.3	Localisations	The solution must support UK regional language format in all areas such as currency and date format. The systems language is UK English.		Compliant	STD	n/a	
NFR111	1	Maintainability	The solution must provide a method for the propagation of changes between Customer environments.		Compliant	STD	n/a	
NFR112	1	Maintainability	The solution must version control business rules, including the ability to map old business rules to new business rules.		Compliant	CFG	n/a	
NFR113	1	Maintainability	The solution must provide a configuration management capability to systematically control changes to system attributes / functionality and to maintain system integrity and traceability through the project lifecycle.		Compliant	CFG	n/a	
NFR114	1.3	Maintainability	Deployments must be made with no unexpected loss of service during working hours.		Compliant	STD	n/a	

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NFR115	1.3	Maintainability	The solution must provide comprehensive validation and exception handling functionality across the suite of software modules deployed.		Compliant	STD	n/a	
NFR116	1	Maintainability	The solution vendor must define and enforce an upgrade and patching policy to ensure that all hardware operated is on a Vendor supported version.		Compliant	STD	n/a	
NFR117	1	Maintainability	The solution vendor must define and enforce an upgrade and patching policy to ensure that all software operated is on a supported version.		Compliant	STD	n/a	
NFR118	1	Manageability	The solution vendor must provide vendor support to the Cluster operations teams between the core operational hours of the service. Outside of these core hours a 24*7 over 365 days support service must be provided for High priority incidents.		Compliant	STD	n/a	
NFR119	1	Open Standards	The solution must demonstrate the use of open standards and non-proprietary protocols wherever possible. Examples include adoption of Cloud Native Computing Foundation (CNCF) principles.		Compliant	STD	n/a	
NFR120	1	Open Standards	All elements and components of the solution must be covered by the support policy. Any open source components used by the solution must have a support model in place.		Compliant	STD	n/a	
NFR121	1.3	Portability	The solution must not have dependencies on any vendor specific hardware technology.		Compliant	STD	n/a	

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NFR122	1	Portability	Individual Departments must own any data relating to that Department held within the solution, and have a right-of-access to that data at all times.	Yes	Compliant	STD	<p>The Synergy Cluster is the Controller and Oracle is a Processor for the Processing of Personal Information as part of the provision of the Services. Each party is responsible for compliance with its respective obligations under Applicable Data Protection Law.</p> <p>All data within our service will be processed within Oracles dedicated UK government cloud provisioned infrastructure.</p> <p>At all times, the department will have a right-of-access to the data.</p> <p>For full details, please refer to the Oracle Data Processing agreement which can be found at:</p> <p>https://www.oracle.com/content/published/api/v1.1/assets/CONT C1EA18FD31C648CFAC82B1C C2C186232/native/Data%20Processing%20Agreement%20for%20Oracle%20Services%20-%20010123.pdf?cb=_cache_0a06&channelToken=117bec9b3b4e4e90a1c4c9069d210baf&dwnload=false</p>	

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NFR123	1	Portability	The solution vendor has a demonstrable, robust and appropriate plan for returning data within the system to Departments in the future, for example if a Department decides to close down and retire the solution, or if Department decides to adopt an alternative software strategy.		Compliant	CST	n/a	
NFR124	3	Portability	The solution vendor must ensure that no products, code or functionality exists within or around the system that would prohibit or hinder the migration or porting of the system, or its services, to another live service support partner in the event of contract cancellation or cessation.		Compliant	CST	n/a	
NFR125	1.3	Testability	In addition to the Production environment, the solution vendor must provide additional environments to support the effective operation of the solution, and including but not limited to: A Testing environment, a Training environment, and Production support environments. The ability to copy or clone those environments must be available.		Compliant	STD	n/a	
NFR126	1	Testability	The solution vendor must provide details on environment request setup process and provisioning lead times.		Compliant	STD	n/a	
NFR127	3	Compliance	Data must only be stored for a period of time that is configurable by a service administrator. Different datasets must be able to be configured with different rules.		Compliant	CFG	n/a	
NFR128	1	Manageability	The system is provided as a Software as a Service (SaaS). The Supplier is responsible for managing or control the underlying infrastructure including		Compliant	STD	n/a	

Synergy REQ ID	Version	NFR Category	Requirement	Mandatory Requirements	Supplier Compliance	Supplier Response	Supplier Evidence - Suppliers are requested to provide supporting evidence for Mandatory Requirements on how their proposed solution meets this requirement (max 250 words per requirement)	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
			network, servers, operating systems, storage, or even individual application capabilities, with the exception of user specific application configuration settings.					
NFR129	1.3	Manageability	The supplier must provide a responsibility model document that details the Suppliers, Sub-contractors, Hosting partner and the Synergy team's responsibilities for the service implementation and live operation.		Compliant	STD	n/a	
NFR130	1	Compliance	The hosting organisation has a unified process for responding to subpoenas, service of process, and other legal requests.		Compliant	STD	n/a	

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NFR131	1.1	Security	The Supplier shall, and shall procure that any Sub-Supplier (as applicable) shall, obtain and maintain certification to ISO/IEC 27001 (the "ISO Certificate") in relation to the Services during the Contract Period.	Yes	Compliant	STD	<p>Oracle has obtained and maintains ISO 27001 certification for Oracle Cloud services.</p> <p>IBM has ISO 27001 third party assessments performed for our services ISMS (Information Security Management System) and across various IBM business offerings and locations. We will manage assurance working alongside our sub-contractors and 3rd parties to ensure the service(s) we provide to you will be compliant and where applicable certified to ISO/IEC 27001. Please see: https://www.ibm.com/cloud/compliance https://www.ibm.com/support/pages/ibm-iso-management-system-certifications</p>	

NFR132	1.1	Security	The Supplier shall be able to demonstrate data protection by design through compliance to General Data Protection Regulation (GDPR) & Latest Data Protection Acts. This must include, but not exclusive to, providing data mapping and Records of Processing and Lawful Basis (ROPA) and supporting the Authority in completing Data Protection Impact Assessment (DPIA).	Yes	Compliant	STD	<p>Please refer Oracle's Data Processing Agreement. Section 8.9 of the DPA for DPIA</p> <p>https://www.oracle.com/content/published/api/v1.1/assets/CONT C1EA18FD31C648CFAC82B1C C2C186232/native/Data%20Processing%20Agreement%20for%20Oracle%20Services%20-%20010123.pdf?cb=_cache_7d2f&channelToken=117bec9b3b4e4e90a1c4c9069d210baf&download=false</p> <p>IBM regularly conducts DPIAs across all geographies, encompassing all global variations of Data Protection Acts, as part of its Global Privacy Assessment process. IBM's Global Privacy Assessment (GPA) program evaluates Assets and Processing Activities for compliance with privacy laws and corporate policies.</p> <p>The assessment process serves to identify and mitigate risks associated with the processing of IBM-controlled Personal Information (PI) and enables IBM to fulfil its regulatory obligations in certain countries. Internal Link - https://w3.ibm.com/ibm/privacy/programs/global-privacy-assessment</p> <p>Additionally Deloitte apply the Data Protection under an agreed policy that to meet privacy laws within each country. Internal Link https://resources.deloitte.com/sites/dr-</p>	
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							<p>uk/Shared%20Documents/Policies/DBS/dbs-data-privacy-policy.pdf</p> <p>As the IBM and Deloitte policies are internal, policy detail can be made available on request</p>	
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NFR133	1.1	Security	The Supplier shall ensure security of the supply chain is maintained inline with ISO 28000 principles during the contract period.	Yes	Compliant	STD	<p>As a new standard we can confirm we will be compliant with this requirement:</p> <ul style="list-style-type: none"> • Oracle also has performed GAP analysis and compiled evidence of security and resilience processes implemented across Oracle Supply chain to meet ISO 28000 requirements • Oracle has a formal ISO 28000 certification readiness assessment scheduled with third-party auditors • Oracle will provide a confirmation of the achieved ISO28000 certification upon mutually agreed date. (To be validated by Oracle legal if part of the contract) <p>All other members of the consortium will observe ISO 28000 principles</p> <p>Clause 4.2: Our security management team will ensure that the solution is managed in line with the authorities policy framework. This will allow us to ensure that risk management is applied consistent with the risk appetite of the authority and complies with applicable legislation and regulation.</p> <p>Clause 4.3: We will implement risk management processes that are aligned with the authorities declared risk appetite and supported by the resilience of the Oracle cloud based solution</p> <p>Clause 4.4: Our combined organisation in security consisting of both IBM and authority personnel will be used to support the maintenance of the Security Management Plan</p>	
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							<p>(SMP) including communications and reporting and maintenance of up to date security documentation.</p> <p>Clause 4.5: Our security management team will maintain the SMP and perform risk management to ensure that identified vulnerabilities and incidents are managed appropriately and where change/remediation is required that this is implemented.</p> <p>Clause 4.6: Through the Security Working Group IBM and the authority will work collaboratively to ensure that the SMP is updated and maintained</p>	
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Synergy REQ ID	Version	NFR Category	Requirement	Mandatory Requirements	Supplier Compliance	Supplier Response	Supplier Evidence - Suppliers are requested to provide supporting evidence for Mandatory Requirements on how their proposed solution meets this requirement (max 250 words per requirement)	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
NFR134	1.1	Security	The Supplier shall provide and maintain evidence of a Business Continuity Program which is in alignment with ISO/IEC 22301.	Yes	Compliant	STD	<p>Oracle Risk Management Resiliency Policy:</p> <p>Oracle's Risk Management Resiliency Policy defines requirements for all Oracle Lines of Business (LOBs) to plan for and respond to potential business disruption events. It also specifies the functional roles and responsibilities required to create, maintain, test, and evaluate business continuity capability across LOBs and geographies. It authorizes a centralized Program Management Office (PMO) to manage a global Risk Management Resiliency Program (RMRP) which oversees LOB plans and preparedness, in alignment with ISO 22301 international standard for business continuity management.</p> <p>For more info, please refer: https://www.oracle.com/corporate/security-practices/corporate/resilience-management/</p>	
NFR135	3	Security	The Supplier shall ensure the change process is aligned to clear security frameworks, e.g. Information Technology Infrastructure Library (ITIL) and National		Compliant	STD	n/a	

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			Cyber Security Centre (NCSC) guidelines, and has agreement of the proposed process with the client. This process is to be followed by any organisations associated to the Supplier in delivering the solution.					
NFR136	3	Security	The Supplier must organise background vetting checks for all relevant employees including sub-contractors: Users having both read-only and write access to live production data must be Counter Terrorist Check (CTC)/Level 1B, the Authority will support/sponsor users where needed. As a minimum all other personal must have BPSS or equivalent if outside UK.		Compliant	STD	n/a	
NFR137	3	Security	The Supplier must organise background vetting checks for all relevant employees including sub-contractors: System Administrators must be Security Cleared (SC). The Authority will support/sponsor users where needed.		Compliant	STD	n/a	
NFR138	1.1	Security	The Supplier and any Sub-Supplier (as applicable) shall, obtain and maintain certification to Cyber Essentials Plus (the "Cyber Essentials Plus Certificate") in relation to the Services during Contract Period. The Cyber Essentials Plus Certificate shall be provided by the Supplier to the Authority annually.		Compliant	STD	n/a	
NFR139	1.1	Security	The Supplier shall carry out a Risk Assessment (i) at least annually, (ii) in the event of a material change in the Supplier's Systems Environment or in the threat landscape or (iii) at the		Compliant	STD	n/a	

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			request of the Authority. The Supplier shall provide the report of the Risk Assessment to the Authority					

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NFR140	1.1	Security	The Supplier shall ensure the data pertaining to Synergy is hosted and accessed from within the UK for the Synergy Services and for the information marked OFFICIAL-SENSITIVE.	Yes	Compliant	STD	<p>All software will be hosted on Oracle Cloud.</p> <p>By adhering to the security principles outlined by the UK's National Cyber Security Centre, Oracle's government clouds has been configured to offer sovereignty of sensitive data, compliance with local data regulations, and, for government cloud users, limited access to only those UK citizens with security clearances.</p> <p>Oracle is offering a sovereign, dedicated dual-region cloud, for UK Government & Defence customers (UK Government Cloud) designed to reflect the requirements of UK Government . The dedicated dual-region cloud consists of two internet connected cloud regions operated by UK Citizens who hold SC Level Security Clearance, it is restricted to UK Government & Defence customers and any UK Government sponsored third parties (such as defence contractors). The dedicated dual-region cloud is built to support OFFICIAL-SENSITIVE workloads, providing a fully sovereign model where your</p>	

Synergy REQ ID	Version	NFR Category	Requirement	Mandatory Requirements	Supplier Compliance	Supplier Response	Supplier Evidence - Suppliers are requested to provide supporting evidence for Mandatory Requirements on how their proposed solution meets this requirement (max 250 words per requirement)	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
							<p>information (customer or operational) will never leave the environment without your express permission.</p> <p>https://www.oracle.com/a/ocom/docs/oracle-uk-government-defence-dedicated-cloud-faq2023.pdf</p>	

NFR141	1.3	Security	The Supplier shall ensure security of the data in transit and at rest using encryption algorithms which comply with the guidance from National Cyber Security Centre (NCSC).	Yes	Compliant	STD	<p>Our Oracle SaaS solution is fully certified by NCSC's Cyber Essentials Plus a UK Government-backed model that identifies the technical security controls an organisation needs within their systems to defend against common cyber threats.</p> <p>Oracle access to transactional data stored in the cloud service (both physical and logical) is restricted to UK Citizens, resident and present in the UK with SC Clearance. OCI UK Government Global Customer Support adheres to this compliance and security model. Additionally, Oracle has redesigned internal controls and our monitoring systems to move them inside this self-contained dedicated cloud, maintaining the sovereignty of UK Government & Defence information, with no access allowed or required from outside the UK. This is distinct from a cloud environment where the data centres are within the UK, but operational control and support is not.</p> <p>Oracle's security capability Maximum Security Zones comes with preconfigured security controls that help prevent cloud security misconfiguration errors, and Oracle Cloud Guard, which continuously monitors critical data and operations, identifies security threats, and can automatically fix them. Both services, built into Oracle Cloud Infrastructure, are available on the UK's dual-region government and commercial clouds</p>	
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							<p>The AskSynergy solution all of the Watson products in scope use TLS certificates - a secure protocol for data motion a minimum of AES 128 encryption keys will be used.</p> <p>IBM make maintain compliance against the NCSC approved encryption algorithms, PKI we will be using no less than 2046-bit RSA keys, and for data-at-rest, IBM would use no less than AES-256</p>	
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NFR142	1.3	Security	Any Cloud infrastructure used by the Supplier to provide services to the Authority must be secured in compliance with National Cyber Security Centre (NCSC) Cloud security principles.	Yes	Compliant	STD	The NCSC's 14 Cloud Security Principles outline the requirements that cloud services should meet including considerations for data in-transit protection, supply chain security, identity and authentication, and secure use of the service. Oracle provides Assertion Statements which outline how UK Government Cloud offerings align with the UK National Cyber Security Centre (NCSC) Cloud Security Principles.	
NFR143	1.5	Configurability	The solution must allow for the configuration of role and position-based approval based on governance and business rule and work flows with alerts, notifications and escalations being sent at pre-defined timings and delegate selection being automated based on departmental hierarchy.		Compliant	CFG	n/a	
NFR144	1.5	Compliance	The solution must enforce policies that prevent an individual performing multiple stages of a transaction. An example being that disposal transactions are not entered and approved by the same user		Compliant	CFG	n/a	
NFR145	1.5	Configurability	The solution must allow for the online maintenance of Purchasing Catalogues in line with a commercial approval activity flow.		Compliant	STD	n/a	
NFR146	1.5	Configurability	The solution must provide an automation capability covering both functional and technical areas. The vendors may chose to use point solutions (or use market		Compliant	CFG	n/a	

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			place solutions) as long as the solution meets the wider NFR needs and in particular complies with NFR133.					
NFR147	1.5	Configurability	The solution must support the creation or customisation of data entry screens to tailor the input fields presented to the End User. The customisation must include the ability to perform data entry validation checks and mandatory field options.		Compliant	CFG	n/a	
NFR148	1.5	Configurability	The solution must support the attachment/upload of documents. The following formats are required as a minimum: Microsoft Word, Microsoft Excel, PDF, Email saved message.		Compliant	STD	n/a	
NFR149	1.5	Configurability	The solution must provide the ability to create custom workflows across all SaaS modules aligned to business processes which enable users to complete actions in a defined order including but not limited to: Data entry, integrations, running of processes, approvals, reconciliation, error and warning resolution, and reporting		Compliant	CST	n/a	
NFR150	1.5	Configurability	The solution must have the capability to map public sector Organisational design and team structure.		Compliant	STD	n/a	
NFR151	1.5	Manageability	The solution must allow for Synergy master data to be managed in a single central location and shared throughout the system.		Compliant	STD	n/a	
NFR152	1.5	Compliance	The solution must have built in anti-fraud controls and counter-measures.		Compliant	STD	n/a	


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NFR153	3	Localisations	The solution should provide the ability to capture, retain, report on legislative / statutory data requirements for all the business processes / countries / Departments detailed in our Product workbooks / Requirements compliance matrix.		Compliant	CFG	n/a	
NFR154	1.5	Configurability	The solution must allow for data entry formats (e.g. free text / date / list) to be configurable with data validation rules built into the data definitions.		Compliant	CFG	n/a	
NFR155	1.5	Documentation	The solution must have the ability to link to or access relevant guidance, policies and documents when completing HR processes if not stored directly in the solution.		Compliant	STD	n/a	
NFR156	1.5	Availability	The solution must provide self service capability to perform transactions covering HCM, ERP and Commercial solutions.		Compliant	STD	n/a	
NFR157	1.5	Documentation	The solution must have the ability to store documents and information relating to those documents electronically. The system must also be able to hold any necessary documentation relating to grants and payments in PDF, Word, Excel, csv formats. The solution must have the ability to store and report on document retention dates.		Compliant	STD	n/a	
NFR158	1.5	Auditable	The solution must provide a full audit history of changes to configuration, transactions and database items with time stamps and user details on Create, Update, Delete transactions		Compliant	STD	n/a	

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NFR159	1.5	Interoperability	The solution must allow for exchange in currency to be automated at the current exchange rate into GBP when entering any foreign currency across modules, for example, an expense claim, by using a centrally controlled foreign exchange rate imported from the HMRC system.		Compliant	STD	n/a	
NFR160	1.5	Security	The Supplier must ensure Personal Identifiable Information (PII) data in all variations pertaining to Synergy is hosted and accessed from within the UK for the core ERP Platform and for the information deemed sensitive to Synergy program.		Compliant	STD	n/a	
NFR161	1.5	Interoperability	The solution must integrate with Departmental applications which manage electronic agreements, supporting the viewing and electronic signing (eSignature) of documentation.		Compliant	CFG	n/a	
NFR162	3	Localisations	The solution must support functionality to translate contents for output in Welsh in accordance to the Cabinet Office Welsh Language Scheme. See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/846329/Welsh_Language_Scheme__English_-_Approved_version.pdf		Non-Compliant	N/A	n/a	The recruitment process as defined within the HR functional requirements will be met within our solution. However the broader Oracle solution does not have a localisation that would allow us to reach full compliance. We will therefore work through each

Synergy REQ ID	Version	NFR Category	Requirement	Mandatory Requirements	Supplier Compliance	Supplier Response	Supplier Evidence - Suppliers are requested to provide supporting evidence for Mandatory Requirements on how their proposed solution meets this requirement (max 250 words per requirement)	Suppliers are requested to provide: - (1) Alternative wording for Authority Accepted Compliance (2) Supporting comments for Non-Compliant requirements
								business scenario to identify opportunities to deliver Welsh language compliance. Additionally we will continue to work with and push Oracle to establish a roadmap to full Welsh language adherence.
NFR163	1.5	Sustainability	<p>The Supplier must comply with emerging leading practices and principles for green software development for the services provided, over the duration of the contract, encapsulating the concepts of:</p> <ul style="list-style-type: none"> - Energy efficiency 'Consume the least amount of electricity as possible' - Hardware efficiency 'Use the least amount of embodied carbon possible' - Carbon awareness 'Do more when the electricity is clean and less when it's dirty' 		Compliant	STD	n/a	

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NFR164	1.5	Sustainability	<p><u>The provision of the Services must contribute to the Authorities efforts to achieve and comply with:</u></p> <p>- <u>Greening government: ICT and digital services strategy 2020 to 2025</u> see: https://www.gov.uk/government/publications/greening-government-ict-and-digital-services-strategy-2020-2025</p> <p>- <u>Greening Government Commitments 2021 to 2025 - GOV.UK</u> see https://www.gov.uk/government/publications/greening-government-commitments-2021-to-2025</p>		Compliant	STD	n/a	

Training (Optional)

			
Category	Requirement Reference	Requirement	Supplier Compliance
Training	IMP_TRN_011	<p>The Supplier shall advise and provide the Authority with any additional specialist/tailored materials and/or enable learning/capability to cater to all the user groups/ Departments - beyond that defined in the core training requirements - to enable the successful implementation and/or ongoing management of the ERP solution through the lifecycle of the programme.</p> <p>This more 'specialist/niche' learning or capability - potentially to smaller audiences - would be designed and delivered using the most effective delivery methods based on user outcome needs e.g. user guides, quick reference cards, training videos, embedded eLearning, face-to-face specialist user training and/or floor walking, learning attainment testing and management (but not limited to).</p>	Fully Compliant

S2C Functional (Optional)

Product Book Number	Product Book Title	Unique Ref No.	Ref	Taxonomy	Functional requirement - the solution must have the ability to....	Mandatory Requirements	Supplier Compliance	Supplier Response	Supplier Evidence - Suppliers are requested to provide supporting evidence for Mandatory Requirements on how their proposed solution meets this requirement (max 250 words per requirement)
9	Source to Contract	S2C_PL_1	PL_1	Commercial strategy plan and pipeline	Ability to track and manage the timeframes and resource requirements associated with various stages of the procurement process		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_1	D_1	Conduct market engagement	create and manage sourcing project and associated workflow tasks including approval workflows based on the different templates		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_2	D_2	Conduct market engagement	flag sourcing events so they are excluded from the commercial pipeline		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_3	D_3	Conduct market engagement	flag inactive projects after a certain period		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_4	D_4	Conduct market engagement	link sourcing events under project name - ensure a unique reference number is assigned to each sourcing project - number carries over to contract etc		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_5	D_5	Conduct market engagement	share data with suppliers via a Virtual 'data room' where all data related to tendering/contracts is stored		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_6	D_6	Conduct market engagement	link sourcing activities to PINs (Prior Information Notices) Refer to link: https://www.legislation.gov.uk/uksi/2015/102/regulation/48/made		Fully Compliant	CFG	n/a
9	Source to Contract	S2C_D_7	D_7	Conduct market engagement	broadcast and receive messages externally to registered suppliers		Fully Compliant	STD	n/a

Product Book Number	Product Book Title	Unique Ref No.	Ref	Taxonomy	Functional requirement - the solution must have the ability to....	Mandatory Requirements	Supplier Compliance	Supplier Response	Supplier Evidence - Suppliers are requested to provide supporting evidence for Mandatory Requirements on how their proposed solution meets this requirement (max 250 words per requirement)
9	Source to Contract	S2C_D_8	D_8	Conduct market engagement	support all common RFx events / types e.g. but not limited to > 1) ITT (Invitation to Tender); 2) RFI (Request for Information); 3) RFP (Request for Proposal); 4) RFQ (Request for Quotation); 5) sealed bids; 6) e-auctions		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_9	D_9	Conduct market engagement	allow for individual, configurable, sections and questions to be created within the RFx		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_10	D_10	Conduct market engagement	publish and evaluate business needs, market engagement and sourcing strategy questionnaires for internal stakeholders		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_11	D_11	Conduct market engagement	support procurements which are lotted		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_12	D_12	Conduct market engagement	support the communication and hosting of market engagement events		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_13	D_13	Conduct market engagement	automatically carry forward the data from a market engagement event to a sourcing project		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_14	D_14	Conduct market engagement	manage stakeholder roles and activity's and ensure these can be easily carried forward once the project has commenced		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_15	D_15	Conduct market engagement	manage stakeholder roles and activity's and ensure these can be easily carried forward once the project has commenced		Fully Compliant	STD	n/a

Product Book Number	Product Book Title	Unique Ref No.	Ref	Taxonomy	Functional requirement - the solution must have the ability to....	Mandatory Requirements	Supplier Compliance	Supplier Response	Supplier Evidence - Suppliers are requested to provide supporting evidence for Mandatory Requirements on how their proposed solution meets this requirement (max 250 words per requirement)
9	Source to Contract	S2C_D_16	D_16	Conduct market engagement	add a records or upload documents to facilitate data capture, for example asset registers and other appropriate information		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_17	D_17	Conduct market engagement	support identification of commercial procurement opportunities, potential suppliers best routes to market through reporting, AI, automation etc		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_18	D_18	Conduct market engagement	create and publish Early Engagement and Future Opportunity notices to Contracts Finder and Find a Tender services Refer to 204 Integration Catalogue (S2C) refer to links: https://www.contractsfinder.service.gov.uk/Search https://www.find-tender.service.gov.uk/Search		Fully Compliant	CST	n/a
9	Source to Contract	S2C_D_19	D_19	Develop and finalise procurement pack	enable configuration of the commercial stage sections and questions		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_20	D_20	Develop and finalise procurement pack	enable an evaluation to have a SQ and technical envelope only e.g. for use on some grants events.		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_21	D_21	Develop and finalise procurement pack	allow documents to be uploaded/downloaded at any point throughout the RFx lifecycle		Fully Compliant	STD	n/a

Product Book Number	Product Book Title	Unique Ref No.	Ref	Taxonomy	Functional requirement - the solution must have the ability to....	Mandatory Requirements	Supplier Compliance	Supplier Response	Supplier Evidence - Suppliers are requested to provide supporting evidence for Mandatory Requirements on how their proposed solution meets this requirement (max 250 words per requirement)
9	Source to Contract	S2C_D_22	D_22	Develop and finalise procurement pack	display an error message when publishing an RFx if common errors are found. (For example - a question section does not contain any questions, or scoring for a stage/section does not add up correctly)		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_23	D_23	Develop and finalise procurement pack	allow for use of the system in a light touch way using existing data to provide automation where possible e.g. opting out of using workflows, recording results of off-line evaluations		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_24	D_24	Develop and finalise procurement pack	capture Commercial Approval Board (CAB) approval stagers and allow the uploading of the final approved (Commercial Approval Document) CAD with evidence		Fully Compliant	STD	n/a
9	Source to Contract	S2C_D_25	D_25	Develop and finalise procurement pack	Automatically record anticipated savings, including contract savings and negotiated savings		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_1	PR_1	Launch procurement	Ensure all necessary approvals are obtained prior to the publication of procurement documents, such as ITTs.		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_2	PR_2	Launch procurement	punch out into other instances of sourcing systems used elsewhere - Crown Commercial Service - GOV.UK (www.gov.uk) Refer to Link: https://www.crowncommercial.gov.uk/		Fully Compliant	CST	n/a
9	Source to Contract	S2C_PR_3	PR_3	Launch procurement	setup a dynamic purchasing system (DPS) using appropriate interfaces where required - Crown Commercial Service - GOV.UK (www.gov.uk)		Fully Compliant	CST	n/a

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9	Source to Contract	S2C_PR_4	PR_4	Launch procurement	create call offs (contracts or purchase orders) from pre-existing frameworks or agreements when conducting sourcing activity		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_5	PR_5	Launch procurement	provide a summary view of the number of suppliers who have viewed the published event, accepted to participate or are in process of accepting the event.		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_6	PR_6	Launch procurement	monitor bidder activity and provide access to commercial documents including ITTs		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_7	PR_7	Launch procurement	be able to send ITT to registered and non-registered (invited) suppliers (dependent on route to market), including the creation and publication of Live Opportunity notices to Contracts Finder and Find a Tender services where appropriate		Fully Compliant	CST	n/a
9	Source to Contract	S2C_PR_8	PR_8	Launch procurement	publish opportunities on a portal of available opportunities that is open to all without the need to register.		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_9	PR_9	Launch procurement	send and configure alerts for all potential suppliers involved in a tender		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_10	PR_10	Launch procurement	restrict a potential supplier from having sight of other potential suppliers, tenders and information not directly pertaining to them		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_11	PR_11	Launch procurement	start an event at a predefined time, stop, pause and extend an event as required.		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_12	PR_12	Launch procurement	allow a potential supplier to amend their RFx submission before the stated RFx return deadline		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_13	PR_13	Launch procurement	either block or allow tender submissions made after a stated submission deadline		Fully Compliant	STD	n/a

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9	Source to Contract	S2C_PR_14	PR_14	Launch procurement	amend the RFx if required and issue an alert to registered potential suppliers that an amendment has been made		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_15	PR_15	Launch procurement	prompt suppliers automatically (email / notification) yet to acknowledge whether they plan to respond or not to the tender, before the deadline.		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_16	PR_16	Manage and respond to bidder clarification questions	allow messaging between bidders and the Authority regarding an ITT		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_17	PR_17	Confirm supplier qualification	restrict access to tenders submitted in any form until after the stated submission deadline and tenders are formally opened in the system as required		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_18	PR_18	Confirm supplier qualification	disqualify suppliers from the procurement process when required		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_19	PR_19	Confirm supplier qualification	be able to remove suppliers from lists once they have failed qualification		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_20	PR_20	Confirm supplier qualification	support the completion of due diligence checks on suppliers who participate in a sourcing event based on SQ responses and external data feeds. For example checking financial status reports, recent activity via web scrapers. Using automated process where possible		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_21	PR_21	Confirm supplier qualification	be able to communicate exclusion from sourcing event with the supplier		Fully Compliant	STD	n/a

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9	Source to Contract	S2C_PR_22	PR_22	Evaluate supplier responses	create evaluation criteria and weightings		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_23	PR_23	Evaluate supplier responses	pull response data into evaluation matrix (to be automated)		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_24	PR_24	Evaluate supplier responses	configure evaluation set up for example "establish evaluation criteria, scoring methodology, forms, and evaluators"		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_25	PR_25	Evaluate supplier responses	support a variety of configurable scoring models		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_26	PR_26	Evaluate supplier responses	provide a flexible multi-stage procurement processes that allows configurable stages, including for example presentation / submission		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_27	PR_27	Evaluate supplier responses	enable users to create and manage sourcing events/opportunities, continually add and evaluate suppliers onto the DPS (dynamic purchasing system), and facilitate the awarding of contract		Fully Compliant	CST	n/a
9	Source to Contract	S2C_PR_28	PR_28	Evaluate supplier responses	allow individual evaluators to amend their scores and rationale (keeping a record of any scores and/or rationale changed)		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_29	PR_29	Evaluate supplier responses	control access/sequence of evaluation stages		Fully Compliant	STD	n/a

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9	Source to Contract	S2C_PR_30	PR_30	Conduct moderation and due diligence	enable capturing and recording conflicts of interest for stakeholder and evaluators involved the procurement process		Fully Compliant	CFG	n/a
9	Source to Contract	S2C_PR_31	PR_31	Conduct moderation and due diligence	assign a moderator(s) to assess evaluation scores, with the ability to override the evaluators score		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_32	PR_32	Conduct moderation and due diligence	enable users to capture and maintain information on subcontractors involved in the procurement process, including their contact details, scope of work, and contractual agreements		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_33	PR_33	Conduct moderation and due diligence	ensure evaluations are conducted with the appropriate separation of duties and transparency controls etc.		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_34	PR_34	Coordinate post submission clarifications	allow potential suppliers to re-submit responses to the RFx if a question changes		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_35	PR_35	Coordinate post submission clarifications	allow a change to the tender questions and configuration during the bidding window.		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_36	PR_36	Prepare final award	automatically retrieve correct scores and create award letters and evaluation reports from sourcing event		Fully Compliant	STD	n/a

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				recommendation					
9	Source to Contract	S2C_PR_37	PR_37	Prepare final award recommendation	provide the automatic creation of a summary of the sourcing event process to support the required approval		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_38	PR_38	Finalise and award contracts	create contract award notice and publish to Contracts Finder and Find a Tender services. Refer to 204 Integration Catalogue (S2C) refer to links: https://www.contractsfinder.service.gov.uk/Search https://www.find-tender.service.gov.uk/Search		Fully Compliant	CST	n/a
9	Source to Contract	S2C_PR_39	PR_39	Finalise and award contracts	utilise and exchange data from tender documents and bid responses to facilitate the creation of contracts		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_40	PR_40	Finalise and award contracts	allow the user or relevant user group to create and select templates for new contracts		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_41	PR_41	Finalise and award contracts	enable the user or relevant user group to create documents from standard clause libraries		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_42	PR_42	Finalise and award contracts	provide E-signature functionality		Fully Compliant	CST	n/a

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9	Source to Contract	S2C_PR_43	PR_43	Finalise and award contracts	Exclude or redact sensitive data from contracts data being published via interfaces e.g. contracts finder and flag where this has occurred		Non Compliant	CST	n/a
9	Source to Contract	S2C_PR_44	PR_44	Finalise and award contracts	create an audit log of all the activities related to event approval, publishing, participation and selection, evaluation of event and award		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_45	PR_45	Complete contract migration and implementation	ensure integration capability to allow the upload of Microsoft application files to the system, for example contract implementation plans		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_46	PR_46	Complete contract migration and implementation	extract obligations within the contract and to be able to track these obligations		Fully Compliant	STD	n/a
9	Source to Contract	S2C_PR_47	PR_47	Complete contract migration and implementation	track a range of savings data including negotiated contract savings, actual contract savings to compare against forecast and budgets		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_1	M_1	Contract management	communicate with the supplier via online messaging system		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_2	M_2	Contract management	generate auto alerts for contract expiry		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_3	M_3	Contract management	capture and extract pricing data in a range of exportable documents for example Microsoft Office files		Fully Compliant	STD	n/a

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9	Source to Contract	S2C_M_4	M_4	Contract management	create milestones for receiving supplier continuity plan etc.		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_5	M_5	Contract management	co-author a change to a contract		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_6	M_6	Contract management	maintain records of all amendments / variations		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_7	M_7	Contract management	automatically update main contract with all variations		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_8	M_8	Contract management	publish modifications above a certain threshold to Contracts Finder and Find a Tender services Refer to 204 Integration Catalogue (S2C) refer to links: https://www.contractsfinder.service.gov.uk/Search https://www.find-tender.service.gov.uk/Search		Fully Compliant	CST	n/a
9	Source to Contract	S2C_M_9	M_9	Contract management	publish notice of termination before natural expiry of contract		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_10	M_10	Contract management	create, track and publish KPIs from contracts		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_11	M_11	Contract management	create/edit supplier level scorecards/KPIs across multiple contracts		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_12	M_12	Contract management	generate automated alerts for completion of scorecards		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_13	M_13	Contract management	segment contracts by configurable tags/flags e.g. Gold/Silver/Bronze		Fully Compliant	STD	n/a

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9	Source to Contract	S2C_M_14	M_14	Supplier performance management	allow both internal and external stakeholders to access scorecards		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_15	M_15	Supplier performance management	produce trend analysis		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_16	M_16	Supplier performance management	import a range of performance data from external systems where possible via integration or a static file		Non Compliant	CST	n/a
9	Source to Contract	S2C_M_17	M_17	Supplier performance management	automatically generate a service credit flag when a supplier's performance falls below the specified threshold or triggers the penalty clause in the contract.		Fully Compliant	CFG	n/a
9	Source to Contract	S2C_M_18	M_18	Supplier performance management	capture data relating to commercial claims against either the Authority or supplier		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_19	M_19	Supplier performance management	automatically calculate service credit based on actual performance vs contract, also provide the ability for manual calculations by the relevant user group		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_20	M_20	Supplier performance management	Enable authorised users to terminate or withdraw a contract, with the option to record the reason for termination or withdrawal		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_21	M_21	Supplier performance management	verify/approve savings within predefined workflows		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_22	M_22	Supplier performance management	manage and track extension options		Fully Compliant	STD	n/a

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9	Source to Contract	S2C_M_23	M_23	Supplier performance management	track performance, improvement measures, interventions and benefits realised		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_24	M_24	Supplier relationship management	upload and share SRM templates (e.g. Financial Viability Risk Assessment, stakeholder matrix, supplier strategy etc.) with suppliers		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_25	M_25	Supplier relationship management	restrict supplier access to information		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_26	M_26	Supplier relationship management	filter within online forms / templates and on suppliers for: Risk logs / action logs, innovation tracker, supplier front door log		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_27	M_27	Supplier relationship management	enable suppliers/evaluators to input scores and feedback into scorecards, including those with blind evaluations. Provide appropriate measures to ensure confidentiality of the evaluation process		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_28	M_28	Supplier relationship management	allow moderator(s) to manage evaluators and responses		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_29	M_29	Supplier relationship management	create a range of online templates with the ability to separate by category		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_30	M_30	Supplier relationship management	categorise / segment suppliers based on set criteria		Fully Compliant	STD	n/a

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9	Source to Contract	S2C_M_31	M_31	Supplier relationship management	Use a range of data sources to identify, capture and report on risks associated with suppliers e.g. profit/insolvency warnings		Fully Compliant	STD	n/a
9	Source to Contract	S2C_M_32	M_32	Supplier relationship management	integrate with third party data sources to retrieve supplier data (for verification), supplier risk data, in-context market insight etc.		Non Compliant	CST	n/a
9	Source to Contract	S2C_M_33	M_33	Supplier relationship management	auto populate SRM tools/documents (e.g. Readiness assessment and action plan, implementation plan etc.)		Non Compliant	CST	n/a
9	Source to Contract	S2C_S_1	S_1	Manage supplier data	Interface with Public Procurement Gateway (PPG) and Buyer & Supplier Information (B&SI) (not yet live) services to allow the sharing of supplier data and documents refer to link: https://www.crowncommercial.gov.uk/		Non Compliant	CST	n/a
9	Source to Contract	S2C_S_2	S_2	Manage supplier data	auto-populate and track compliance against risk questionnaires		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_3	S_3	Manage supplier data	allow suppliers and grant applicants to self-register on a supplier portal with a full range of functionality, including the ability to manage their own data.		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_4	S_4	Manage supplier data	save a supplier's SQ response allowing it to be reused in subsequent sourcing events		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_5	S_5	Manage contract data	change to new supplier name but maintain record of previous supplier names		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_6	S_6	Manage contract data	manage activities relating to expired contracts e.g. reporting requirements		Fully Compliant	STD	n/a

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9	Source to Contract	S2C_S_7	S_7	Manage contract data	report on changes to contracts		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_8	S_8	Manage contract data	report on contracts by meta data		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_9	S_9	Manage contract data	report on milestones and obligations, including obligations checklist		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_10	S_10	Manage contract data	report on compliance for contracts finder notifications		Fully Compliant	CST	n/a
9	Source to Contract	S2C_S_11	S_11	Manage contract data	review and report on all approvals contract has been through and when approval occurred		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_12	S_12	Manage contract data	capture and extract meta data		Fully Compliant	CST	n/a
9	Source to Contract	S2C_S_13	S_13	Manage contract data	upload and manage contract attachments		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_14	S_14	Manage contract data	capture and report on additional data relating to flags/activities e.g. social value, modern slavery, net zero, cyber security, steel procurement etc.		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_15	S_15	Manage contract data	enable authorised users to reactivate a contract after expiry.		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_16	S_16	Manage contract data	record and monitor types of contract obligation, actions, owners, dates		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_17	S_17	Manage contract data	create key documents within the system in a controlled manner, preventing the need for offline document creation and upload.		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_18	S_18	Manage contract data	set the contract current status and expected future action. Automatically move contracts between statuses as required (e.g., extend, re-procure or close)		Non Compliant	CST	n/a

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9	Source to Contract	S2C_S_19	S_19	Manage contract data	search existing contracts that exist in a format outside of the data structure of the solution e.g. OCR, AI etc.		Non Compliant	N/A	n/a
9	Source to Contract	S2C_S_20	S_20	Manage contract data	support contract assurance process by enforcing minimum requirements for what is stored against contracts at gold/silver/bronze		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_21	S_21	Manage contract data	flag or provide a warning indicator when a contract change results in a new contract value		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_22	S_22	Manage contract data	apply privacy settings to contracts so access can be restricted		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_23	S_23	Manage contract data	have hyperlinks to external area for the contract, such as a project folder on a SharePoint site		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_24	S_24	Manage project and pipeline data	group projects under an overarching programme		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_25	S_25	Manage project and pipeline data	record financial data and milestones within the system for example project budget to enable automated forecasts / burn rates / savings etc		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_26	S_26	Manage project and pipeline data	integrate between Plan, Source, Manage process stages allowing data to flow between the process stages and support automatic updates to the pipeline - Public procurement policy - GOV.UK (www.gov.uk) Refer to link: https://www.gov.uk/guidance/public-sector-procurement-policy		Fully Compliant	CST	n/a
9	Source to Contract	S2C_S_27	S_27	Manage project and pipeline data	provide a centralised contract repository, KPI templates and contract templates for reuse allowing the saving of multiple contracts in hierarchy		Fully Compliant	STD	n/a

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9	Source to Contract	S2C_S_28	S_28	Manage project and pipeline data	support hierarchical relationships (master agreement, sub agreement, call off from a framework) and monitor call off total value		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_29	S_29	Manage project and pipeline data	create document categories/tags, search or organise documents via these categories/tags		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_30	S_30	Manage project and pipeline data	report on both a contract and project basis		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_31	S_31	Manage project and pipeline data	view pipeline per team / category		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_32	S_32	Manage project and pipeline data	produce/configure supplier dashboards with summary information related to contracts, risks, issues, top initiatives, supplier performance, compliance etc.		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_33	S_33	Manage project and pipeline data	support a variety of interface methods ensuring the widest possible compatibility with 3rd party systems APIs		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_34	S_34	Manage project and pipeline data	alert when publishing is required e.g. contracts finder / find a tender notices refer to links: https://www.contractsfinder.service.gov.uk/Search https://www.find-tender.service.gov.uk/Search		Fully Compliant	CST	n/a
9	Source to Contract	S2C_S_35	S_35	Manage project and pipeline data	provide a unique reference number for each pipeline entry created		Fully Compliant	STD	n/a

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9	Source to Contract	S2C_S_36	S_36	Manage project and pipeline data	use a single pipeline data source for multiple business processes		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_37	S_37	Manage project and pipeline data	enable relationships between existing contracts, inflight projects and related pipeline entries to be recorded		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_38	S_38	Manage project and pipeline data	publishing data in OCDS (Open contracting data standard) format Refer to link https://www.gov.uk/government/publications/open-standards-for-government/open-contracting-data-standard-profile		Fully Compliant	CFG	n/a
9	Source to Contract	S2C_S_39	S_39	Manage project and pipeline data	export Security Incident Event Management (SIEM) information		Fully Compliant	CST	n/a
9	Source to Contract	S2C_S_40	S_40	Manage project and pipeline data	run concurrent approvals as well as sequential		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_41	S_41	Manage project and pipeline data	provide guidance within workflows on documentation required		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_42	S_42	Manage project and pipeline data	Allow the uploading and embedding of a range of documentation into workflows by the authorised user		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_43	S_43	Manage project and pipeline data	to create configurable workflows that provide a light touch to facilitate user navigation		Fully Compliant	STD	n/a

Product Book Number	Product Book Title	Unique Ref No.	Ref	Taxonomy	Functional requirement - the solution must have the ability to....	Mandatory Requirements	Supplier Compliance	Supplier Response	Supplier Evidence - Suppliers are requested to provide supporting evidence for Mandatory Requirements on how their proposed solution meets this requirement (max 250 words per requirement)
9	Source to Contract	S2C_S_44	S_44	Manage project and pipeline data	allow both mandatory and non-mandatory additional information fields to be captured, viewable in context with the standard system fields		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_45	S_45	Manage project and pipeline data	enable configuration of workflow approvals (triggers, sequence, level etc.)		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_46	S_46	Manage project and pipeline data	enable event owner to assign different roles and responsibilities to a project team		Fully Compliant	STD	n/a
9	Source to Contract	S2C_S_48	S_48	Spend analytics	report on consolidated spend from transactional spend		Fully Compliant	STD	n/a

Part 2: The Supplier Solution

[REDACTED]

Appendix A

[REDACTED]