# PICTS Contract

# Schedule 16 : Annex (B)

## Technology Refresh – Consultancy Support

**Document Info**

**Version :** 1.0

**Date:** 15th December 2016

**Revision History**

| Version | Date | Details of Changes | Author |
|---|---|---|---|
| 0.1 | 1/12/16 | Initial draft | Sopra Steria |
| 0.1SA | 2/12/16 | SA Review | Sopra Steria |
| 0.2 | 2/12/16 | PM Review of comments | Sopra Steria |
| 0.3 | 6/12/16 | SA update | Sopra Steria |
| 0.4 | 6/12/16 | Minor amendments | Sopra Steria |
| 0.5 | 12/12/16 | MOJ updates and additions | MOJ |
| 0.6 | 14/12/16 | Sopra Steria review and response | Sopra Steria |
| 1.0 | 15/12/16 | Final version for completion | Sharpe Pritchard |

1. **Introduction**

1.1 The following individual project description sections of this Annex describe the content and purpose of the Time and Materials based consultancy projects which will be provided within the Technology Refresh programme.

Table 1 Consultancy projects overview

| Project | Title | Summary |
|---|---|---|
| 51 | [REDACTED] | [REDACTED] |
| 52 | Business Support and local Applications | Provision of technical resources to undertake an impact assessment on current usage and support the AUTHORITY in planning and implementing transitions of these Applications. |
| 53 | EUC (EUD design) | Design, project management and technical expertise to support the initial phase of the AUTHORITY's EUC Supplier led project to roll out End User Devices ( potentially a co-located team in the AUTHORITY's premises) |

1.2 The services described in this Annex B to Schedule 16 will be delivered on a Time and Materials basis as further detailed in Annex 2 of Schedule 5 (Payment Mechanism).

1.3 The PROVIDER will deliver resources up to the man-day estimates stipulated in the individual project descriptions that follow this introductory section. Such resources will be provided on a call-off basis to undertake agreed consultancy activities as required and directed by the AUTHORITY through Statements of Work (SoW).

1.3.1 Part A of the SoW will be completed and submitted by the AUTHORITY to the PROVIDER on a periodic basis and will detail the scope of the work required from the PROVIDER over the next period. The PROVIDER will complete and return the Part B of the SoW to the AUTHORITY within 5 Working Days. Part B of the SoW will detail the specific PROVIDER's resources required to undertake the work, estimated timescales and such other details as the Parties agree are necessary.

1.3.2 The AUTHORITY will accept or reject the completed SoW within 3 Working Days of receipt.

1.3.3 Once the work has been agreed through the accepted SoW, and on receipt of a valid purchase order, the PROVIDER will stand up the required project team to the agreed resource profile.

1.3.4 Charges for the resources used on these consultancy projects will be invoiced Monthly in arrears. Timesheet evidence will be provided with each invoice and the AUTHORITY will either approve, or provide queries against, such timesheets within 5 Working Days of receipt. Any valid travel and subsistence expenses associated with these projects will be billed at cost as part of the Monthly invoice.

1.4 Scheduling of resources will only be confirmed once the SoW has been accepted by the AUTHORITY. The PROVIDER has provided an estimated resource profile for each of the projects within this Annex B. Any changes to the agreed resource profile will be agreed through the Change Control Procedures.

1.5 The AUTHORITY will retain responsibility for the overall strategic direction of the work and for ensuring that the SoWs are agreed in a timely fashion to enable the PROVIDER to deliver the work required.

1.6 In the event that additional or alternative resources to those specified in this Annex are required to complete the agreed consultancy activities, then this will be agreed via the Change Control Procedures.

1.7 For estimating purposes, all work has been assumed to be delivered inside Core Hours. Where the AUTHORITY requires work to be undertaken outside of Core Hours, this will be subject to the agreed ratecard multipliers outlined in Schedule 5 Paragraph 7.5.

1.8 In the event of any Dispute in relation to the services to be provided under this Annex B, the Parties will resolve such Dispute in accordance with Clause 40 (Dispute Escalation).

PICTS 051 – [REDACTED]

| Ref: | Project Title: | Contract type: |
|---|---|---|
| PICTS 051 | [REDACTED] | Time and Materials |
| **Project Description:** | | |
| [REDACTED] | | |
| **Project Scope:** | | |
| [REDACTED] | | |
| **Deliverables** | | |
| [REDACTED] | | |
| **Dependencies, Assumptions & Risks** | | |
| [REDACTED] | | |

PICTS 052 – Business Support and local Applications

| Ref: | Project Title: | Contract type: |
|---|---|---|
| PICTS 052 | Business Support and local Applications | Time and Materials |
| **Project Description:** | | |
| The PROVIDER currently supports the Business Support Applications hosting platform that hosts support applications<br><br>There are many (120 +) other small, local applications (developed by the AUTHORITY's staff) built and hosted using Lotus Domino. These applications have grown organically and many are unsupported and/or not well understood.<br><br>The project scope will be for the PROVIDER to provide Technical Consultancy resources to support the AUTHORITY in planning and implementing transition strategies for these Business Support and local Applications. | | |
| **Project Scope:** | | |

Provision of a project team in line with the following resource profile during 2017:

| Resource / Man Days | Jan | Feb | Mar | Apr | May | Jun | Total |
|---|---|---|---|---|---|---|---|
| Project Manager 2 | 2 | 2 | 2 | 2 | 2 | 0 | 10 |
| Technical Consultant 1 | 10 | 10 | 19 | 19 | 19 | 0 | 77 |
| Technical Consultant 2 | 5 | 5 | 5 | 5 | 5 | 0 | 25 |
| **Total** | **17** | **17** | **26** | **26** | **26** | **0** | **112** |

These resources are expected to provide material to enable the AUTHORITY to compile an Application usage report.

**Project Deliverables**

Provision of the resources detailed above.

**Dependencies, Assumptions & Risks**

Assumptions:

- This is an AUTHORITY directed project with the PROVIDER supporting activity through agreed work packages to be defined in Statements of Work.
- The resource profile will be broadly in line with the profile outlined in the Project Scope section above.

AUTHORITY Dependencies:

- Provision of an Applications transition plan upon project commencement to enable the PROVIDER's resources to be scheduled and managed
- AUTHORITY business input into any assessment on the use of Applications

PICTS 053 – Support EUC migration (EUD Design)

| Ref: | Project Title: | Contract type: |
|---|---|---|
| PICTS 053 | EUC ( EUD Design) | Time and Materials |

**Project Description:**

The AUTHORITY plans to upgrade the Workstations used within the PICTS System. The upgrade will be carried out by the AUTHORITY's EUC Supplier. The AUTHORITY has requested resources from the PROVIDER to support this upgrade work.

**Project Scope:**

Provision of project management and technical expertise to support the initial design and proof of concept phases of the AUTHORITY's EUC upgrade project.

**Project Deliverables**

Provision of the following resources during 2017:

| Resource / Days | Jan | Feb | Mar | April | May | June | Total |
|---|---|---|---|---|---|---|---|
| Project Manager 1 | 19 | 19 | 19 | 19 | 19 | 19 | **114** |
| Technical Architect 2 | 19 | 19 | 19 | 19 | 19 | 19 | **114** |
| Technical Consultant 1 | 29 | 38 | 38 | 38 | 38 | 38 | **219** |
| Technical Architect 2 | 10 | 10 | 10 | 10 | 10 | 10 | **60** |
| Test Manager | 0 | 0 | 19 | 19 | 19 | 19 | **76** |
| Test Consultant | 0 | 0 | 19 | 19 | 19 | 19 | **76** |
| Test Engineer | 0 | 0 | 10 | 19 | 19 | 0 | **48** |
| Project Admin/Librarian | 10 | 10 | 10 | 10 | 10 | 10 | **60** |
| AIS Manager | 0 | 0 | 19 | 19 | 19 | 19 | **76** |
| **Total** | **87** | **96** | **163** | **172** | **172** | **153** | **843** |

Any required deliverables and the scheduling of required activities will be managed by the AUTHORITY and is expected to include;

- PROVIDER Attendance at planning and review meetings
- Input to AUTHORITY designs

**Dependencies, Assumptions & Risks**

Assumptions:

- The project timescale is 3 January 2017 to 30 June 2017
- This is an AUTHORITY directed project with the PROVIDER supporting activity through agreed work packages to be defined in Statements of Work.
- The resource profile will be broadly in line with the profile outlined in the Project Scope section above.

AUTHORITY Dependencies:

- The AUTHORITY will facilitate liaison with and transfer of information from/to the AUTHORITY's EUC Supplier as required throughout the duration of the project
- Provision of the AUTHORITY's EUC Supplier's upgrade plan upon project commencement
- Involvement of the AUTHORITY's integration resources to align plan and delivery as required