

Application Rationalisation Services

G-Cloud 14 – Service Definition

Lot 3 Support

Table of Contents

1	Introduction.....	2
2	Overview of Applications Rationalisation	2
3	Detailed service description	3
4	Scope and Options	3
5	Exclusions	5
6	Information Assurance	5
7	Outputs, and outcomes of the service	5
8	Inputs	6
9	Why choose Agilisys?	7
10	Pricing	8
11	Ordering and Invoicing	8
12	Termination Costs and Terms	8
13	Trial Options	9

1 Introduction

Many organisations have evolved their applications estate over a long period of time addressing specific needs as they arose from a singular rather than holistic business perspective.

This has led to complex environments with high levels of duplication that inhibit integration of services, reduce the capability for business improvement, digital development, and adoption of modern cloud-based delivery.

Agilisys - one of the UK's most innovative cloud and digital transformation specialists, enables organisations to adopt technologies, platforms and processes that promote new ways of working and help organisations transform.

Working for both the public and private sector for over 20 years, we have earned a strong reputation and hold deep domain expertise delivering change and innovation, in particular within local and central government.

2 Overview of Applications Rationalisation

The purpose of the applications rationalisation service is to create an environment that utilises common solutions for common business needs whilst recognising the need for specific solutions to meet certain business requirements.

Rationalisation utilises the principles of simplification, sharing and reuse to deliver the minimal application set required to fully meet business needs.

The approach is tied to the TOGAF architectural framework with the rationalisation exercise considering Business, Data, Applications and Technology in designing the optimum environment with a supporting Governance Model to ensure that following completion of the initial review and rationalisation of the estate that any new development ensures continuity preventing the redevelopment of the previously complex environment.

3 Detailed service description

Prior to commencement Agilisys will engage with the Client and agree the scope of the exercise, timescales for delivery, risks, dependencies, and deliverables to meet the context of the organisation which will result in the agreement of a Project Definition Document and implementation plan.

Once the scope is agreed the Service is delivered in three phases:

- Discovery and Applications Baseline.
- Capability, Contractual and Financial Analysis.
- Investment Case and Implementation Plan.

4 Scope and Options

Phase 1: Discovery Application Baseline (key action)

To confirm the Applications Baseline, a discovery exercise utilising Asset Management Software will be completed to fully capture the installed software estate.

The software comes with a powerful set of reports to assist in the visibility, management, and control of all ICT assets.

Available reports include:

- Real time licence compliance position.
- Comparison between applications installed and applications that are in use.
- Central or operating business level views across the software inventory
- Applications baseline.
- SaaS applications in use.

The software will be deployed from the Agilisys platform and will run for an initial period of 1 month with an ability to extend for a further 2 months if deemed necessary.

Discovery is further supported by a short survey distributed to key business stakeholders to confirm applications usage with the results being used to target more detailed engagement where needed.

Phase 2: Capability, Contractual and Financial Analysis

In Phase 2, an analysis of the Applications Baseline will be conducted examining:

Capability:

Agilisys will work closely with your IT teams, Business Users, and 3rd party software vendors to:

- Conduct research of each in-scope application to confirm the potential to meet required business capabilities, and the actual use of each application.
- Determine the data in use by each application.
- Determine whether applications are fit for purpose now and for the future.
- Determine the effort, skills and competence required to maintain the applications.

This analysis will then be used to create a matrix that identifies opportunities for consolidation, re-use, or decommissioning.

Business Impact Analysis

Agilisys will engage the business users to determine the impact of applications disruption or failure to determine the service levels required to ensure business continuity and the minimum of disruption in the event of infrastructure failures.

The level of criticality will be advised in the final report along with recommendations related to technology design to provide the required levels of service.

Contractual

Working alongside Contract Management, Agilisys will complete analysis to help identify commercial considerations including contract duration, options for delivery such as managed service, or SaaS, contract extension and exit requirements including the timeline for the minimum lead time for any agreed contract change.

Financial

The financial analysis will identify the total cost of ownership for each application and its associated infrastructure which will be used to examine options for change to inform the Investment Plan.

Investment Case and Implementation Plan

In Phase 3 we will take the data from phase 2 and determine the approach and required investment to deliver the recommended Applications Rationalisation.

An implementation plan detailing the recommendations, investment roadmap and business case, recommended governance, and an updated applications register will also be produced.

5 Exclusions

The following items are specifically excluded from scope:

- Discovery and reporting on any other applications, devices or workloads not explicitly listed within the agreed in-scope service deliverables.
- Any due diligence activities not specified as a deliverable within agreed scope.
- Any additional cost increases for server / storage costs due to the discovery outputs and reporting data.
- Costs associated with any additional licensing needed during this project.
- Configuration or management of end user devices.
- Configuration or management of Windows 10 / 11 OS.
- Any application packaging, rationalisation outside of the agreed in-scope applications.
- Decommissioning any legacy environments such as Citrix or other hosting services unless agreed as part of the scope.

6 Information Assurance

- All professional services architects and engineers have had the appropriate training and have gained the necessary vendor certifications.
- All IT staff are approved to work up to OFFICIAL SENSITIVE, with NPPV3 SC, DV and MV cleared staff available to architect solutions for the most secure networks and environments.

7 Outputs, and outcomes of the service

The following outputs and outcomes can be realised by the service.

The outputs of the Phase 1 discovery will be:

- Applications baseline.
- Real time licence compliance position for all vendors/applications and associated cost of any under or over-licensing.
- Comparison between applications installed and applications that are in use (through Snow Inventory software metering functionality) to reduce the amount of unutilised software.
- Central or operating business level views across the software inventory and associated support and maintenance contracts.
- SaaS applications in use.

The output of the Phase 2 analysis will be a written report detailing:

- Applications in use considering whether they are fit for purpose and fit for use for both current and future business requirements.
- Where the introduction of applications would be of benefit to areas currently using excel spreadsheets or paper-based systems and whether such need can be subsumed into the existing applications portfolio or need the development of a specific solution
- Opportunities for consolidation, reuse, upgrade, migration to cloud or de-commissioning.
- Contractual opportunities and constraints.
- Financial opportunities and constraints.
- Comparison with other authorities where this is possible.

The outputs of Phase 3 will be:

- A documented set of recommendations describing the optimum applications environment.
- An Investment Roadmap supported by a Business Case to enable implementation of the recommendations.
- A recommended Governance Model designed to maintain the optimum applications estate post rationalisation with an Application Register.
- A proposed outline implementation plan, work streams and timescales for:
 - Consolidation and plans for reducing 'same function', commonly used applications across your organisation.
 - Decommissioning aged, unsupported application or security containerisation recommendations where necessary.

8 Inputs

The following Client inputs are required to facilitate the exercise:

Access to the technology environment to allow the installation and running of the discovery software.

If available any current documentation providing information on:

- Enterprise Architecture
- Applications Register
- Vendor contracts
- Costs
- Organisational structures

A list of key Business users' who can provide views and insight that will be gathered through interviews by the rationalisation team.

A Client Project Manager to act as a single point of contact for liaison between Agilisys and the Client Teams.

9 Why choose Agilisys?

Agilisys has been an established partner for both the public and private sector for over two decades. We have earned a strong reputation for high quality, solution focused and hold deep domain expertise delivering change and innovation, particularly within local and central government.

We support our customers through a network of offices and centres of excellence throughout the UK. We combine technology, tested methodologies and skills that unleash the power of cloud and minimise the complexity that can sometimes come with migration. We put strategy before technology and deliver the skills, experience and capacity needed to make the right cloud decisions.

We have developed successful methodologies for driving transformation through collaboration and our strategic partnership with Microsoft empowers us to provide strategic advice aligned to the Microsoft roadmap, best practices, and future direction of travel, ensuring we deliver modern technology solutions which maximise the functionality available within the relevant platform.

The insights we gain from our partnership with Microsoft ensure constant improvements to our methodology and approach, which is continually refreshed to align with industry best practice standards and processes.

We put strategy before technology and deliver the skills, experience and capacity needed to make the right cloud decisions at the right time.

Our migration and management teams have extensive experience, achieving highly successful outcomes for our public sector customers who enjoy the reassurance of partnering with an ISO27001:2013 accredited PSN Service Provider.

10 Pricing

See attached pricing document.

11 Ordering and Invoicing

Orders can be placed by contacting info@agilisys.co.uk

- If there are any additional queries, please contact info@agilisys.co.uk indicating your area of interest and a member of the Agilisys team will contact you to discuss how we can meet your requirements.
- All services are invoiced monthly in arrears.
- Payment terms are 30 days from invoice, invoices will be dated from the date the client started using the service.

12 Termination Costs and Terms

Third-party services are provided on a passthrough basis to clients.

Service details (such as capacity, quantities, services levels, commitments, conditions and contract terms) are correct at the time of writing but may change, in which case, Agilisys will passthrough any changes made by the third-party providing the service.

Third-party funding or discount programmes, where offered, are subject to the third-party terms and conditions and funding or discount programme availability. The third-party supplier may withdraw or alter these programmes at any time, in which case, where appropriate, Agilisys may offer the services via the Agilisys rate card or provide pricing on request.

Should the client wish to terminate any third-party services, the client will remain liable for payment of the charges in accordance with the passthrough terms and conditions.

The minimum term for the service will be stated on the Order Form.

When the client requires the service to be ceased or cancelled, the client must contact info@agilisys.co.uk, providing at least 30 days notice of termination to coincide no earlier than the end of the minimum term as stated on the Order Form.

Where no notice is provided, the contract will continue in accordance with the Order Form until 30 days after a notice of termination is received.

Where termination is requested before the end of the minimum term, Agilisys will conduct an impact assessment and provide a quotation to cover Agilisys' reasonable costs due to the client's early termination of services which will be due immediately on termination of the contract.

13 Trial Options

A trial service is not available as part of this service.

Agilisys

Agilisys provides Generative AI solutions, Digital transformation services and IT Managed services to the UK public sector, focussing upon Local and Regional Government and Health. Agilisys is the leading Microsoft partner to Local Government in the UK, bringing significant domain, technical and delivery expertise, coupled with over 20 years' experience of working in strategic partnerships with Local Government

Through our extensive knowledge in decision intelligence, advanced analytics, automation, and Artificial Intelligence (AI) solutions, we enable our clients to empower citizens and enrich their lives.

As part of Blenheim Chalcot, a renowned digital venture builder, our ambition is to be the preferred digital transformation partner for the public sector by driving efficiency, cost savings, and improved services with innovation, passion, and integrity at the core of our operations.

Scale Space, Imperial College, White City Campus, 58 Wood Lane, London W12 7RZ

Mail: info@agilisys.co.uk

Website: www.agilisys.co.uk