

G-Cloud15

Access Adam

Housing

Management

Service Definition

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1 Service Overview

Access Adam's digital platform facilitates the procurement and ongoing management of a broad range of local authority commissioned accommodation, including but not limited to Temporary Accommodation and Private Sector Leased. We streamline the commissioning process, including provider registration, commissioning, payments, contract management, compliance, and reporting. This enables you to source the most appropriate dwellings for tenants.

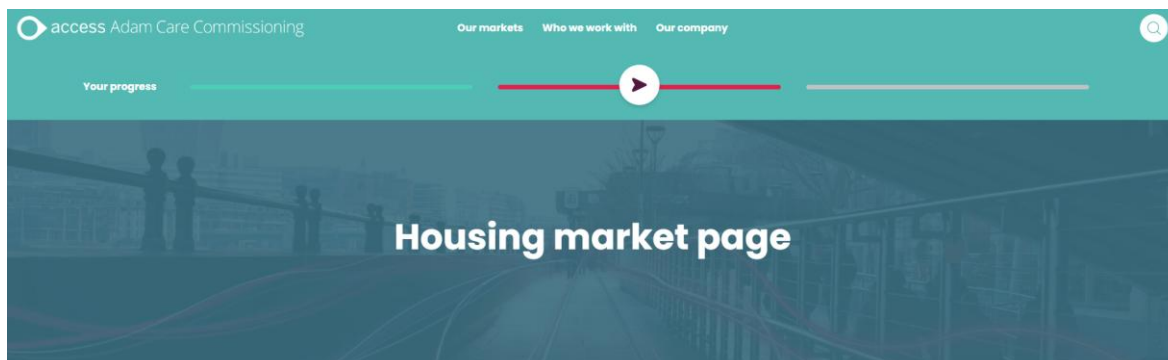
You can save time and source the most appropriate dwellings for your tenants by facilitating your organisations commissioning process through the product. Local Authorities are using our solution because they know that they can source accommodation for people in an effective and compliant manner. Widely used within the sector, in the last year over 40,000 compliant bookings have been made via the solution and a total of £850 million of housing spend has been securely managed in the past four years.

Using an established workflow, we simplify and handle letting processes for our customers, agents, and landlords, and offer a better choice of properties that are fit for purpose. The following activities are digitised and managed through the Access Adam Housing platform:

- Creating a compliant supply base
- Viewing real-time property availability
- Managing supplier bookings
- Procurement and contracting
- Compliance monitoring
- e-Invoicing and payments

Advertise/Demand site:

Access Adam Housing Management allows you to stimulate your supply chain and create a fair and transparent marketplace. With a direct interface into the main platform, providers use our Advertising Portal (www.adamproviders.co.uk) to access entry criteria details for joining your supply chain (point of entry). We use it to publish requests for services; contracts awarded and spend information. The site has a repository of information and guidance to assist providers with the commissioning process. This including legal documents, entry criteria, FAQs and user guides.



The *adam* Housing platform is bespoke to the housing sector and supports Local Authorities with booking compliant and safe properties from an approved list of landlords and agents. Providers of temporary or private rented accommodation can add and manage their portfolio with ease to enable efficient bookings and payments.

You can view the *adam* customers available to register against below. Click into a customer's link to read more about the opportunity and what it is that you will need to become an approved housing provider.

Supplier registration and accreditation

The solution comprises a two-stage onboarding process, whereby your suppliers register to the platform and submit their company details for review. They then apply to become an accredited supplier by meeting your onboarding criteria, including answering compliance questions, and uploading documentation. These submissions are also objectively reviewed by Access, who ensure that all your requirements are met before you approve final applications for joining the supply chain. Throughout the process our professionals support you, including offering their expertise with creating onboarding criteria and following up with suppliers that are yet to become accredited.

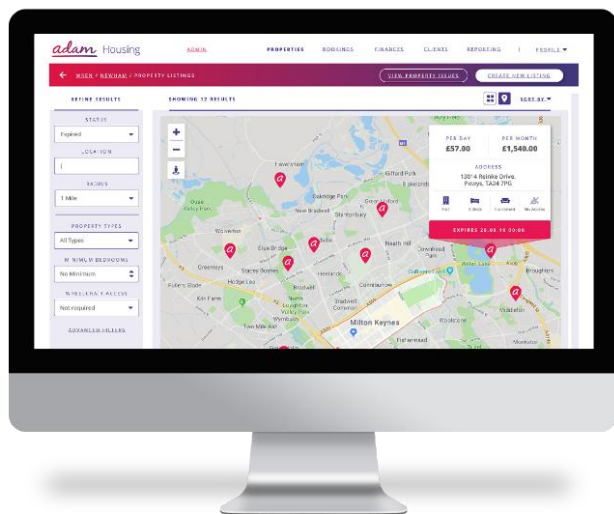
Property creation and listing

Multiple property types can be sourced, and compliance documents/pictures captured.

This includes:

- We capture all necessary details for your property needs through simple property creation and clear workflow functionality. This includes specifying your unique property requirements within bookings e.g. for a downstairs bathroom.
- You can search, filter, and sort property options using online listing pages. Unfulfilled listings are removed after two weeks to ensure you are consistently reviewing live property availability. Suppliers can relist properties should they become available again. Additionally, address lookup functionality supported by multiple sources is used to ensure that the correct properties are chosen.
- You can review all property documentation/listing information on a single page. Potential compliance issues are flagged e.g. imminent document expiry. The in-page document download feature ensures everything you need to review can be found.
- You can negotiate on price via the platform including BRMA criteria integration, ensuring industry guidelines are met.

- Listings are automatically removed from view where properties/providers become non-compliant. A notification is sent to the supplier to ensure that they rectify all issues and relist the property.



*Property listings - Address lookup functionality:
Find the right property with address lookup
functionality.*

Booking creation

An online booking is created, capturing all elements of the property listing and negotiations. The platform manages booking changes and ongoing compliance checks, capturing a full audit throughout the lifetime of the booking.

Receipts

Automatic monthly receipts are generated on providers' behalf based on agreed rates and date periods. Automatic adjustments are made based on booking changes. Additionally, receipting can be paused for specified compliance failures.

Self-bills

Approved receipts would be accumulated to create a single invoice for you. Providers can see all their approved receipts and self-bills including commitments to pay within agreed timescales.

A core electronic invoicing process

Access will invoice you using the agreed self-bills and pay suppliers in accordance with the agreed terms. A large London Borough has saved at least two days per month on their invoicing processes through the system.

Supplier management

All performance and interactions for each supplier is captured and made available to you. This helps you manage your housing market.

Reporting

Intuitive reporting allows authorities to access and extract all data contained within the solution. For example, live financial forecasting based on the active bookings and financial codes or property scheme type.

2 Onboarding

We aim to provide you with an excellent experience in getting up and running. Our Implementations packages range from small site implementations using our rapid FlightPath Implementation packages right up to larger solution projects where we would use our Access Implementation methodology. For the set-up process to be as successful as possible, we need to work together to achieve this.

Access FlightPath

Our FlightPath services have been designed to be remote-first, providing you with an improved low-risk implementation journey, no matter how your organisation is structured or wherever your employees are working.

We use video technology to facilitate face to face contact, so you still get the hands-on benefit of working with an Access expert and our years of software deployment expertise. We have also invested in product e-learning, so your users can learn our products at their own pace.

Our remote-first approach means that you have regular, accessible communication with us to keep you on track at every step of your journey and that your software can be delivered flexibly to suit the needs of your organisation and employees.

All our FlightPath consultants and on-boarders are not only certified in our products, they are also trained and certified in our remote-first FlightPath implementation methodology, including training in effectively delivering remote customer projects.

Each FlightPath implementation programme from Access follows a well-defined journey with key milestones. These milestones represent – at a high level – the individual phases of your implementation journey. We'll be using these milestones to help us both track and communicate progress towards successfully launching to your users. Our aim is to give you value from your investment as quickly and as fully as possible. Using our years of software deployment expertise, we have defined the FlightPath methodology. This is a journey based on best practice and designed to deliver timely value to you and your colleagues. And while it is ultimately your journey, we are here to support you all along the way.

Clear roles and responsibilities

At the 'Getting Started' milestone phase, you will receive a Welcome Pack. In here you'll find clarity on roles and responsibilities. What you'll need to do, and what we will do. Crucially our FlightPath approach also clarifies our joint expectations, helping us both understand the process that we will jointly commit to, in order to successfully launch your

chosen software to your end-users in a timely and efficient manner.

Your onward journey

Even when your implementation has successfully landed, and you are in a position to go live with our software, we will ensure that you are successfully transitioned to the care of our Success Team.

The Success Teams include our support colleagues and Customer Success Managers and will be available to support you as you use your software and realise the benefits of your investment in your Access Solution.

Full details of our Flightpath implementations for Access Adam Housing can be found [here](#).

3 Additional Service Options

The table below highlights the additional value added services that our consulting teams can provide. Please take some time to review these.

Additional project management services	Additional days of project management input and support
Additional provider engagement services	Additional days of provider engagement and onboarding input and support
Additional training services	Additional training sessions or bespoke training collateral creation
Bulk data loads	Handling additional data imports
Bespoke data extracts	Creating bespoke data extracts or reports from the system that are not already available
Bespoke invoice templates	Creating bespoke invoicing templates outside of the template options available
FlexPoints	Access FlexPoints are a cost-effective, flexible way to easily access and consume value added services including customisation, training, integration, analytics or reporting, as your business needs evolve. Access FlexPoints provide a simple way to create an allocation of points that you can call on at any time to spend on Access services. Having a banked allocation of FlexPoints provides the reassurance that as your business needs evolve you can use them to extend and modify your use of the technology.

4 Service & Support Management Details

Providing you and your users with a high level of incident support is of prime importance to us. As well as being able to answer your queries, our support staff will also be able to inform you about the latest software releases, and provide hints and tips to ensure you are getting the most out of your product. To emphasise the importance of support to Access we have over 500 employees in the UK in our Support and Customer Success functions.

Support Commitment

We recognise that the systems, software and services we supply may be critical to the well-being of your business. Our aim is to ensure that you have continuous operational capability from our products. We will help you to achieve this by providing efficient support, resolving the majority of tickets at first-line contact.

We will help you maximise your return on investment by providing the best in technical assistance, advice and customer care. We own your support queries and will ensure that they are resolved as promptly and efficiently as possible.

We provide 2 main support plans as detailed below.

The Standard Plan

Get answers faster

As a Standard Plan customer you benefit from faster response times and can access our support teams via telephone and live chat, as well as through our Customer Success portal. To help your team be more productive, you are provided with continued access to our e-learning content as well as a programme of Success webinars, designed to keep you up to date with new features and share best-practice advice and guidance.

The Premier Plan

Boost productivity with direct access to the experts and achieve a higher return on investment

Our Premier Plan enables your team to achieve more and improve productivity through an ongoing relationship with your own designated Customer Success Manager. Your CSM will get to understand how you're using the technology and will advise you on how to get more from it.

Full details of our Customer Success Plans can be found here [Access Customer Success Plans](#)

Get to know our knowledge base

Knowledge Base is our huge database of commonly asked questions, articles and videos. All you need to do is Register and Login and you can find the answers you need any time of the day.

The advanced search function not only searches articles from Knowledge Base, but links

up with our Community hub to display the topics that you need. So you've got everything you need all in one place.

Can't find the article to answer your question? Not a problem. Each article links to our Community so you can ask a question, or to raise a case with the Access team.

Got a question? Ask our Community

Community connects our customers together to help them solve problems and share how to get the very best out of their Access products.

Our customers know more about using our products in their jobs than anyone else. Community gives you the chance to receive – and share – friendly expert advice that goes beyond normal customer support. Discover best practice hints and tips from peers in your industry to help you make the most of your experience with your Access product.

Each of our products has its own dedicated Community, so you can get straight to the discussions that matter to you. No unnecessary searching needed.

If a question can't be answered by Community a member of the Access team will reply. We'll make sure that no query goes unanswered.

5 Account Management & Customer Success

With over 160,000 customers using products supplied by the Access Group we have a large team involved with ensuring that our customers are able to build on their investment with Access.

This includes the Customer Success team who are specialists in specific products whose role is to ensure that our customers on Standard and Premier Success plans benefit from educational webinars to ensure that you are always taking advantage of new functionality and most importantly continuing to adopt best practice in the day to day use and set up of the software.

Our Account Management team work with our customers specializing in vertical sectors or specific products. Depending on the complexity of the customer these are either office based using the latest technology to provide our customers with the highest possible levels of service or will visit sites for face to face meetings.

Our Account managers work with you keeping our customers informed on the way emerging technologies can help their business. They prepare briefings on the business, technical and financial benefits of technology and collaborate with customers to ensure the customer is aware of the breadth of software and support that Access can provide.

6 Backup and Disaster Recovery

The solution has been designed to cater for disasters ranging from a database restore through to a complete datacentre outage.

All backups are stored on disk and are retained for a period of 12 Months, financial data is kept for 7 years.

Backups are stored within a multi tenancy data vault and are encrypted at rest. The design of the architecture means that all data is simultaneously available in both the primary datacentre and the secondary datacentre meaning data is always backed up to another geographically diverse site.

All Servers are backed up on a daily basis at 10pm. These backups go directly to storage in the DR Datacentre to ensure off-site availability.

Retention for backups:-

15-min SQL	28 days
Daily	28 days
Weekly	3 months
Monthly	1 year for non-financial data /7 years for financial data

The solution has been designed to deliver Recovery Point Objective (RPO) and Recovery Time Objective (RTO) using the following definitions:

- RPO is the maximum time period in which data might be lost.
- RTO is the duration of working time within which data should be restored after a disaster. This time starts from when a support call is logged with Access.

Standard Restore Testing

We undertake a restore test automatically on a weekly basis

DR Testing

We run a full DR test on a 6 monthly basis, this is a non-invasive test where we bring the DR site up in an isolated fashion to ensure the services recover (Zerto allows us to do this without bringing the production environments down).

SQL Server

SQL Server Full Database backups are taken overnight as well as having SQL transaction logs taken at 15 minute intervals. This allows a database to be restored to an overnight position or to be restored to a chosen point in time within the day.

Frequently a database is restored following a user accidentally changing lots of data so the RPO does not always apply as the user may have changed the data several days ago,

however the solution has been designed with a maximum RPO of 12 hours and a RTO of 6 hours.

Single Virtual Machine Failure – IIS or RDS Server

In the unlikely event of a single virtual machine (VM) failing (e.g. the IIS VM ceases to respond but the other VMs are still functioning correctly) then a new instance of the VM will be started. This new instance will be an exact copy of the VM from when it stopped responding. The solution has been designed so that the files on an IIS and RDS server are fairly static with an RPO of 12 hours and a RTO of 6 Hours.

Single Virtual Machine Failure – SQL Server

In the unlikely event of the SQL Server virtual machine (VM) failing then a new instance of the VM will be started. This new instance will be an exact copy of the VM from when it stopped responding. The solution has been designed with an RPO of 12 hours and a RTO of 6 Hours.

Complete Primary Datacentre Outage

In the unlikely event that the primary datacentre goes completely dark where all VMs are lost or there is no internet connectivity an investigation period will be undertaken for 2 hours to determine the cause and decide if a datacentre promotion is required to make the secondary datacentre the primary one. Once this decision has been made the solution has been designed with an RPO of 12 hours and a RTO of 12 Hours 'Optional' Customer Copies of Backups.

7 Business Continuity

The Access Group's full and most up to date business continuity plan can be requested by emailing buyer.enablement@theaccessgroup.com

8 ISO27001 Accreditation

The Access Group holds ISO27001:2022 accreditation across the entire organisation. This independently verified certification demonstrates our commitment to protecting your data. Maintaining this accreditation requires us to demonstrate effective security controls, regular staff training, and documented processes that are tested through independent annual audits.

9 Development Life Cycle

As one of our core products Access Adam has a detailed roadmap of improvements driven both by customers and by our own roadmap. Ongoing development against each application is supported by a development plan that has high levels of details for the next 3 months including user stories. Beyond that top line plans are in place by quarter for a further 12 month with a list of additional options waiting to be added.

New functionality is added on a regular basis (usually every quarter) with all companies benefitting at the same time.

10 Technical Requirements

Access Adam runs on any computer or iOS / Android mobile device with a browser and Internet connectivity.

Web Browsers

- Microsoft Edge
- Microsoft Internet Explorer 11
- Chrome
- Safari
- Opera

Owing to the way most browsers now auto-update, our testing can only practicably focus on the most recent version of the browser publicly available at the time of testing a development item. As part of our regression and release procedures, wider application testing is performed to ensure continued compliance.

11 Service Constraints

Maintenance windows as detailed above are minimal with the service so that we use all reasonable efforts to ensure that the SaaS Services are available for 99.70% of each calendar month.

As a true SaaS solution customisation is not available although the product can be configured to meet all standard set up requirements.