



Directory Modules Including Implementation & SaaS

Service Definition

September 2026

Commercial in confidence

Contents

Introduction.....	1
Service Description	1
Managed Services and Security	2
Data Protection Standards and Procedures.....	2
Hosting Infrastructure	2
Data Back-Up and Restoration	2
Business Continuity Statement / Plan.....	2
Privacy by Design	2
Accessing the Service.....	4
Ordering and Invoicing.....	4
Pricing Overview.....	4
On-Boarding.....	4
Service Management.....	4
Service Levels.....	5
Service Credits.....	5
Outage and Maintenance Management	5
Off-Boarding	5
Customer Responsibilities.....	6
Technical Requirements.....	7
Client-Side Requirements.....	7
Account Management and Ongoing Development	8
After Sales Account Management	8
Development Lifecycle of the Solution	8
About Idox	9
Social Care Solutions.....	10
Giving Back to Communities through Social Value.....	Error! Bookmark not defined.
Case Studies	12
Contact us	13

Introduction

Service Description

The additional modules available for our Directory solutions (Single and Multi-Channel Hubs) are as follows. Modules can be procured individually. Please see our Pricing document for further information.

Directory Module	Features	Benefits
Personal Assistant (PA) Network Digital solution for registration and advertising community based Personal Assistants Jobs. Service Users can list requirements, including specific attributes such as gender, working hours, languages. PAs can advertise their services. We make it easy for Service Users and PAs to find/offer support through a secure communication mechanism which can help protect vulnerable service users.	- Secure online registration for Personal Assistants. - Personal Assistants keep their listing updated via secure login. - Broadcast email function to communicate with Personal Assistants. - Includes reporting engine for real time reports usage stats. - Use on any device – laptops, tablets and smartphones. - Fully hosted and supported. Can adopt local website design and branding.	- Secure online registration for Personal Assistants. - Self-service option for Personal Assistants to keep their listing updated. - Broadcast email function to communicate with Personal Assistants. - Includes reporting engine for real time reports / usage stats. - Use on any device – laptops, tablets and smartphones. - Fully hosted, nothing to install, get working quickly.
Disabled Children's Register The Disabled Children's Register (DCR) records details of children and young people living in the local area who have a physical or learning disability.	- Register can be built bespoke to each Local Authority. - Easy self-serve process. - Secure Datastore and management reports. - Embedded within the Local Authority's web ecosystem – FIS or SEND Local Offer Website. - Ability to communicate/ email registered families directly.	- Can be used by the local authority to administer or manage local benefit cards / initiatives. - Embedded as part of an already established Family Information Services or Local Offer Hub. - Easy communications for registered children / young people. - Local authorities can use the information to plan and develop services for their local populations.

Managed Services and Security

Data Protection Standards and Procedures

We are committed to high standards of information security, data protection, privacy and transparency and our systems and processes are compliant with applicable GDPR regulations. As a data processor, we place a high priority on protecting and managing data in accordance with accepted standards including our certified ISO 27001 Information Security Management System (ISMS), Cyber Essentials and Cyber Essentials plus certifications.



Hosting Infrastructure

Our Directory Platform is hosted utilising a private cloud infrastructure.

The primary hosting location for the data is in London. All servers and equipment in the racks are owned and administered by Idox. No data is held outside of the UK

Data Back-Up and Restoration

We recognise that the backup and maintenance of data is critical to the viability and continued operation of customer organisations. It is therefore essential that certain basic standards are followed to ensure that data integrity is maintained. Our Database Backup policy covers all data contained on servers in their data centres. The purpose of this policy is to:

- Safeguard information assets and prevent the loss of data in the case of an accidental deletion or corruption of data, system failure, or disaster.
- Permit timely restoration of information and business processes, should such events occur and manage and secure backup and restoration processes and the media employed in the process.

The IT Backup systems have been designed to ensure that routine backup operations require no manual intervention. The Idox Server Team monitor backup operations and the status for backup jobs is checked during the working week. This policy allows us to back up and restore in line with our 24/72 hour RPO/RTO target.

Business Continuity Statement / Plan

Our Business Continuity Plan (BCP) provides a course of action for the assessment of a significant disruption to the business and for the continuation of the business following such an event. In accordance our ISO22301:2019 certification, our BCP meets the requirements to plan, establish, implement, operate, monitor, review, maintain and continually improve our documented management system to protect against and reduce the likelihood of incident occurrence and to prepare for and respond to incidents when they arise.

Privacy by Design

The software is web based and accessed via a unique and secure URL.

As part of our secure development and deployment processes, we undertake periodic internal security/vulnerability testing of our web applications and network infrastructure to ensure that exposure to known vulnerabilities is minimised. Testing is carried out systematically using industry standard software. The system is also subject to annual external penetration testing.

Accessing the Service

Ordering and Invoicing

The order will be completed by return of the signed G-Cloud contract and invoicing will be issued as per the schedule set out in the contract.

Pricing Overview

Please see our pricing document

On-Boarding

The following services are included as required during implementation:

- Web development
- Design
- Project Management

Please see the Pricing document for further information on implementation services/costs.

As well as the software itself, we can provide a range of additional, complimentary Professional Services to help with the onboarding of users, these are listed separately on G-Cloud 15. Services are delivered remotely as standard.

Data Migration

We will upload legacy data to the new environment following extraction performed by the customer.

Training

Our standard training is delivered remotely via live and interactive Microsoft Teams sessions and guided by one of our experienced Training and Consultancy Delivery Managers.

The training is designed to ensure all administrative users (Local Authority, Social Care Staff and NHS partners) are both comfortable and confident using the platform and therefore we provide guidance for both the front end and back end of the system, as required regardless of if the training is delivered remotely or face to face.

The course covers the following key areas:

- The citizen's journey through the website
- Dashboard and component overview
- Updating and authorising records
- Creating a record
- Site resources (advice pages)
- Mail Manager
- User Manager
- Additional topics: File storage, Web Stats, Media Manager

Service Management

Under the terms of the annual subscription agreement, technical support is provided by our Service Desk. The Service Desk is operational from 09:00 – 17:00 Monday to Friday, excluding England and Wales Public & Bank Holidays.

Support Requests can be logged 24/7 via our customer portal or email and by phone during the service hours. More information can be provided on request regarding our response and fix times.

The annual subscription agreement also provides ongoing maintenance of the solution, this includes all system patches, updates and upgrades as part of the managed service provision. The expected regularity of this work will be in line with customer and business needs and not undertaken without prior agreement from the customer. Updates include legislative changes.

Service Levels

As standard, we typically guarantee 99.5% availability during working hours per 30-day period. Our system is designed for high availability. We provide a highly redundant, load balanced environment with scalable bandwidth on demand. Outages are reported via the Idox Service Desk.

Our SLA for support (providing response and fix times) is available during the G-Cloud clarifications process or on request.

Service Credits

We do not agree to service credit agreements as part of our standard package however specific requirements can be discussed.

Outage and Maintenance Management

Upgrades and maintenance are scheduled on weekdays (Monday – Friday) outside of core business hours (09:00 – 17:00) to minimise service disruption.

Notice of these activities is given at least two weeks in advance (unless reduced notice is unavoidable) by email to designated Local Authority contacts.

In the unlikely event of an unexpected system outage, our response and fix times are detailed in our SLA and available during the G-Cloud clarifications process or on request.

Off-Boarding

Contract termination will be as detailed in the G-Cloud contract. At the end of the contract the system will be de-commissioned. Customers have access to their data at any time via management exports. The data is archived and can be exported and supplied to the customer if required. Once requirements are understood, these will be subject to a one-off fee.

Customer Responsibilities

Project responsibilities:

- To provide dedicated point of contact/s during implementation and for arranging project tasks.

Business as usual (BAU) responsibilities:

- To administer the platform as the data controller.
- To setup and maintain a process for supporting end users.
- To provide point of contact/s to receive product information (e.g. upcoming updates, forums, consultations).
- To attend a regular customer and supplier health check call (at a frequency to be agreed, e.g. monthly).

Technical Requirements

Client-Side Requirements

The software is web based and accessed via a unique and secure URL, with all data encrypted in transit to industry standards. The solution is compatible with all mainstream HTML5 compliant browsers such as Edge, Chrome, Mozilla Firefox and Safari. The version of browser used should be within the last two stable releases, however we recommend utilising the most recent version to provide the best possible user experience.

The directory website is responsive in design and is built to comply with accessibility guidelines WCAG 2.2 AA as a minimum.

Account Management and Ongoing Development

After Sales Account Management

We provide numerous customer engagement channels that may include (subject to change):

- Annual Customer Collaboration Conference
- Customer Collaboration Forum
- Working Groups
- Site visits

Performance Monitoring

A monthly service management report is provided which covers hosted infrastructure availability, request management (service desk activity against the service level agreement) and disk space usage.

Development Lifecycle of the Solution

The product development roadmap, which includes multiple releases per year (typically 3-4), is informed by customer consultation and user forums. Upgrades are released to customer test systems for knowledge transfer and familiarisation for a period of 2 weeks prior to upgrading a live system.

Upgrades to a live system, where they must occur on a working day (Monday – Friday), are completed before 09:00 or after 17:00. A maintenance window is also available on a Saturday morning 10:00 – 12:00. Advanced notice is provided where this window must be utilised.

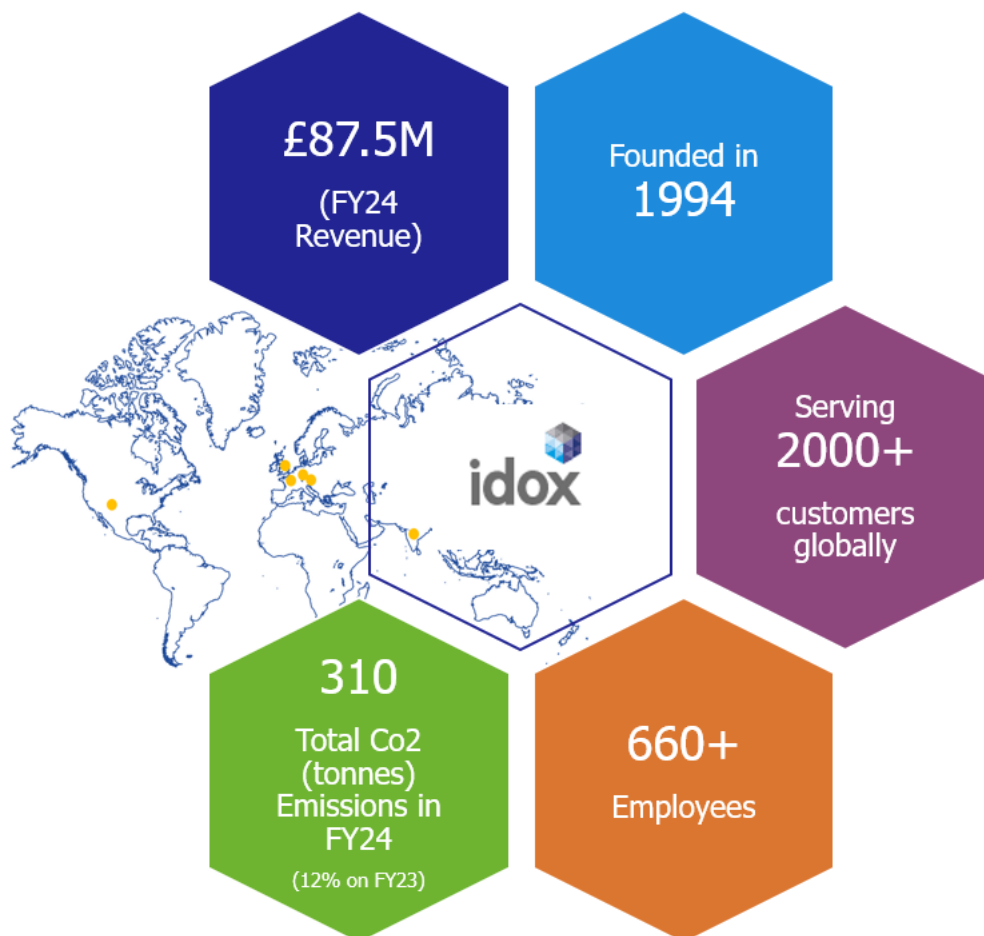
About Idox

As a UK based organisation with a long and enduring history supporting government in the UK and around the world, we design the smart digital solutions that help public sector organisations work better, stay compliant, and engage more effectively with citizens.

Our platforms are secure, scalable, and built to meet UK government standards. They support accessibility and strong data protection, following GDPR and ISO-certified processes. This means organisations can modernise services, optimise costs, and deliver better outcomes for their communities.

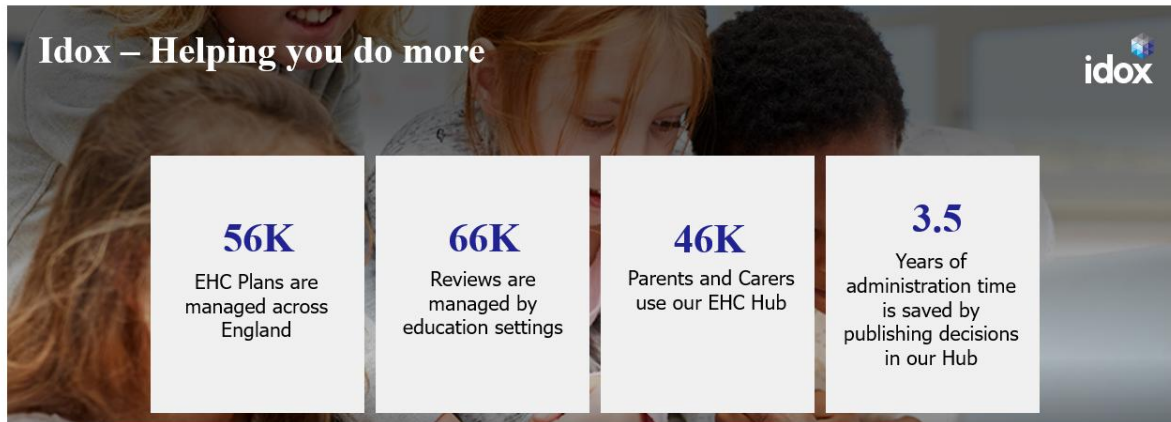
We make it easy for public sector teams to access our full range of services (cloud software, and support) through the Digital Marketplace. This streamlined approach saves time and removes the complexity of traditional procurement.

With a strong presence across the UK and over 650 colleagues, we are a trusted partner for digital transformation, bringing proven expertise, reliable technology, and a commitment to helping organisations achieve their goals. Whether it's improving efficiency, meeting regulatory requirements, or creating better experiences for citizens, we are here to empower you to *do more*.



Social Care Solutions

Delivered as software as a service (SaaS), our hubs and portals enable self-service and provide efficient and easy access to family, children's and special educational needs and disabilities (SEND) services.



Improve access to services and **achieve better outcomes** with Idox information, advice and guidance for social care and SEND

Social Value

We are dedicated to running a business that both helps our customers do more and is good for everyone, our customers, our employees, and the world around us.

Here's how we make a positive impact:

- **Helping communities and the environment:** Our software makes government services better, from planning to health care, making life easier for people and looking after the environment.
- **Investing locally:** We give back to local communities through donations and we support local charities with our MyFunding Central platform which provides smaller local charities and voluntary organisations with free access to thousands of grants and social investment opportunities from local, national, and international funding sources.
- **Supporting local charities:** We help our customers give back to their communities by supporting local charities. Our employees also get involved through volunteering to support local communities and charity projects.
- **Protecting the environment:** We're already a naturally low emission business but we've committed to further reducing our carbon footprint, aiming to be carbon neutral by 2040. We cut down on energy use, limit travel, promote eco-friendly practices and have adopted the three scopes of the Greenhouse Gas Protocol (GHG) across our business.
- **Doing the right thing:** We believe in fairness and respect for everyone. Our workplaces are inclusive and safe, with fair pay and opportunities for growth and we prioritise diversity, employee well-being, and security in everything we do. Our employees benefit from our extensive range of employee benefits and family friendly working policies as well as leadership training and employee advocacy groups such as Idox Elevate, Pride@Idox, Neurodiversity@Idox, and Workplace Wellbeing.
- **Meeting standards:** We hold ourselves to high standards, with certifications like ISO27001 and ISO14001. We're committed to ethical business practices, including no tolerance for slavery in our supply chain, and prompt payment to suppliers either in line with Public Procurement Contract Regulations 2015 and its amendments or within 45 days.



Certificate No 123912021



Certificate No 91362020



Certificate No 263672020



Certificate No 180572021



Certificate No 263662017



Case Studies



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With an established community directory, Suffolk continually strives to add new features and functionality to keep it fresh, exploring new ways of engaging with its service users by linking into other platforms and making use of social media to build an even stronger connection with families in the county.

Idox has a really good understanding of how we can work together to move at pace. We don't have to wait for the next release of a product and it's always been easy to do things quickly. We also have a really responsive relationship with the Idox Service Desk. Facilitated by Idox, we're also building a network with other local authorities using the directory to discuss best practice and share experiences, as well as feeding into the future development roadmap of the product to keep it as dynamic as possible for service users.

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