



Cyberfort



The Bunker
PART OF THE CYBERFORT GROUP

G-Cloud 15

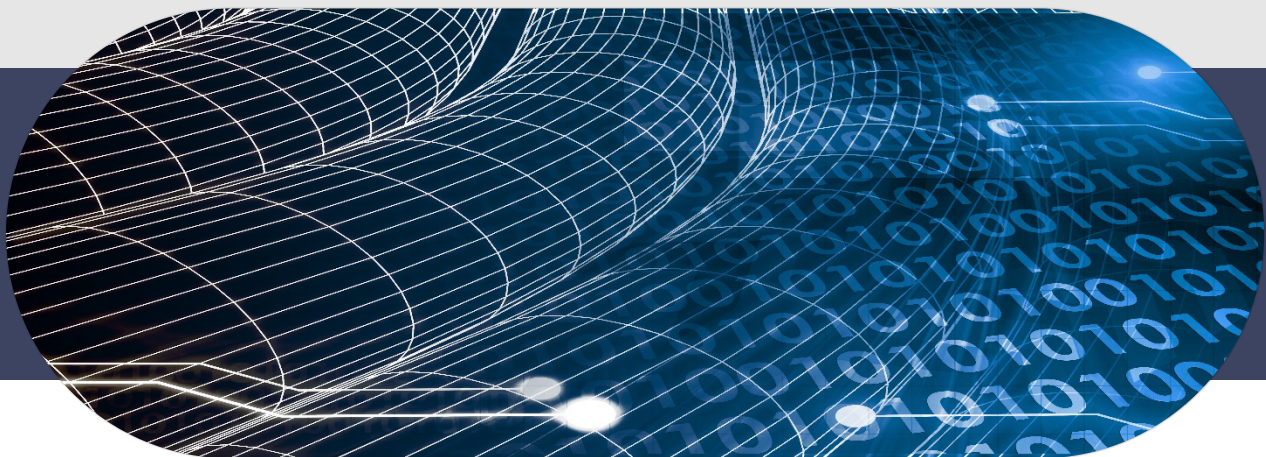
Service Definition

Backup as a Service (BaaS)



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1. Service Overview

Every organisation, large or small needs to back up their data regularly to avoid losses, stay compliant and preserve data integrity. Legacy approaches are becoming less cost effective and increasingly unreliable. Cloud technology changes all that.

Cyberfort Backup as a Service (BaaS) with our Ultra Secure Veeam Cloud Backup is secure and competitively priced. It provides a simple-to-use client interface, unlimited scalability and storage in our UK based Ultra Secure data centres, with 24/7/365 dedicated technical and support teams, with your choice of managed or unmanaged offerings.

1.1 Service Detail

Cyberfort Backup as a Service offers a simple, easy to use and configurable model of Backup as a Service, enabled as either a Managed or Unmanaged service. Cyberfort provides a cloud storage platform sized to your requirements, along with Cloud Connect backup licensing to provide offsite backup. Our expert staff are on hand to provide advice and guidance to make sure your system meets your needs, with Cyberfort accredited as a Veeam Gold Cloud Service Provider.

Using our Unmanaged Service, you retain overall responsibility for the primary system and backup and restore jobs to give you the control and flexibility to set your backups exactly as you need them, by defining your backup schedules and retention policies and performing self-restoration of files. With our Managed Service we provide the extra step of support, configuring and ensuring successful backup jobs, amending retention periods and performing restores on request.

With our ultra-secure Data Centres, we will ensure your data remains safe and protected, whilst enabling you to perform fast recovery, giving access to copies of your data as soon as you need it.

With integrated project and service management, alongside our specialists, from day one you will have access to a combination of the best people, resources and tools, that will all contribute to a best-in-class experience.

1.1.1 Features

1.1.1.1 Immutability

Immutable block-based repositories are included as standard, with a minimum of 7 days protection, scalable to suit your back up business needs.

1.1.1.2 Secure Management and Monitoring

Our portal is secured with multi factor authentication and can be linked to your single sign on provider, offering easy self-configured access to features, allowing you to personalise your oversight of your Veeam estate from a single view. This includes comprehensive monitoring and analytics including personalised reports on your SLAs or RPOs and real time visibility into your backup environment.

1.1.1.3 Central Configuration

As well as the management portal, a master agent can be utilised in your environment as a central management capability, to push out agent installs to other machines on your network. Manage subtenant user accounts and resources to split your Cyberfort CBS repositories in to separate entities with unique backup authentication details.



1.1.1.4 Secure Storage

Your backup data will be located in one of our secure UK-based Data Centres, with encryption of data in transit and at rest. With the construction and security standards of our facilities what you might expect from a purpose-built ex-MOD fortress. Monitored 24/7/365 by CCTV and a series of sophisticated access controls, there is no better place to house your infrastructure and data.

1.1.2 Benefits

1.1.2.1 Flexible and Supportive

- Rely on our in-house, certified engineers to support and maintain your critical infrastructure and services, allowing you to focus on your business.
- Utilise top of the class Veeam technologies with our platform built from the ground up with Veeam Cloud Connect, based on the latest technologies and feature sets to enable you to receive the best possible service.
- Access and recover data from our backup repository directly using your backup console or 24/7/365 support staff and track cloud repository consumption to manage your storage requirements.

1.1.2.2 Cost Effective

- Easily scalable consumption model based on your specific requirements.
- Clear and concise charges to ensure cost certainty.
- Optional extras including Data Seeding Service for initial data transfer.

1.1.2.3 Secure and Compliant

- Backup your data offsite to our ultra-secure cloud repository through a secure SSL connection.
- Geographically separate, ex-military nuclear bunker Data Centres, protected by the best physical security available.
- Certified to ISO27001, ISO9001, ISO14001, PCI DSS and Cyber Essentials Plus.
- UK-Based for data sovereignty.

1.1.2.4 Post Implementation and Migration Support

- A pre-agreed amount of post implementation and migration support will be available.
- Resources include;
 - A Project Manager to manage internal resource.
 - A Tech Champ to lead the build and configuration.
 - Technicians, Senior Network Engineers, Microsoft / Open Source specialists.
 - Service Desk staff.

1.1.3 Open standards

Cyberfort's services are built around an open architecture framework with common standards; each technology employed uses open standards to integrate in a modular fashion.

1.1.4 Software and Contracts

Customers must provide proof of ownership for customer-provided licenses.



1.2 Solving Customer Challenges

Cyberfort Private Cloud enables organisations to improve and accelerate field effectiveness by providing a secure and effective managed platform. Cyberfort Private Cloud is ideal for organisations that seek to:

- **Secure Your Data:** Many industries, such as finance, healthcare, and government, have strict regulations regarding data privacy and security. Using Cyberfort Backup as a Service allows organisations to maintain control over their data with UK Data Sovereignty, while still leveraging the scalability and efficiency benefits of cloud computing.
- **Scale With Growth:** As data volumes grow, scalability becomes a concern. Backup processes should be able to handle increasing data loads without sacrificing performance. Cyberfort BaaS can leverage the scalability of the private cloud infrastructure to provide the storage you need as soon as you need it, whilst ensuring you have a full understanding of the associated costs before you get to that point.
- **Optimise Your Performance:** Some businesses require specific configurations or performance levels that may not be readily available in public cloud environments. Cyberfort Backup as a Service offers greater customisation options, allowing organisations to tailor their configuration to meet unique requirements, such as implementing multiple schedules and retention periods for different data types.

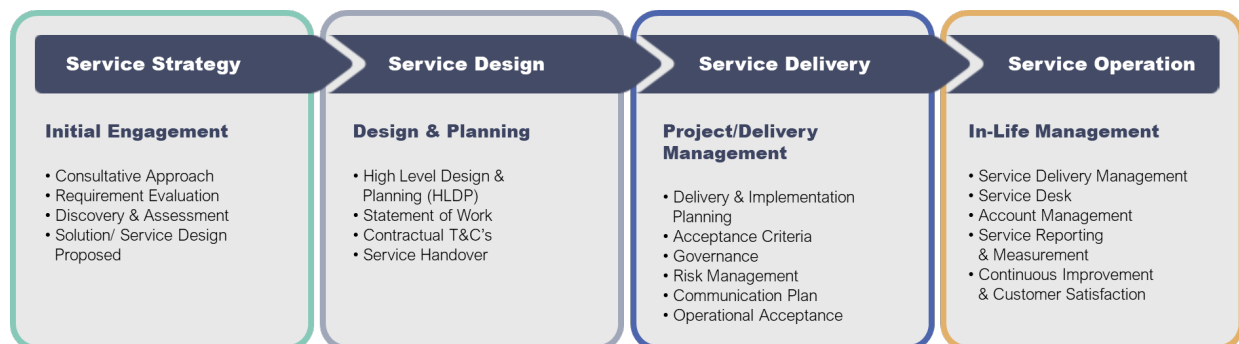
2. Delivery Approach

Our working practices to ensure delivery of services meet our clients' requirements. Cyberfort works with the core principle of providing you with an auditable and assured approach to the design and delivery of services. We take a "one team" approach to working with clients, engaging with stakeholders to focus on business objectives and build working relationships that are conducive to the agile delivery of project outcomes. We'll take ownership for activities within our specialist areas, ensuring that outcomes are delivered within required deadlines. Through applying our accredited standards, predefined check point stages are built into our delivery processes, from initial conception through delivery and into lifecycle management, as follows:

2.1 Client Lifecycle Journey

Our delivery and service approach will be fully aligned to best practices, recommendations and guidance. The below Lifecycle Journey forms the foundation of everything we do in the delivery our service to our clients. We work closely with our clients to integrate our delivery and service methods to align with any existing processes, operating models and associated tooling in place within the department.

Fig.1: Cyberfort Lifecycle Journey



2.1.1 Service Strategy: Initial Engagement

- **Consultative Approach:** We will engage and work collaboratively and in partnership with our clients to ensure delivery of the specific requirements.
- **Requirement Evaluation:** We conduct a stakeholder engagement meeting, or a series of meetings/workshops, to understand specific aspects of business challenges and requirements.
- **Discovery & Assessment (DA):** The DA phase is critical to providing the foundation for successful outcomes, building a comprehensive understanding of the requirements, and applying this knowledge to the target environment/service, delivery plan and future operations.
- **Solution/Service Design Proposal:** Based upon the DA by our specialists, we will translate the specific aspects of the clients security, technology and business needs to develop and deliver a proposal that meets all your requirements.

2.1.2 Service Design: Design and Planning

- **High Level Design and Planning (HLDP):** Upon completion of the initial engagement phase, we'll engage our Subject Matter Experts to develop the HLDP from an informed position.



- **Statement of Work (SOW):** Upon acceptance of the HLDP with the client, we will draft a SOW, that provides a high-level narrative description of the solution/service to be delivered.
- **Contractual T&C's:** In line with the SOW, a Call-Off Contract relevant to the goods and/or services will be prepared and agreed with the client, as per the framework.
- **Service Handover:** Following contract signature, we will complete a formal handover from the Sales team to the Project /Delivery team.

2.1.3 Service Delivery: Project/Delivery Management

- **Delivery and Implementation Planning:** The assigned Project/Delivery Manager will lead a Project-Kick Off meeting with the client. A Delivery and Implementation plan is created to define project specific deliverables, dependencies, resource requirements and timeframes.
- **Acceptance Criteria:** Agreement and acceptance with the client for all project deliverables.
- **Governance:** We recommend following a governance framework to ensure regular updates (on a daily, weekly, monthly and quarterly basis), which we'll agree with the client to ensure we are providing enough information at the correct frequency.
- **Risk Management:** We will ensure that a full and thorough risk assessment is conducted across all aspects of the project. This will highlight any potential problems from the outset, which are recorded and tracked within the Project RAID Log.
- **Communication Plan:** The Project/Delivery Manager will agree with the client the frequency, format and parties to be communicated to throughout the project lifecycle.
- **Operational Acceptance (OA):** The OA records the process that the Project, Technical Delivery, Facilities and Service Support Teams (as required) will follow to ensure the services are introduced consistently and efficiently and that associated documentation, configurations and processes/service boundaries are defined. The OA Process is the final sign-off stage recording completion of a project and delivery into Service.

2.1.4 Service Operation: In-Life Management

- **Service Delivery Management (SDM):** The SDM will work closely with the client building strong relationships and maintain regular communication ensuring a high level of service.
- **Service Desk:** Cyberfort's 24x7x365 Service Desk will manage all communications in relation to incident or request management.
- **Account Management:** Your Account Manager acts as your internal Cyberfort ambassador, leading the delivery and management of all commercial matters. They facilitate regular engagement and are accountable for all services provided.
- **Service Reporting & Measurement:** The SDM will perform regular service reviews and provide a service management report based on availability metrics whilst also including service operation metrics and KPIs for support tickets and tasks, and any other information agreed.
- **Continuous Improvement & Client Satisfaction:** Enhancing Client satisfaction is a key part of our success and how Continual Improvement is achieved. There are several mechanisms in place such as Net Promoter Score (NPS), Service Delivery Management and Key performance Indicators that we'll use to ensure the services we offer our clients are the best possible.



3. Service Management Approach

We have a proactive, consultative approach that allows us to gain a better understanding of our clients' needs, requirements, objectives and measures of success in order to help you meet your strategic objectives. Ongoing support and management of services under this framework will be based on this approach. From the Service Desk to your dedicated Account Manager, all are in place to manage the relationship across your business and ensure that you receive the right engagement to help drive and deliver a great service.

3.1 Service Delivery Management

Cyberfort's service management model is designed to meet ISO:9001 and ISO:27001 guidelines and has been established in alignment with ITILv3 service management processes. Clients will have a combination of the best people, using the best tools, delivering a 'best-in-class service management' experience. We recognise that to support your business operational requirements we need to have in place the right team structure, governance and engagement processes.

The ultimate responsibility for the achievement and validation of services delivered will be the Service Delivery Management function, which will be led by a dedicated Account Manager and supported by the Service Delivery Manager (SDM). The SDM will be responsible for the delivery of services, ensuring end-to-end service accountability, responsibility and effectiveness. The service structure is ultimately scalable and will be monitored through the Service Governance processes to ensure Cyberfort deliver all in-scope supported services against agreements, expectations, and commitments with the client.

3.2 Service Satisfaction and Improvement

Key to ensuring Client Satisfaction, is the Continuous Improvement of our services. Measurement and validation of service outcomes is therefore a critically important part of the delivery of services. Cyberfort will provide a comprehensive Service Report, tailored to the specifics of each service/project. This report is provided by the SDM to identified client stakeholders who are then invited to a Service Review meeting where the details are discussed, and any follow-on actions are agreed and documented.

3.3 Service Desk Information and Processes

3.3.1 Service Desk Information

Cyberfort's Service Desk operates 24 hours a day 365 days a year and is the primary point of contact for all service requests, incidents, events, or support escalations.

Cyberfort Service Desk can be contacted via:

- Telephone: 01304 814890
- Email: service@cyberfortgroup.com

The Service Desk will undertake initial triaging of any service requests, incidents, or events directly with the client.

The Service Desk will manage all communications in relation to service requests, incidents, or events for IT infrastructure or managed services hosted within Cyberfort.

For security purposes, client validation will be required by contacts recorded in the Authorised Contacts Form prior to any work being undertaken.



Each inbound query made by the client will be captured by Cyberfort's ticketing system and assigned a unique reference number with an appropriate severity level. This severity level will be calculated using an impact, urgency, and priority matrix.

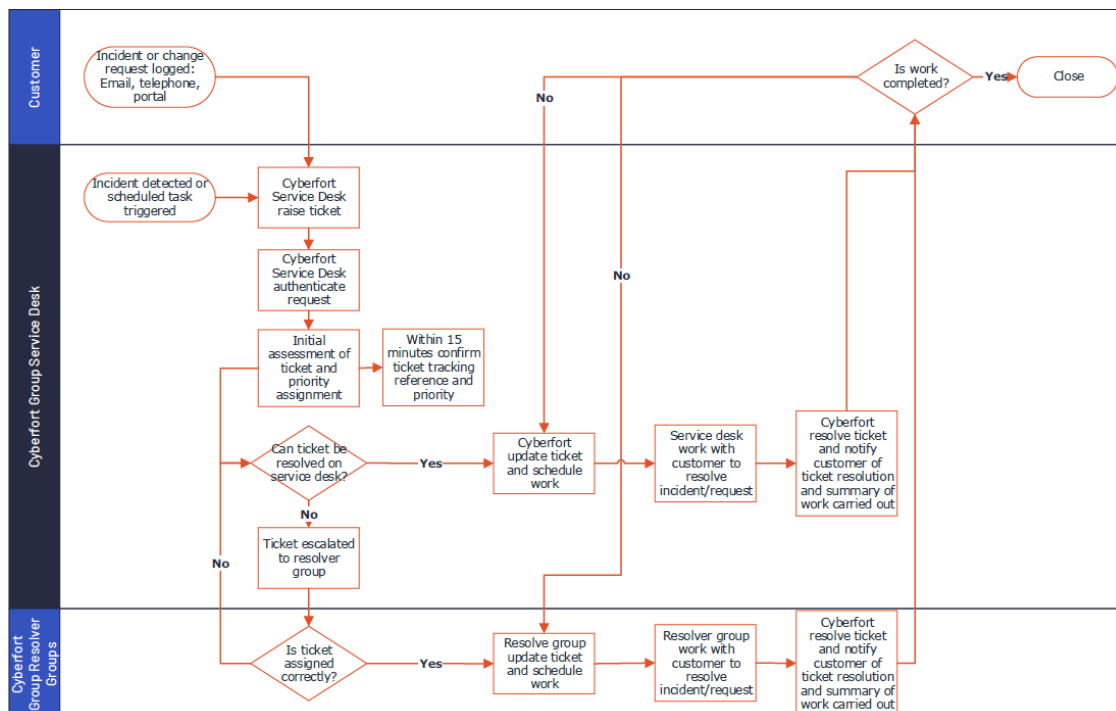
A ticket number will be issued with an initial response within the first fifteen minutes of logging a query. Resolution time goals will be calculated in accordance with a priority matrix. If a client would like to discuss assigned resolution times, they should contact the Service Desk.

Throughout the ticket lifecycle the Service Desk or technical owners will:

- Function as the first point of contact for tickets relating to the provisioned service.
- Ensure tickets are correctly logged, categorised, and prioritised.
- Conduct investigation and diagnosis where appropriate.
- Ensure that all tickets are assigned to the correct analyst or support partners for investigation.
- Manage tickets throughout their lifecycle, escalating where appropriate.
- Keep the client informed of the status of tickets, using ticket updates, telephone communication or emails as appropriate.

3.3.2 Call Handling Process Flow

All tickets logged through the Service Desk will be processed as shown in the figure below.



3.3.3 Client Escalations

If a client is dissatisfied with the progress of a support ticket, they may request an escalation. The Service Desk will escalate the issue to the service support engineering team for further analysis and resolution. If additional expertise is required, the matter will be referred to the technical consultancy team. Where necessary, the issue will also be escalated to the client's account manager and, depending on severity, to senior management to ensure timely resolution and maintain client satisfaction.



4. Commercials & Pricing

4.1 Ordering & Invoicing Process

Please contact us for a quote via email at bidmanagement@cyberfortgroup.com

Orders are processed on receipt of a purchase order.

Prior to commencement of any work ordered via the G-Cloud framework, Cyberfort requires client acceptance of the order and also completion of a Call-Off Contract.

Clients are invoiced on a monthly basis or according to agreed milestones.

4.2 Service pricing model

Cyberfort's services are priced on your committed resource total (compute and storage) per month. Additional units of work are charged on a day rate depending on the services required. Service provisioning charges will be required depending on the service requirements set out at the scoping/advisory stage.

4.3 Hosting options

Cyberfort MCX is hosted on Cyberfort's multi-tenant platform, available in either of our Data Centres. Configuration is designed based on customer requirements and Disaster Recovery solutions can be provided across our geographically diverse, isolated platforms.

Pricing for the install will depend on integration costs, and these differ for each customer. These costs will be provided in each customer's quotation.

4.4 Minimum contract period

Contract terms will be provided at the time of quotation, based on specification. These will not exceed the maximum contract constraints of the G-Cloud framework.

5. Governance Compliance

Cyberfort confirm that we will deliver our services to clients in line with all industry and Government recognised standards, best practice and legal regulations, including but not limited to the following:

5.1 GDPR

We adhere to the legal and statutory requirements outlined in the UK Data Protection Act 2018 and the General Data Protection Regulations (GDPR). Our organisation has a current registered Information Commissioners Office (ICO) certificate for Data Protection.

5.2 Government and industry standards

Throughout the life of any contract, our consultants will ensure that all service standard principles are adhered to so that clients can be assured that all delivered outcomes conform with Government and industry standards and expectations. Our teams are deeply experienced in operating services, to deliver outcomes and outputs that fully comply with:

- The principles defined in the Government's Service Standard and Technology Code of Practice (TCoP).
- The Government Functional Standard (GovS 007: Security), ensuring that the stated principles (for example security objectives are aligned to government policy and organisational objectives) are applied to all projects.
- Open standards supported include TOGAF, NIST-CSF, ISO/IEC27000, SANS and OWASP.
- Government Cyber Security Strategy, including National Cyber Security Centre (NCSC).

5.3 Quality Management

Further, we have a fully implemented Quality Management System (QMS) and are certified to ISO 9001:2015 International Standard, which details our policy, objectives and processes, as well as demonstrating how our QMS framework enhances client satisfaction whilst ensuring consistent delivery of product and services is maintained to meet client, statutory and regulatory requirements.

Our delivery is underpinned by certifications and associated management systems including:

- | | | |
|-------------|-----------------------------|-----------------------------------|
| • ISO:27001 | • Cyber Essentials Plus | • PCI DSS |
| • ISO:14001 | • CREST Certified Body CE | • DSPT |
| • ISO:9001 | • CREST Penetration testing | • NCSC Cyber Security Consultancy |
| • ISO:45001 | • NHS Digital Toolbox | • NCSC CHECK ITHC |

About Cyberfort

Cyberfort's all-encompassing Cyber Security Services

At Cyberfort we provide a range of customers with all-encompassing Cyber Security Services. We are passionate about the cyber security services we deliver for our customers which keeps their people, data, systems and technology infrastructure secure, resilient and compliant.

Our business offers National Cyber Security Centre assured Consultancy services, Identification and Protection against cyber-attacks, proactive Detection and Response to security incidents through our security operations centre and a Secure and Recover set of Cloud solutions which keeps data safely stored, managed and available 24/7/365.

Over the past 20 years we have combined our market leading accreditations, peerless cyber security expertise, strong technology partnerships, investment in our future cyber professionals and secure locations to deliver a cyber security experience for customers which enables them to achieve their business and technology goals in an ever-changing digital world.



Cyberfort

Care about the impacts we make on the Environment,
Social and Governance.

We are passionate about empowering our employees, suppliers, customers, and the cyber security ecosystem to create a better world for our business and the communities we participate in, for example:



As a member of Neurodiversity in Business (NiB) and Disability Confident Employer

Cyberfort are supporting those with physical and neurodiverse disabilities, by disarming barriers for people with disabilities and ensuring equal opportunities for all.



Cyberfort are inspiring and attracting young people to the world of cybersecurity.

We support the development of their passion for technology through Apprenticeships, Graduate Schemes, CyberFirst and school education/awareness.



We are committed to achieving net zero carbon emissions by 2050.

Cyberfort have clear plans and activities that deliver environmental benefits by increasing the energy efficiency of our operations, reduce our waste, and protect our communities.

Our Values

Teamwork | Curiosity

Ownership | Agile | Innovative

Cyberfort

Accreditations

We are proud of the extensive list of industry and government accreditations we hold. We understand the need for independent validation when entrusting the security of valuable or sensitive data to a third party.



Our Vision

To be an integral part of the cyber security ecosystem, providing assured, highly skilled and reliable security services to businesses and government departments. Embodying the UK Cyber Security Strategy, through trusted partnerships we aim to empower businesses and government departments with confidence, making the world a safe and secure place to conduct business.

Our Mission

To provide our customers with an agile and innovative approach to help them overcome their cyber security challenges. Through a collaborative approach with our customers we design, build and operate their cyber security environments resulting in a secure and resilient infrastructure, providing a safe environment for employees, service users and stakeholders to conduct their business in the knowledge that their critical data remains safe in an ever-changing digital world.



Cyberfort

www.cyberfortgroup.com

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