

Microsoft 365 Readiness Assessment G-Cloud 15 Service Pricing

Version 1.0

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1 Pricing

The Microsoft 365 Readiness Assessment Service is available via two commercial models - resource-based and fixed price.

- Resource-based pricing i.e. x resources for x days. The pricing is defined in the SFIA Rate Card for this service, which lists the range of day rates applicable by skill and responsibility level. The rates quoted represent the maximum charge for each level, ensuring transparency in line with G-Cloud 15 requirements.
- Fixed price 'work packages' are agreed after assessing client requirements, with a defined scope and resource package to deliver specific outcomes by a set date. The fixed price approach requires active client engagement and collaboration, supporting the G-Cloud 15 emphasis on partnership and value delivery.

Clients often combine both models, starting with resource-based pricing and moving to fixed price as clarity increases. This flexibility supports cost control and value realisation. Clients retain control throughout the engagement and can reprioritise or refocus effort at any time without penalty.

Please note:

- Discounts may apply for volume or combined work, subject to negotiation and agreement. All payment terms and milestones are defined in the mutually agreed Statement of Work (SoW).
- Pricing reflects requirements for social value and sustainability reporting, including support for GreenOps and carbon reduction initiatives.
- All pricing and commercial arrangements are registered and managed via the Central Digital Platform, in line with G-Cloud 15 guidance.

2 Ordering Process

The service is provided on a project or ad-hoc basis. We work with customers during a pre-sales stage to understand requirements, focusing on outcomes and business benefit realisation. Services are confirmed in detail by a mutually agreed SoW, which the customer must accept and sign. An invoice schedule is defined, and a Purchase Order is raised for the service. Once received, we promptly mobilise for the engagement and agree a project start-up meeting with the sponsor and relevant stakeholders.

Please note:

- Ordering and supplier registration are managed through the Central Digital Platform.
- The process ensures compliance with the Procurement Act 2023 and G-Cloud 15 transparency requirements.

3 Change Management

The scope of any Microsoft 365 Readiness Assessment engagement is defined by the Service Definition and the client-specific SoW. Any client requests for changes to the SoW must be made in writing, with specific details. Leading Resolutions will conduct an impact assessment and advise on cost and schedule implications. All changes are agreed in writing before work commences.

Please note:

- The change management processes include consideration of ESG, social value, and sustainability impacts, as required by G-Cloud 15.

4 Customer Responsibilities

To ensure maximum value and return on investment, our engagement approach is based on:

- Timely access to and engagement of senior stakeholders and decision makers.
- Access to lead architects and technical design authorities for input on existing solutions and services.
- Access to accurate, up-to-date resources and artefacts covering the current business and IT context, strategies, plans, service portfolio, suppliers, service level arrangements, architectures, high-level and low-level designs and operating models.
- A dedicated working space for the engagement team to collaborate with client staff.
- The sponsor acting as a strong advocate for the work, ensuring effective participation and buy-in across the organisation.

Please note:

- Clients are encouraged to support sustainability and social value objectives, including providing relevant data for ESG reporting.
- Collaboration on AI/ML and automation initiatives is supported, where relevant.