

Intelligent Decisioning Ltd

G Cloud 15 Service Definition Document

Knowledge Base

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Microsoft
Partner

 **Office 365**



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Revision History

Version	Revision Date	Author	Comments
1.0	16 th December 2025	Tony Pounder	Initial Version

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Knowledge Base

Introduction

This is the Service Definition Document for Intelligent Decisioning Ltd Knowledge Base under the G-Cloud Framework.

Overview of Knowledge Base

The Intelligent Decisioning Knowledge Base is designed to provide organisations with a centralised, structured repository of information that enhances collaboration and productivity across Microsoft 365 environments. Built on SharePoint Online and integrated seamlessly with Microsoft Teams, it offers a secure, scalable platform for storing, organising, and retrieving critical business knowledge. This solution empowers users to access accurate, up-to-date content quickly, reducing time spent searching for information and improving decision-making processes. By leveraging Microsoft's modern framework, the Knowledge Base ensures compliance with best practices and delivers a user-friendly interface that supports both desktop and mobile experiences.

Beyond simple content storage, the Knowledge Base incorporates advanced features such as metadata-driven navigation, powerful search capabilities, and role-based permissions to maintain security and relevance. It is highly customisable, allowing organisations to tailor layouts, branding, and workflows to meet specific operational needs. Intelligent Decisioning's expertise as a Microsoft Gold Partner guarantees that the solution adheres to industry standards while remaining cost-effective and easy to manage. Whether used to streamline onboarding, support remote teams, or centralise policy documentation, the Knowledge Base serves as a strategic tool for driving efficiency and fostering a culture of knowledge sharing within the enterprise.

Detailed Descriptions

Service Features and Benefits

The Intelligent Decisioning Knowledge Base is a secure, scalable solution built on Microsoft 365 and SharePoint Online. It provides a centralised platform for storing, organising, and sharing organisational knowledge, ensuring teams have quick access to accurate and up-to-date information. Designed to support hybrid and remote working, the solution integrates seamlessly with Microsoft Teams and other Microsoft 365 applications, delivering a consistent user experience across devices.

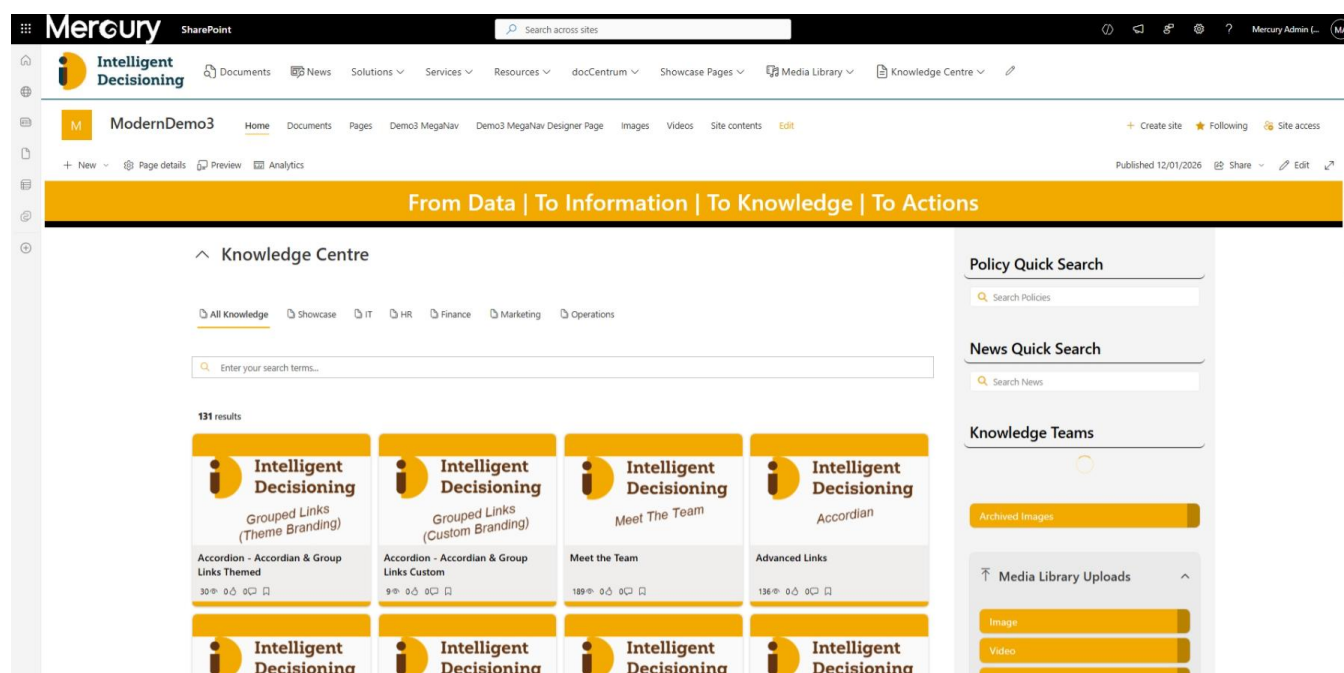
Service Features

- Metadata-driven navigation for intuitive content organisation and quick retrieval.
- Advanced search functionality powered by Microsoft Search for precise results.
- Role-based permissions to maintain security and compliance with organisational policies.
- Version control and audit trails for robust document governance.
- Mobile and desktop compatibility for flexible access anywhere.
- Customisable layouts and branding to align with corporate identity.
- Integration with Microsoft 365 apps such as Teams and OneDrive for enhanced collaboration.
- Structured content categorisation to streamline knowledge management.
- Workflow automation for approvals and content lifecycle management.
- Secure hosting on Microsoft Cloud ensuring resilience and scalability.

Service Benefits

- Improved decision-making through rapid access to accurate information.
- Enhanced collaboration by centralising knowledge and reducing duplication.
- Reduced onboarding time with easy access to policies and procedures.
- Supports remote and hybrid work by enabling secure access from any location.
- Compliance assurance through Microsoft best practices and governance features.
- Cost efficiency by leveraging existing Microsoft 365 investments.
- Customisation flexibility to meet unique organisational needs.
- Knowledge retention that mitigates risk of information loss during staff turnover.
- Streamlined processes with automated workflows and version control.
- Scalable architecture to grow with organisational requirements.

Screenshots from Knowledge Base

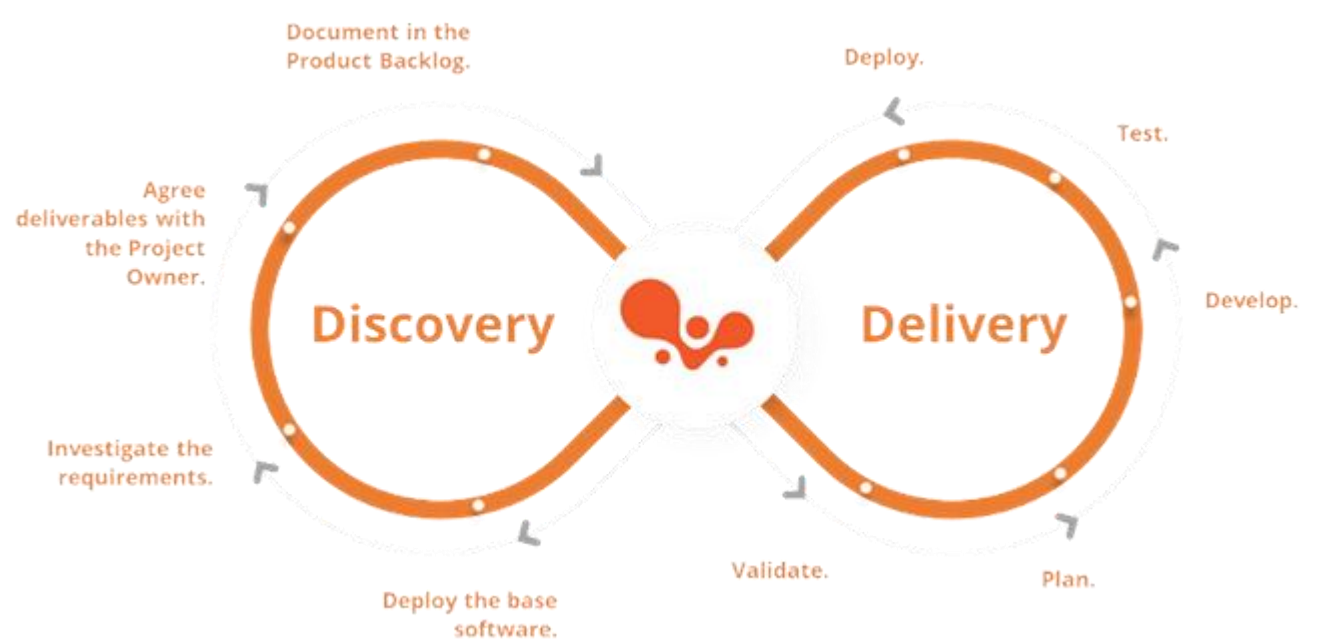


The following activities are in scope:

Feature Category	Included
Core Navigation	✓ Drag-and-drop interface
Branding Options	✓ Colours, fonts, images
Audience Targeting	✓ Role-based visibility
Analytics	✓ Mercury Analytics integration
Training	✓ Online admin training and documentation

Project Approach

Our approach to delivering a project always follows an iterative 2 stage approach of Discover then Deploy



Discovery Phase

The Discovery Phase is probably the most important phase of the project.

Discovery is an eight stage User Centric process leading the Project Team through a non-technical requirement gathering process. It covers.



Get it right now and the other pieces will fall into place. It allows us to understand the problem that needs to be solved and how best to go about this. Our approach has been refined into a slick multi step process designed to deploy solutions that are both fit for purpose and engaging.

We know there is a fine line between guiding non-technical staff through the huge amount of functionality in Mercury without overwhelming them. Our process is designed to give these users confidence as we guide them through the process in the direction they want and at a speed they are comfortable with.

The sessions are always delivered in context of your intranet using the live demonstrations from our hosted sites or your sites to put complex scenarios across in a simple to understand way.

We tailor your Discovery process to take you through the process of defining and deploying your Intranet. We map out a series of workshops that will take you by the hand and lead you through a series of decision points that will define how the Intranet looks and functions. This allows a business led approach to the Intranet not one where IT dictates the direction.

Delivery Phase

The Delivery phase of delivering an intranet is an iterative approach based on the following:

Validate requirements from the Product Backlog in DevOps so they can be used on the Board.

Plan the output from the Discover Phase into a package of deliverables as Kanban tasks.

Configure through an iterative process managed through Microsoft DevOps.

Test & show the quality of the intranet and ensure it meets requirements through scenario testing and guided show & tells.

Deploy the configured intranet and make functionality available to the user before moving on to the next iteration of the process.



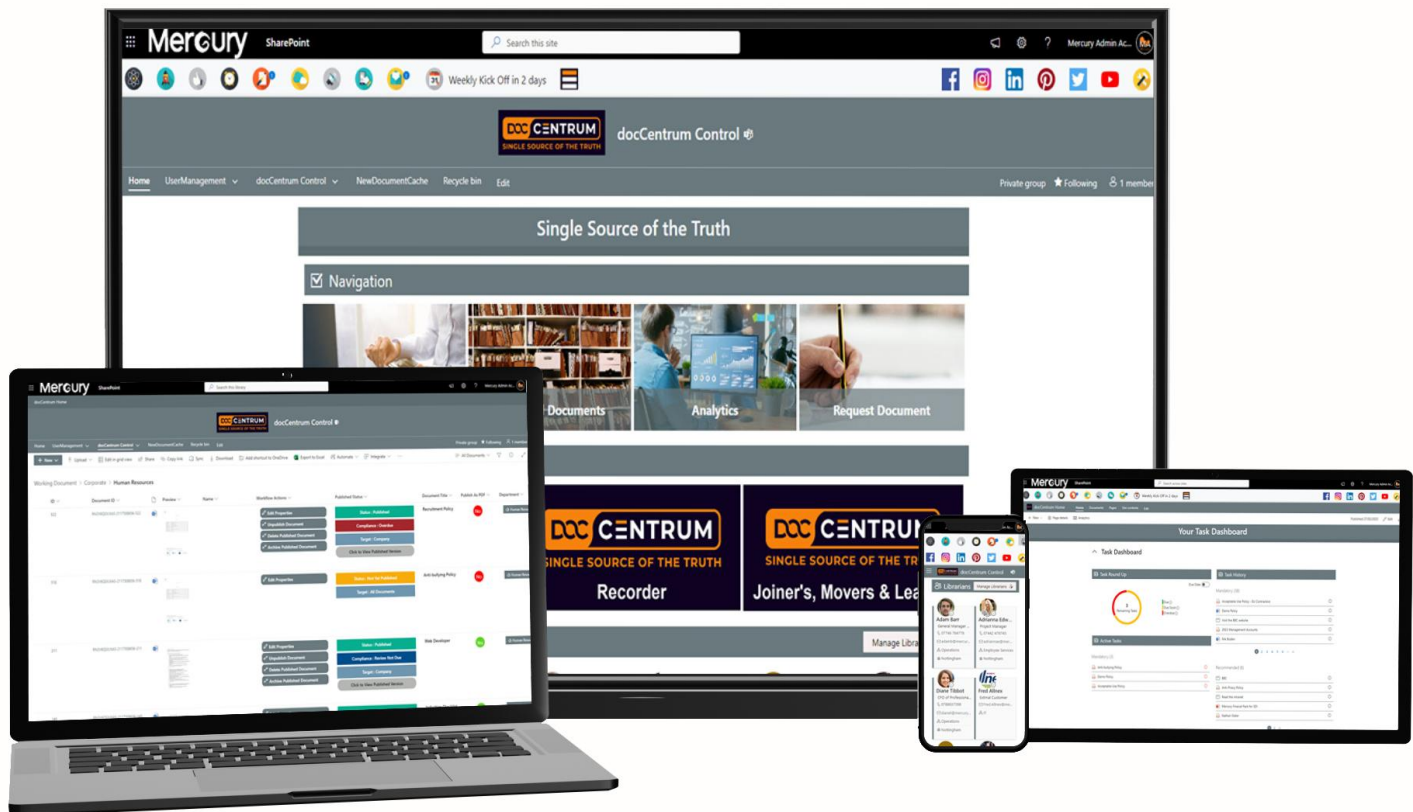
Pricing and Licensing

See G Cloud 15 Rate Card and Product Pricing document for pricing details.

Support and Warranty

- Warranty: Six-month warranty for in-scope functionality post go-live.
- Support: 12-month standard support for bug fixes and Microsoft updates.
- Consultancy: Retained consultancy available for enhancements.

Knowledge Base is a separate solution fully integrated into your Microsoft 365, Azure and Mercury Intranet and docCentrum investments, providing full-featured document management/control and auditable compliance, which is designed to reduce risk in the organisation.



About Intelligent Decisioning

Intelligent Decisioning Ltd (**id**) are a Microsoft Gold Partner with a specialism for SharePoint Online, Microsoft Teams and the wider Microsoft 365 (formerly known as Office 365) consultancy as well as the development of unique, cost-effective solutions.

id help businesses grow, adapt, and evolve with our specialist knowledge of SharePoint, Office 365 and the Microsoft Cloud.

From our offices in Nottingham and West Yorkshire we can provide the skills, resources, and expertise to allow your business to introduce SharePoint correctly. We can help strengthen your SharePoint development team, build innovative SharePoint applications and drive more business value from the SharePoint investments you have made.

Trusted Partner Network

We have a network of trusted partners covering everything from Office 365 development and training and believe that it is important to maintain a strong partner ecosystem. We are aware of the benefits in long-term customer relationships and strive to become a technology partner for our customers. This allows us to continue to support you and demonstrate functionality until you are at a point where you can do it alone.

Microsoft Partners

We are a Microsoft Gold Certified Partner. This means that we are trusted by Microsoft to deliver first class SharePoint and Microsoft 365 solutions. Our Microsoft certifications also recognise the fact that we adhere to Microsoft Best Practices and follow the guidelines and procedures set by Microsoft when implementing Microsoft 365 solutions.

Our connection to Microsoft through our Partner status and other channels enables us to work at the forefront of Microsoft Technologies and access top of line support. We are constantly aware of new developments on the Microsoft platform and always have the product roadmap in sight, so you can rest assured that the compatibility of your solution on future versions is as ensured as it can be.

Use of Subcontractors and Partners

The above services are delivered by Intelligent Decisioning Ltd. Depending on the Buyer requirement, we may operate with partner organisations.

Social Value

Our CEO and Board of Directors set our corporate CSR policies and procedures, which are then governed by compliance and improvement teams. These teams cover Intelligent Decisionings entire CSR agenda and cascade its operational policies and procedures into each Business unit, where the Managing Director oversees their use.

Theme	Evidence
Fighting climate change	As a company, we have made an ambitious commitment to achieve Net Zero Carbon emissions by 2040 (or sooner) by supporting our Buyer’s net zero ambitions, creating software with inbuilt sustainability, and reducing our own impact. Our Carbon Reduction Plan demonstrates our ambition to become industry leaders in reducing our environmental impact in support of the UK’s Net Zero Target. Underlining this ambition, we are focusing not only on our direct emissions sources but also actively engaging with our wider supply chain to understand, measure and develop meaningful emissions reductions targets in line with our Net Zero Target.
Tackling economic inequality	We are committed to building an inclusive and diverse culture that tackles inequality in employment, skills and pay. We promote equal opportunity through all our activities and ensure rights for all employees are always protected. We have increased our focus and

	commitment to ensure we proactively implement equal and non-discriminatory treatment to all our workers. We have implemented a Diversity & Inclusion Strategy and have a Diversity and Inclusion Lead to drive the implementation of this strategy. This aims to tackle inequality in recruitment practices, team development, skills and pay.
Equal opportunity	We are committed to providing equal opportunities and building an inclusive and diverse culture.
Wellbeing	We actively promote a mentally healthy workplace and workforce integrating mental health and general wellbeing in all that we do from recruitment, appraisals to strategic management. Through our Health and Wellbeing Policy Champion we encourage a flexible and realistic work/life balance. These provide a foundation to support both the mental and physical health of our staff via: • Employee Assistance Programme/online Wellbeing Hub, offering 24/7 access to websites, e-mail, phone, and face-to-face counselling on personal issues. • Axa Health Workplace App for external mental health consultancy. • Mental Health Champions who support staff wellbeing in the workplace.

How to obtain further Information

For further information please see our website at www.id-live.com or contact us on 0845 643 9726.

