

Lot 3 Cloud Support

Pricing Document

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Version:	Issued 1
Last revised:	10/01/2026
Version History:	1



Cert No. 26140
ISO 27001:2022



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1. PRICING OVERVIEW

Pricing for Lot 3 Cloud Support services is based on a time and materials model, with a small number of fixed-scope packaged assessments available as optional entry-point services.

This approach provides buyers with flexibility to procure ad-hoc support, project-based assistance, or clearly defined assessments, depending on their requirements and procurement preferences.

All services are delivered by experienced cloud, information management, security, and digital transformation specialists.

2. STANDARD DAY RATES

The following day rates apply across all Lot 3 Cloud Support services.

ROLE	DAY RATE (GBP, EX VAT)
Senior Consultant / Architect	£1,400
Consultant / Engineer	£1,100
Associate Consultant	£850

Day rate definition

One day is defined as up to 7.5 hours of delivery. Rates include standard documentation and knowledge transfer. Travel and subsistence are excluded and charged at cost where applicable.

3. ENGAGEMENT OPTIONS

Services may be delivered using one or more of the following engagement models:

Ad-hoc Support: Short-term advisory or technical support delivered on a flexible basis. Minimum engagement is 0.5 day.

Project-Based Support: Support delivered against a defined scope with estimated effort, using agreed roles and day rates.

Retained Support: Pre-purchased days used flexibly over an agreed period. Suitable for ongoing optimisation, assurance, governance, and continuous improvement activities.

4. PACKAGED ASSESSMENT OPTIONS

OfficeLabs offers a limited number of fixed-scope assessment packages. These provide buyers with a clear, off-the-shelf option for understanding their current environment and identifying areas for improvement.

PACKAGE	PRICE (GBP, EX VAT)
Cloud Platform Assessment	£4,500
SharePoint Health Check	£3,000
Microsoft 365 Security Review	£4,500
Information Governance Review	£5,000

5. PACKAGED ASSESSMENT CHARACTERISTICS

Each packaged assessment has a fixed scope, fixed duration, and fixed price. Assessments are delivered remotely unless otherwise agreed and include a written findings and recommendations report.

Packaged assessments focus on current-state assessment and assurance. They do not include implementation, remediation, or configuration work. Any follow-on delivery identified through an assessment is scoped and delivered separately under the standard Lot 3 time-and-materials pricing model.

6. PRICING FLEXIBILITY

Pricing arrangements may be adapted to meet buyer requirements, including blended rates across multiple roles, phased delivery aligned to programme stages or funding approvals, and capped budgets with agreed deliverables. All pricing variations are agreed in advance of delivery.

7. WHAT IS INCLUDED

Cloud, platform, and information management advisory services. Assurance, optimisation, and remediation support. Configuration guidance and best-practice recommendations. Documentation and structured knowledge transfer.

8. WHAT IS NOT INCLUDED

Software licence costs. Third-party subscriptions or SaaS fees. Hardware procurement. Bespoke software development unless explicitly agreed. These may be provided under separate contracts or service listings.

9. INVOICING AND PAYMENT TERMS

Invoicing monthly in arrears based on time delivered or agreed package price. Standard payment terms: 30 days from invoice date.

10. PRICE REVIEW

Day rates and packaged prices are fixed for the duration of each engagement. Rates may be reviewed annually for new engagements.

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