

TERMS AND CONDITIONS

Service Definition FORM – Documagix Automate

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1) SERVICE DESCRIPTION

Supplier shall provide the Client with Documagix Automate which provides the ability to read scanned or digital documents using intelligent OCR, capturing invoice data, supplier names and references instantly.

The Client will provide a service account to allow documents to be pushed to Documagix EDRM/Sharepoint

Supplier shall also provide the Client with access to a support desk to allow the Client to raise changes, problems, incidents and service requests associated with the service.

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Overview of the Service elements:

Service Element	Service Description
Procurement Framework (if applicable)	G-Cloud 11/12/13/14/15
Service Location	Century House, Gadbrook Business Centre, Northwich, Cheshire, CW9 7TL
Location of Client Data (if applicable)	United Kingdom / Metadata to AWS Ireland
Quality Standards	ISO 27001 GDPR PCI
Technical Standards	ISO 27001 PCI-DSS
Managed Backup	Yes, frequency can be modified based on requirements.
Business Hours	09:00-17:00 Monday to Friday excluding England's Public Holidays
Extended Business Hours (if appropriate)	Extended hours can be arranged at additional cost
Service Hours	24/7 x 365
Maintenance windows	20:00-08:00 Monday to Friday excluding England's Public Holidays
Onboarding Process	1) Agreement of Scope of Documagix Automate 2) Enterprise App creation to enable customer SSO 3) Service Account to push data to Documagix EDRM 4) Service Account to integrate with ActiveH (Optional) 5) Walkthrough the setup for a document classification and handover to customer
Service	1) 3rd and 4th Line Support Contract to assist the Client with onboarding and Document Types 2) Investigation of issues and proposed amendments 3) Scope amendments to be documented through a Change Process run by the Supplier. 4) Out of hours support shall not be provided.
Change Process	ITIL standard change process
Transformation	Prince or Agile Delivery Methods

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Exit	Upon the exit decision having been confirmed, the Supplier will supply the Client with the service up to the agreed end date. As the Documagix design is Incline-IT IP, the SharePoint site would need to have the data migrated away in advance of Exit.
Audit requirements	The Supplier can provide the Client with reporting on the service availability and overall service performance if necessary. Direct access will not be provided to the Client or any alternative suppliers into the Client. The Supplier will maintain relevant documentation for the solution in the Suppliers own Knowledge Management solution.
Roles & Responsibilities	To be defined for each contract
Acceptable Use Policy	The Supplier shall adopt acceptable use policies of the client. In the absence of such policies the Supplier and Client shall cooperate to create these policies.

All change requests will be assessed and the Supplier reserves the right to request additional funding for all changes. Pricing for change requests will be undertaken using the Supplier **rate card**.

2) SUPPORT

Supplier will provide service in line with the Service Levels identified below.

Supplier shall provide standard support provided Client is current in payment of Service Charge as stated in the **Pricing & Payment Terms** section of the Order Form. Failure to make payments promptly for services provided will grant the Supplier the right to suspend service until such time as payments are up to date.

3) SERVICE LEVELS

Service Levels

Service	Target Level	Minimum Level	Assessment period	Measurement criteria
Availability of Hosting Service	99.99%	99.50%	Monthly Real-time checks available	Downtime measured by supplier
Availability of Service Desk/Support Desk	99.99% within Business Hours	99.50% within Business Hours	Monthly	Downtime measured by supplier
Backup Retention period	7 Days	7 Days	Daily	Reporting from toolsets
Recovery Time Objective (RTO)	30 minutes	1 Hour	Real-time and through scheduled Disaster Recovery/Business Continuity testing	Downtime measured by supplier

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Recovery Objective (RPO)	Point	4 Hours	1 Day	Real-time	Procedural checks annually
Response rates to incidents	to	See Incident Response Matrix below	See Incident Response Matrix below	monthly	Service Desk report

Incident Prioritisation Matrix

			Impact	
		High	Medium	Low
	High	1	2	3
Urgency	Medium	2	3	4
	Low	3	4	5

Incident Response Matrix

definitions below this table

Priority Code	Description	Target Response Time	Target Resolution Time (inside Business hours)	Target Resolution Time (outside Business hours)
1	Critical	Immediate	1 Hour	2 Hours
2	High	10 Minutes	4 Hours	N/A
3	Medium	1 Hour	8 Hours	N/A
4	Low	4 Hours	24 Hours	N/A
5	Very Low	1 Day	1 Week	N/A

Incident Urgency

Category	Description
High	- The damage caused by the Incident increases rapidly. - Work that cannot be completed by staff is highly time sensitive. - A minor Incident can be prevented from becoming a major Incident by acting immediately. - Several users with VIP status are affected.
Medium	- The damage caused by the Incident increases considerably over time. - A single user with VIP status is affected.
Low	- The damage caused by the Incident only marginally increases over time. - Work that cannot be completed by staff is not time sensitive.

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Incident Impact

Category	Description
High	• A large number of staff are affected and/or not able to do their job. • A large number of Clients are affected and/or acutely disadvantaged in some way. • The damage to the reputation of the business is likely to be high. • Someone has been injured.
Medium	• A moderate number of staff are affected and/or not able to do their job properly. • A moderate number of Clients are affected and/or inconvenienced in some way. • The damage to the reputation of the business is likely to be moderate.
Low	• A minimal number of staff are affected and/or able to deliver an acceptable service but this requires extra effort. • A minimal number of Clients are affected and/or inconvenienced but not in a significant way. • The damage to the reputation of the business is likely to be minimal.

* time sensitive work is defined by roles/activities – dictated by compliance to legislation & regulation and impact to tenant/resident welfare

** VIP is defined as Board member or Director