

Introduction

The guide to pricing provided herein is based on a standardised configuration with all core functionality included.

Pricing (including unit prices, volume discounts (if any), data extraction etc.)

Pricing for the Soutron SaaS service is on an annual subscription basis with one off setup costs in the first year to cover services for consultancy, setup, data migration and end user training (professional services are charged at £950 per day).

As a guide, the typical cost ranges from £1,795 p.a. to £30,000 p.a. depending upon requirements and service level requirements.

			
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PROJECT		PAYMENT TERMS	
Soutron System - SaaS		100% of the total order value on placing an order. Payment within 14 days of receipt of invoice by direct bank transfer into a Soutron nominated account.	
	DESCRIPTION	£ STERLING	ACCEPT ☐
1	Soutron Library System - 12 months use of the software to include: <i>Core Functions:</i> <i>Catalogue, Thesaurus, OPAC, Circulation, Serials, Acquisitions, System Management & Database Configuration</i> <i>Concurrent library users – staff and administrative</i> Access to Help Desk Monday to Friday - Assistance with use of the application - Investigation of reported non-conformities - Analysis of problems and correction of bugs - Enhancements to licenced programs - Application of all new releases	Fee per annum	☐

2	Project Management: <i>Services to be provided:</i> - Project manager assigned to manage all aspects of system implementation - Project kick-off meeting to review and agree requirements, define timetable and milestones, assign tasks and agree roles. - Communications with library staff to keep apprised and informed of project progress - Set up of Soutron on test and production systems with backups and task services - Liaison with library staff in loading of book data - Responding to client questions and provision of assistance at all stages of the project - Documentation of the project and reporting to management weekly	one-time fee	☐
3	Training of library staff <i>Onsite or online training for library staff to be introduced to the new system.</i> <i>Set or personalised courses available at introductory, intermediate, advanced, system administrator and report writing levels.</i>	one-time fee	☐
Options			
a	Onsite Training – per day	£950	☐
B	Online Training – per hour	£95	☐

This is a quotation for the software and services listed above, subject to the conditions noted below:

- Software is licenced to the organisation on the terms set out in the Software Licence Agreement ([attached](#))
- Expenses incurred for travel, accommodation and per diem will be charged at cost and will be agreed in advance
- Prices are exclusive of VAT
- Agreement will be for an initial 12 months term renewable annually and subject to 5% increase in fees year on year
- No data conversion services have been quoted for herein. Soutron Global UK Ltd can migrate data if required for an additional fee and subject to sight of data and data validation and compatibility checking. Soutron Global UK Ltd is unable to convert data from legacy systems where the structure, or the nature, of the data is inconsistent, or incompatible, with Soutron. This normally consists of Loan transactions; Volumes; Serials subscriptions; orders; transactions; custom copy item fields or custom borrower fields. Please discuss this with your Soutron representative to fully determine and understand the possibilities. It is expected that data for conversion will be provided in XML format. For data in other formats, samples should be provided for analysis, and these may incur additional charges. In addition data should be provided in a reasonably consistent state. If additional conversion time is required to manipulate data for import, additional charges may apply. Soutron will provide access to the application software on Soutron test servers for the period before go-live to build expertise and confirm conversion of data is accurate and complete
- Software is maintained by Soutron and new releases are issued throughout the year. These will be applied by Soutron for all systems hosted by Soutron in the Cloud. On site assistance is available where required: standard onsite day rates apply
- Additional training may be required, in the future, for new staff. This is not covered under this agreement - where Soutron is required to deliver additional training, standard onsite or online rates would apply

Skills For the Information Age (SFIA) Definitions & Rate Card

Soutron Limited - Standard Rate Card

	Strategy & architecture	Business change	Solution development & implementation	Service management	Procurement & management support	Client interface
1. Follow	£950	£950	£950	£950	£950	£950
2. Assist	£950	£950	£950	£950	£950	£950
3. Apply	£950	£950	£950	£950	£950	£950
4. Enable	£950	£950	£950	£950	£950	£950
5. Ensure/Advise	£950	£950	£950	£950	£950	£950
6. Initiate/Influence	£950	£950	£950	£950	£950	£950
7. Set Strategy/Inspire	£1250	£1250	£1250	£1250	£1250	£1250

Standards for Consultancy Day Rate cards

Consultant's Working Day – 8 hours exclusive of travel and lunch.

Working Week – Monday to Friday excluding national holidays

Office Hours - 09:00 – 17:00 Monday to Friday

Travel and Subsistence – Included in day rate within M25. Payable at department's standard T&S rates outside M25.

Mileage – As above

Professional Indemnity Insurance – included in day rate.