

SOPHIA PRICING OVERVIEW

1. Overview

SOPHIA is provided on a subscription basis with optional implementation and professional services. Pricing is transparent, scalable, and suitable for organisations of different sizes.

2. Subscription Pricing

Standard Subscription

- £10 per user per month (excluding VAT)
Includes full access to the platform, hosting, security, product updates, user training materials and standard onboarding guidance.

Enterprise Pricing

Discounted enterprise pricing is available for organisations with more than 70 users.

- Lower cost per user
- Pricing agreed based on organisation's size and organisational requirements
- Dedicated customer success manager and custom reporting

3. Implementation Fees

A one-off implementation charge applies to configure SOPHIA for the client and support transition from existing systems.

- Starting at £2,000 (excluding VAT)
- Cost varies depending on:
 - Volume of content for migration
 - Number of teams or business units involved
 - Level of configuration required
 - Workshops and onboarding scope

4. Optional Add-Ons

SOPHIA Intelligence

An advanced reporting and analytics module providing automated insights based on governance and SOP content.

Pricing is based on:

- The number of documents included in each analysis
- Charged per report
- Quoted in advance for full cost transparency

5. Professional Services

Additional services may be purchased as required and are billed according to the SOPHIA professional services rate card. These services can include:

- Additional onsite or online training
- Change management and communication support
- Process optimisation and redesign
- Content digitisation and migration beyond the standard scope
- Workshops for adoption, strategy development or user engagement
- Third-party integration support

Daily rates (excluding VAT):

Role	Quality Improvement	Change Management	Training	Advisory Panel
Analyst	£790	–	£790	–
Technical Lead	£790	–	–	–
Senior Consultant	£910	£910	£910	–
Partner	£1,225	£1,225	–	£1,225
Expert Advisor	£2,100	£2,100	–	£2,100

Additional notes:

- Services are billed on a daily rate; half-day rates can be provided on request.
- Expenses are charged at cost in line with standard public sector policies, where applicable.

6. What's Included in Subscription Pricing

The standard subscription includes:

- Full access to all SOPHIA features
- Hosting and maintenance
- Security and data protection controls
- User documentation and digital training resources
- Customer success support throughout the contract
- Role-based access controls and auditing
- Platform updates and new features as released

7. Contract Changes

Additional work, custom development, extended transformation support or extra implementation activities will be priced separately based on the standard rate card and agreed before delivery.