

Specialist Systems Procurement and Commercial Support

Purpose:

To help public sector clients to procure cloud-based services deployed in Secret, Above Secret/Top Secret domains.

Overview:

We provide specialist procurement and commercial support to public sector teams seeking to exploit cloud technologies as part of developments to highly sensitive systems classified at Secret or Above Secret. We have an excellent track record and reputation in this area and our service is unique by combining:

- Expert commercial and procurement advice with knowledge of Public Sector Contract Regulation compliant procedures and CCS frameworks
- Knowledge and understanding of the technical architectures deployed in these sensitive domains
- Knowledge and understanding of the security constraints that apply
- Knowledge and understanding of the operational and wider stakeholders involved in the user communities
- Understanding of the Defence environment including Intelligence

We are also able to supply staff with SC or DV levels of clearance who are used to working in highly secure environments.

Planning:

- Development of bespoke commercial and procurement strategies – including support to secure assurance and approval.
- Development of requirements, including technical schedules and service levels.
- Development of PQQ, ITT/ITN documentation and evaluation criteria.
- Bid evaluation support including technical bid evaluation.
- Contract negotiation support.

Set-up and Migration:

- Support to development of appropriate migration and transition within contract documentation
- Initial contract performance monitoring support

Quality Assurance and Performance Testing:

- Assist during navigation of internal assurance, scrutiny and approvals
- Perform audits and provide ongoing assessment throughout project
- Align programme to recognised frameworks and industry best practice

Related Security Services:

- Security Strategy
- Security Risk Management
- Security Design
- Cyber Security Consultancy

Security represents a major source of constraints for the exploitation of commoditised services such as IaaS, PaaS and SaaS at higher classifications. Our team can identify and analyse these constraints within the applicable public sector security frameworks and pragmatically represent them within procurement and commercial documentation.

Information Assurance:

Our services can be undertaken for any classification; we have both SC and DV cleared resources. We employ security cleared personnel who operate with information at all levels of the Government

Security Classification Policy (GSCP). Our systems are approved to hold classified information.

Pricing:

This service is priced based on anticipated resource requirement. Resources will be charged in accordance with the agreed SFIA day rates. Two pricing options are available:

- Firm price. The firm price will be based on the anticipated resource requirements including provision for risk. Provision for travel and subsistence cost will be made. Payment will be required against achievement of agreed milestones. Customers may request clarification of the number of days by SFIA grade for their specific deliverables, which will be confirmed by Actica for contract award.
- Limit of liability. The limit of liability will be agreed based on an anticipated resource requirement. Charges will then be made monthly in arrears against resource effort expended. A limit of liability will also be agreed to cover travel and subsistence. Travel and subsistence costs will be charged at cost monthly in arrears against cost incurred.

Service management details and constraints:

Our service is subject to ISO9001 certified quality controls. A lead consultant shall be appointed who will have responsibility for liaising with the client and managing the Actica team providing the required services. In addition, a Project Authority will be appointed who is normally a Director within the Company who will act as the point of escalation. We support our clients on-site, via email or by telephone, during standard office hours and with a 1 business day response time to acknowledge support requests.

Data backup and recovery:

Where our staff use infrastructure and information provided by our clients, it is the clients' policies and procedures that prevail. Ordinarily, our consultants are supported by our own infrastructure up to, and including OFFICIAL, and we have facilities for higher classification information to be received, stored and transmitted. Our consultants' laptops and our corporate systems are backed up regularly and our corporate Disaster Recovery Strategy and Plan ensures that we are able to continue to provide services to our clients in any event.

On-boarding/off-boarding:

For all of our assignments we operate our standard on-boarding/mobilisation activities. At assignment closure, we undertake a review and ensure that skills have been transferred to client staff where appropriate.

Ordering and invoicing process:

Specific details of the clients requirement should be sent to cloud@actica.co.uk. Following discussions about your requirement, Actica will send a fully priced proposal detailing the services to be provided. Once approved, a valid purchase order should be sent to finance@actica.co.uk for processing. Once the work is completed and accepted by the client, Actica will invoice the client for the work. Payment is expected within 30 days. We are able to use a range of electronic purchase and payment systems (e.g. CP&F).

Consumer responsibilities:

To liaise with the Actica lead consultant and ensure access to existing information and key stakeholders.

Contact Details

Actica Consulting Limited
4 Stirling House
Stirling Road
Surrey Research Park
Guildford
Surrey, GU2 7RF

Telephone: 01483 484090
Email: info@actica.co.uk
Website: www.actica.co.uk

Registered Office in England as above
Company Number 03396854