

Archive Services G-Cloud 15





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1 Service Overview

Organisations today face increasing pressure to modernise their application landscape, optimise data management, and accelerate cloud adoption, all while reducing cost and risk. Capgemini's Information Archiving Services are designed to help enterprises achieve these objectives by implementing a robust archiving strategy that supports four critical scenarios: application decommissioning, application load shedding, data consolidation, and cloud migration.

Our approach is grounded in flexibility and scalability. We work with clients to evaluate and leverage the right platforms, delivering tailored archiving solutions that include Extract, Transform, and Load (ETL) development to ensure seamless integration and data integrity.

1. **Application decommissioning:** Legacy applications often represent hidden costs and operational risk. By migrating data from stand-by or obsolete systems into Capgemini's secure information archive platform, organisations can retire these applications, confidently eliminating recurring licensing fees and support renewal costs, reducing maintenance overhead, mitigating compliance risk, and freeing resources for innovation.
2. **Application load shedding:** Active applications frequently carry large volumes of inactive data, slowing performance and inflating storage costs. Our archiving solution enables clients to offload this inactive data to a dedicated archive platform, improving system responsiveness and lowering infrastructure expenses without compromising accessibility.
3. **Data consolidation:** Data fragmentation across silos undermines efficiency and decision-making. Capgemini consolidates disparate datasets into a unified, secure archive, enhancing discoverability, governance, and long-term accessibility. This creates a single source of truth for historical data, supporting compliance and analytics initiatives. Furthermore, this consolidated data can be surfaced through a modern data lakehouse architecture, enabling advanced analytics, AI-driven insights, and seamless integration with business intelligence tools.
4. **Cloud migration:** Large-scale cloud migrations often stall under the weight of legacy data. By identifying and transferring "archive-ready" data into our archival platform, we reduce migration complexity and accelerate timelines, helping organisations realise the benefits of cloud faster and at lower cost. This approach also supports strategic objectives such as exiting on-premise data centres and re-platforming applications to modern cloud environments, enabling organisations to reduce infrastructure overheads and unlock scalability.

Capgemini's Industrialised Archive Service: Secure, Compliant, and Business-Integrated

Capgemini offers a proven, repeatable, and industrialised archive service designed to help organisations reduce cost, mitigate risk, and unlock value from historical data. Our approach combines deep expertise in information governance with modern cloud capabilities, ensuring that archived data remains accessible, secure, and compliant, while supporting integration with critical business applications such as SAP and other Line-of-Business systems.

Our service framework consists of six core components:



- **Discovery:** We help organisations identify what information can be archived and build a compelling business case for action. This includes assessing cost recovery opportunities from retiring legacy applications, eliminating licensing fees, and reducing support renewal costs.
- **Capture:** We extract and transform data, including structured and unstructured content, before securely ingesting it into the archive. This process ensures data integrity and prepares information for future accessibility through both archive interfaces and LoB applications.
- **Search:** We configure intuitive search capabilities aligned with customer requirements, enabling users to quickly locate archived information. Archived data can also be surfaced through existing business applications such as SAP, ensuring continuity for operational and analytical workflows;
- **Reporting:** We design tailored reporting solutions to meet compliance, audit, and business intelligence needs, providing actionable insights from archived data;
- **Security Services:** We implement robust security controls, including user roles, permissions, and data masking, to safeguard sensitive information while maintaining accessibility for authorised users;
- **Regulatory compliance:** We embed retention and disposition policies to ensure compliance with GDPR and other regulatory frameworks, reducing risk and supporting defensible data management.

Capgemini's archive service is cloud-ready and supports leading platforms such as AWS, Microsoft Azure, and Google Cloud, including sovereign cloud requirements and geographical constraints. Our team provides design and consultation, transition management, and ongoing service management to deliver a seamless experience from planning to operation.

2 Business Need

The costs involved in managing large amounts of digital data in a secure and compliant way are very high. Data ceases to be an asset and becomes a liability if it is not managed well.

Organisations are often challenged with an uncontrolled proliferation of large data silos, frequently locked in legacy applications, mushrooming across the operational estate, which provides a considerable challenge when considering the move to cloud applications. These data silos are usually not integrated or managed properly. Capgemini's archiving capabilities can help with:

- **Reduction of the operating costs** of maintaining legacy structured and unstructured data
- Significant **mitigation of risks** of end-of-life platforms, including data protection risks
- Archiving of only necessary data, further enhancing the client's **sustainability** targets
- **Simple** and **uniform** search functions for different archived applications, ensuring ongoing data access in one unified platform
- **Reduction of legacy platforms** no longer in support and removing the inherent costs of licenses, support and maintenance and considered reduction in infrastructure costs

The problem of ineffective data management is not limited to legacy applications. Many active applications may contain large amounts of inactive data (i.e., data that is never or rarely accessed). Applications maintaining large volumes of data often tend to suffer from performance issues and strain the wider live operational estate that it operates in. This not only affects end user productivity, but also burdens IT departments with the rising cost and pain in having to manage such applications and their proliferation of data.

Capgemini's archive services can help alleviate this problem by moving legacy and inactive data to a secure and cost-effective information archive solution as part of an organisation's transformation to Cloud services.

Capgemini can offer both the information archive platform and the archive services to help facilitate the retirement of legacy applications and inactive data sets, which might ultimately improve the performance of critical live applications. Archived data is not locked away, it is integrated into your digital ecosystem. By surfacing archived information through LoB applications and modern data lakehouse architectures,



organisations can enable advanced analytics, AI-driven insights, and operational continuity, turning historical data into a strategic asset.

Capgemini enhances its archiving services with Generative AI capabilities that transform archives from passive storage into active knowledge assets. These capabilities enable semantic search and natural language queries, allowing users to intuitively access archived data without relying on rigid keyword searches. They also provide contextual insights and summarisation, helping organisations quickly extract key information from archived content for compliance, legal, and business intelligence purposes.

Through conversational interfaces, non-technical users can interact with archives in a simple, intuitive way, democratising access to historical data and reducing dependency on IT teams. In addition, proactive compliance checks powered by AI can identify sensitive data and regulatory risks within archives, ensuring adherence to GDPR and other governance requirements.

By embedding GenAI capabilities alongside OAIS-aligned processes, Capgemini transforms archives into intelligent knowledge hubs, accelerating decision-making, improving productivity, and maximising ROI from historical data.

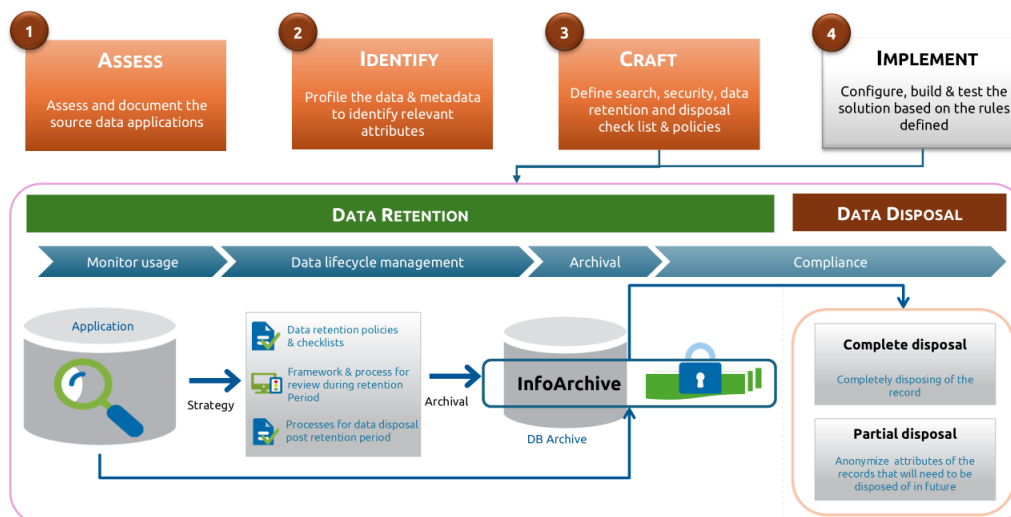
3 Our Approach

Capgemini delivers a flexible, industrialised approach to information archiving, aligned with the OAIS reference model and government Service Manual principles. OAIS compliance ensures that archived information remains authentic, reliable, and accessible over time, meeting regulatory and operational requirements.

Our methodology combines rapid value delivery with long-term scalability, informed by best practices from leading archive platforms such as OpenText InfoArchive, Informatica, and Veritas.

Capgemini's approach can enable the following benefits:

- Achievable benefits through rapid Proofs of Concept; A full solution where Capgemini can act either in a supporting role or by taking responsibility for the delivery;
- Rapid start of the project as Capgemini has experience of a wide range of archiving platforms and their implementation;
- Accelerated factory model for repeatable, scalable archiving across multiple applications
- Reduced risk of challenges through proven archiving methods and framework
- Utilisation of AI and accelerators for the discovery and profiling of data to be archived





Here are the typical key phases of Capgemini's approach:

1. Assess (Pre-Ingest)
 - Identify data sources, applications, and scope for archiving.
 - Analyse data quality, retention requirements, and compliance needs.
 - Produce a business case and high-level design for the archive solution
 - Incorporate integration points for Line-of-Business applications (e.g., SAP) and modern data lakehouse architectures.
2. Identify (Design)
 - Define technical architecture, ETL processes, and security controls.
 - Map source-to-target data structures and create migration plans.
 - Establish governance and validation rules for archived data.
3. Craft (Extract, Transform, Load)
 - Extract data from source systems.
 - Transform data into archive-ready formats (e.g., XML or SIP).
 - Load data into the archive platform, ensuring integrity and chain of custody.
4. Implement (Build and Test)
 - Deploy and configure the archive platform and reporting tools.
 - Set up search interfaces, retention policies, and access controls.
 - Prepare environments for testing and validation.
 - Conduct user acceptance testing and business validation of archived data.
 - Verify compliance with retention and governance standards.
 - Generate reports on archival status and system health.
5. Transition & Go-Live
 - Promote archive solution to production.
 - Provide knowledge transfer and operational handover.
 - Enable ongoing support and monitoring for continuity.

4 Buyer Responsibilities

Please refer to the Supplier Terms listed with this service on the Platform. These may contain additional Buyer obligations/costs the Buyer is subject to that are not identified anywhere else in the Supplier's Application or on the Platform.

The Buyer responsibilities as part of this service are as follows:

- Buyer must ensure a project owner is available and empowered to make decisions when requested by the project delivery team, in a timely fashion.
- Buyer must ensure that changes to project goals are documented and communicated to the project delivery team, in a timely fashion.



- Buyer should ensure that the project owner attends regular project progress meetings.
- Buyer must provide access to the necessary data owners and documentation for the data sources involved.
- If these responsibilities do not match your expectations, then please contact us in order that we can explore options to vary our approach.

5 Service Management

Not applicable

6 Protection of Data

This service is based on a security classification of 'Official', however should you have a requirement for a different security classification that you would like us to consider, please contact us to discuss.

7 On-boarding and Off-boarding

Capgemini shall undertake on-boarding and off-boarding activities agreed within the Order Form (including as a minimum an exit plan in line with the Call-Off Contract terms) which will be charged for in accordance with the Pricing section for this service.

8 Skills and Knowledge Transfer

Capgemini recognises that skills and knowledge transfer is a critical element in the provision of G-Cloud services to public sector clients. Where possible and applicable, this forms part of the delivery plan for the service agreed at the start of the engagement. Our consultants and engineers are experienced in providing skills and knowledge transfer for major private and public sector clients.

Where appropriate, we may use a standard approach, tailored to topic, skills-gap and individual, to ensure consistency and effectiveness. The approach, Capgemini's Assess-Plan-Implement framework, has been used repeatedly by our teams to structure the work involved in transferring skills and creating new teams capable of driving and sustaining change long after the end of the formal programme. The framework can be applied throughout a project to understand knowledge transfer objectives, plan training delivery methods and materials, and deliver and evaluate success.

9 Vendor Accreditations/Awards



For the 13th year in a row, Capgemini has been recognised as one of the World's Most Ethical Companies® by the Ethisphere® Institute. This is an acknowledgement of our ethical culture that makes us an employer of choice and responsible player in the eyes of our clients, shareholders, and the wider community.

10 Sub-contractors

Capgemini UK may use the following subcontractors to deliver this service:

- Capgemini Technology Services India Limited.



11 Business Continuity and Disaster Recovery

No disaster recovery plan is provided as part of these Services.

12 Pricing

This service is priced in accordance with the SFIA Rate Card attached. Capgemini can also provide offshore resources at reduced rates where appropriate. Projects can be priced either on a Time & Materials or Fixed Price basis.

13 Ordering and Invoicing

Please refer to the Supplier Terms for this service.

We would be pleased to arrange a call or meeting to discuss your requirements of our service in more detail.

14 Termination Terms

Please refer to the Supplier Terms for this service.

15 Further Information

For more information about this or any of our G-Cloud services, please contact our Public Sector Team.

Phone: 0370 904 4858

Email: publicsector.opps.uk@capgemini.com including the following information:

1. The name of this service.
2. The name of your organisation.
3. Your name and contact details.
4. A brief description of your business situation.
5. Your preferred timescales for starting the work.

About Capgemini

Capgemini is a global business and technology transformation partner, helping organizations to accelerate their dual transition to a digital and sustainable world, while creating tangible impact for enterprises and society. It is a responsible and diverse group of 340,000 team members in more than 50 countries. With its strong over 55-year heritage, Capgemini is trusted by its clients to unlock the value of technology to address the entire breadth of their business needs. It delivers end-to-end services and solutions leveraging strengths from strategy and design to engineering, all fueled by its market leading capabilities in AI, generative AI, cloud and data, combined with its deep industry expertise and partner ecosystem. The Group reported 2024 global revenues of €22.1 billion.

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