

CLOUD DATA MIGRATION

Service Definition
G-Cloud 15

REPLY

38 Grosvenor Gardens - London SW1W 0EB - United Kingdom - tel +44 (0) 207 730 6000 - fax +44 (0) 207 259 8600
info@reply.com

www.reply.com



TABLE of CONTENTS

SERVICE DEFINITION	1
TABLE OF CONTENTS	2
SERVICE DESCRIPTION	3
HOW CAN WE HELP?	4
SERVICE FEATURES AND BENEFITS SUMMARY	5
ONBOARDING	6
KICK-OFF MEETING	6
ACCOUNT MANAGEMENT	6
<i>DESIGNATED ACCOUNT MANAGER</i>	6
<i>FORTNIGHTLY REVIEW MEETING</i>	6
OFFBOARDING	6
ACCESS TO DATA	6
SECURITY	7
PERSONNEL SECURITY	7
INFORMATION SECURITY	7
PHYSICAL SECURITY	7
TRAINING & KNOWLEDGE TRANSFER	8
ORDERING AND INVOICING PROCESS	9
CUSTOMER RESPONSIBILITIES	10
TECHNICAL AND CLIENT-SIDE REQUIREMENTS	10
OUTCOMES AND DELIVERABLES	10
ABOUT REPLY	11



SERVICE DESCRIPTION

Our Cloud Data Migration service offers a comprehensive suite of features and benefits designed to streamline the Cloud Data Migration process and maximise value. From planning and strategy, leveraging tried and tested our templates, to seamless architecture and migration tool selection, we ensure a tailored and holistic approach aligned with your business drivers and existing technology solutions.

Throughout the migration journey, we prioritise data integrity at every step, offering support for profiling and cleansing before any migration to ensure good data quality. Our validation procedures are rigorous, incorporating incremental migration and cutover rehearsals to minimise risks and ensure a seamless transition.

Post-migration, our commitment to ongoing support, coupled with robust security measures and automation options, ensures optimised resource utilisation, improved data quality, and increased service availability, all contributing to a maximisation of value and satisfaction during and after your cloud data migration journey.

Our approach, skills and experience with data enablement is described below.

OUR DATA CAPABILITIES

ENABLING ORGANISATIONS TO REALISE VALUE FROM THEIR DATA THROUGH EFFECTIVE ARCHITECTURE, GOVERNANCE AND ENABLEMENT





OUR DATA ACCELERATORS

ESTABLISHED METHODOLOGIES, TOOLKITS AND FRAMEWORKS TO RAPIDLY MATURE ORGANISATIONS AND ADDRESS THEIR DATA CHALLENGES



How can we help?

- **Proven Migration Templates:** Reply's Cloud Data Migration service begins with a comprehensive strategy and planning phase, utilising our proven templates. We work closely with clients to understand their unique requirements, assess existing systems, and devise a tailored migration roadmap. Our templates streamline the planning process, ensuring efficiency and alignment with best practices.
- **Data Migration Architecture and Tool Selection:** We provide expert guidance on selecting the most suitable architecture and tools for data migration projects. Using our industry knowledge and experience, we help clients choose the right technologies that align with their specific needs, ensuring optimal performance, scalability, and compatibility throughout the migration process.
- **Support for Profiling and Cleansing Data at Source:** Prior to migration, we also offer robust support for data profiling and cleansing. Our team employs trusted techniques to identify and address data quality issues, ensuring that only accurate and relevant data is taken forward. This proactive approach minimises the risk of errors and enhances the overall data integrity.
- **Analysis of Source to Target Mappings and Transformations:** We conduct thorough analysis of source to target mappings and transformations. By mapping data elements and defining transformation rules, we can ensure accurate and efficient migration, minimising disruptions to business operations and ensuring seamless data transfer between systems.
- **Extraction, Transformation, and Loading:** Our Cloud Data Migration service encompasses the entire ETL (Extract, Transform, Load) process, from extracting data from source systems to transforming and loading it into the target environment. We utilise advanced techniques and loading templates to streamline this process, optimising speed and reliability while maintaining data integrity.
- **Incremental Migration, Dry Runs, Cutover Rehearsals, Validation, Reconciliation, and Cutover:** Glue Reply offers comprehensive support for incremental migration, conducting dry runs, cutover rehearsals, validation, reconciliation, and cutover activities. We meticulously plan and execute each phase of the migration process, ensuring minimal downtime and maximum accuracy.
- **Go Live and Post-Migration Support:** Our commitment to client success extends beyond the migration phase. We provide extensive support during the go-live period and offer post-migration assistance to address any issues or challenges that may arise. We can work closely and remain available to ensure a smooth transition and ongoing operational excellence.
- **Data Provenance and Lineage:** Throughout the migration process, we can closely track data



provenance and lineage by design. This ensures full traceability and accountability, enabling clients to confidently audit and monitor the flow of data from source to target systems, enhancing compliance and governance.

- **Flexible Enterprise-Grade Security:** Security is paramount in every data migration project we undertake, and as such we regularly implement flexible, enterprise-grade security measures including data masking, encryption, and access control mechanisms. These measures safeguard sensitive data throughout the migration process, ensuring confidentiality, integrity, and compliance with regulatory requirements.
- **Robotic Process Automation and Hyper Automation:** For complex migrations, we can offer advanced Robotic Process Automation (RPA) and Hyper Automation options. By leveraging automation technologies, we streamline repetitive tasks and accelerate the migration timeline whilst reducing the risk of human error. This approach enhances efficiency and enables seamless migration of large-scale, mission-critical data environments.

Service Features and Benefits Summary

FEATURES	BENEFITS
Data migration strategy and planning	Data migration aligned to business drivers, risks and technology solutions
Data migration architecture and tool selection	Reduced risks, timescales and costs through greater automation
Support for profiling and cleansing data at source	Better understanding of data risks, issues and their mitigation
Analysis of source to target mappings and transformations	Accelerated time to migration and ability to meet changing priorities
Extraction of data, transformation and loading (or populating loading templates)	Optimise use of cloud resources, maximise flexibility and minimise costs
Robotic Process Automation and Hyper Automation options for complex migrations	Provide increased visibility and confidence in migration outcomes
Incremental migration, dry runs, cutover rehearsals, validation, reconciliation and cutover	Improved response and higher availability of service
Go live and post migration support	Minimise downtime and increase availability
Data provenance and lineage tracked by design	Delivers secure, flexible migration minimising access to data as needed
Flexible enterprise grade security, through masking, encryption and access control	Improves the data quality during migration to maximise value
Data migration strategy and planning	Data migration aligned to business drivers, risks and technology solutions



ONBOARDING

Kick-Off Meeting

When we start an engagement with a new client, we begin with a workshop introducing the team (from both Reply and the client), the project objectives, and our anticipated timelines and approach. This workshop is most impactful when the majority of client stakeholders involved in the project are present and involved (either in person or remotely). Where this is impossible, we can hold separate sessions with teams that cannot participate in the kick-off workshop to ensure all stakeholders are engaged and bought into the project's objectives.

Account Management

Designated Account Manager

Each client has a designated Account Manager, who will be the main point of contact throughout the engagement. This individual is responsible for ensuring that delivery progresses and is executed to the standards that Reply and our clients expect.

Fortnightly review meeting

Alongside regular ceremonies and informal daily interaction between the Reply project team and the client, we hold formal review meetings with key stakeholders, usually fortnightly. This includes critical client stakeholders, senior Reply project team members, and the Reply Account Manager. Where appropriate, these meetings will consist of a review of work completed and demonstrations or walk-throughs of deliverables.

Offboarding

Where an engagement continues to completion, unless the client requests an extension or new engagement, all client IT, documents, artefacts and deliverables will be returned to the client. Our team will ensure a complete handover of data and knowledge to client staff. An ongoing support or retained advisory service may be implemented where appropriate to provide additional continuity.

Access to Data

Ensuring secure access to client data upon exit is paramount to maintaining confidentiality and integrity. We begin by conducting a comprehensive inventory of all client data stored within our systems, encrypting it both in transit and at rest using industry-standard protocols. Strict access controls and authentication mechanisms are implemented to restrict access to authorized personnel only, with permissions regularly reviewed and updated. Client data is segregated from other data within our systems, ensuring isolation and protection. Upon exit, all access rights to client data are promptly revoked, including user account deactivation and permission removal. If requested, we securely delete or anonymise client data in accordance with retention policies and regulatory requirements. Detailed documentation and audit trails of data access are maintained, providing transparency and accountability. Before exiting, we verify with the client that all necessary data access has been revoked. Finally, we adhere to legal and regulatory obligations regarding data protection and privacy, ensuring compliance with contractual agreements and applicable laws such as GDPR or HIPAA. Through these measures, we ensure that client data remains secure throughout the exit process, mitigating the risk of unauthorized access or data breaches.



SECURITY

Personnel Security

As a Specialist Cloud Service, the capability being offered is not limited to specific Impact levels (as it is not infrastructure, software or a platform) and can be used, subject to personal Security Clearance levels. Reply consultants are mostly Security Cleared (SC), some have higher-level Developed Vetting (DV) clearances. We also have a pool of NPPV3 Consultants for Policing work. The majority of our work for both public and private sector clients is at IL2 but we work in the Official, Secret and Top-Secret domains. Our hard and soft information security processes have been designed and approved by independent CESG CLAS accredited consultants.

Information Security

We are ISO27001, Cyber Essentials certified and our Quality Assurance processes are based upon and compliant with our ISO 9001 accreditation. Our Information Security processes are directly guided by our ISO27001 accreditation. We shall adhere to local information and other security policies and will apply local Security Operating Procedures (SyOPs) as may exist. If such do not exist we shall apply our own SyOPs.

Physical Security

The Main Reply Office (London, UK) is a Police Accredited Secure Facility (PASF) with access controls for each point of entry. All Laptops/Phones must be stored securely overnight. When working on a client-site our consultants adhere to client security policies.



TRAINING & KNOWLEDGE TRANSFER

We enable customer teams throughout delivery by embedding knowledge transfer alongside implementation activities. Training is aligned to organisational roles, ensuring relevance for finance users, operational staff, and system administrators.

Knowledge transfer is delivered through:

- A train-the-trainer approach to establish internal subject matter experts.
- Technical training for administrators covering configuration, security roles, and integrations.
- Walkthroughs of system design, data structures, and operational processes.
- Provision of comprehensive documentation, including user guides and runbooks.

Formal training is supported by ongoing access to expert guidance during delivery and early life support. Where required, refresher sessions or additional enablement can be provided to support organisational change or onboarding of new users.



ORDERING AND INVOICING PROCESS

To begin the process, please contact glue.frameworks@reply.com with details of your organisation, role and high-level requirements.

Our Framework Manager will connect you to our experts and from here we will organise an introductory discussion to go into more detail and shape a proposed engagement that suits your needs.

We invoice for both fixed price and time and materials engagements one month in arrears. For fixed price engagements, this takes place upon completion of the deliverable(s), or in stages, if the size of the engagement is greater than £40,000 excluding VAT.

Payment terms are 30 days net of receipt of invoice.



CUSTOMER RESPONSIBILITIES

To deliver our responsibilities as a partner, we require the following:

- Full access to systems and data that are relevant to the specific project
- Reasonable and timely access to key stakeholders and internal SMEs for information gathering, requirements definition and other critical tasks associated with the delivery of our outputs

Technical and Client-Side Requirements

Other than the system access specified above, there are no specific technical or client-side requirements that would limit our capacity to begin work.

Outcomes and Deliverables

Our engagement's specific outcomes and deliverables will be determined during the scoping phase before beginning the project based on your goals and objectives and the level of depth you require. These will include:

- Workshop(s) to discuss and assess the existing architectural design
- Detailed assessment of design with identification of risks and opportunities
- Report with recommendations and proposed action plan



ABOUT REPLY

Reply is a company that specialises in Consulting, Systems Integration and Digital Services with a focus on the conception, design and implementation of solutions based on the new communication channels and digital media.

Reply partners with key industrial groups in defining and developing business models made possible by the new technological and communication paradigms such as Artificial Intelligence, Big Data, Cloud Computing, Digital Communication, the Internet of Things and Mobile and Social Networking. In so doing, it aims to optimise and integrate processes, applications and devices.

Reply's offer is aimed at fostering the success of its customers through the introduction of innovation along the whole economic digital chain. Given its knowledge of specific solutions and due to a consolidated experience, Reply addresses the main core issues of the various industrial sectors.

Through its network of specialist companies, Reply supports some of Europe's leading industrial groups in Telco & Media, Industry & Services, Banks & Insurance, and Public Administration to define and develop business models, suited to the new paradigms of Artificial Intelligence, Big Data, Cloud Computing, Digital Media and the Internet of Things.

We make innovation happen.

We started with a small team and a purpose: to help the digital revolution happen. Today, we are a team of more than 14,600 people in 16 different countries but we still have the same DNA, made up of agile, vertical task forces and an inner passion for innovation.

We are a decentralised network of specialised companies.

Among Replyers, you will find passionate geeks, visionary strategists, and creative minds, each with sharp skills in a specific business, who cooperate together and never stop learning from each other.

Make forward, act sustainably.

We know a sustainable future is possible and technology can be a strong asset to reach it. As leaders in digital transformation, we push for change and operate in full accordance with the highest ethical standards and with respect for the rights of future generations