

GOOGLE CLOUD SOFTWARE AS A SERVICE (SAAS) LICENSING AND ADOPTION

Service Definition
G-Cloud 15

REPLY

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SERVICE DESCRIPTION

Reply's Google Cloud SaaS Licensing and Adoption service supports organisations to procure, manage, and adopt Google Cloud software delivered as a service, including Google Workspace, Looker, and Gemini Enterprise. The service provides licence resale, commercial guidance, and adoption support to manage subscriptions, renewals, and maximise value from SaaS investments.

Service Features

- **SaaS Resale & Compliance:** We provide public-sector compliant resale and licensing support for Google Workspace, Looker, and Gemini Enterprise.
- **Commercial Guidance:** Our experts offer tailored advice on license selection, sizing, and commercial structures to align with your specific organisational needs.
- **Subscription Management:** We manage the entire license lifecycle, including renewal planning and coordination between procurement and finance departments.
- **Strategic Adoption Planning:** Go Reply provides comprehensive guidance on adoption planning to ensure users effectively utilise collaboration, analytics, and AI services.
- **IAM Integration:** We integrate SaaS licensing with your existing identity, access, and user management models to maintain a secure and unified environment.
- **Scalable Licensing Support:** Our service enables seamless scaling of licenses as your organisation's requirements evolve, ensuring continuous alignment with data protection regulations.

Service Benefits

- **Simplified Procurement:** Streamline the acquisition and management of Google Cloud SaaS while reducing the administrative burden on your internal teams.
- **Cost Optimisation:** Reduce the risk of over-licensing and under-utilisation through expert right-sizing and informed license selection for every use case.
- **Improved Value Realisation:** Accelerate the return on investment by ensuring SaaS products are effectively adopted and integrated into daily operations.
- **Enhanced Control & Visibility:** Gain complete oversight of your subscription renewals and license lifecycle to support better financial planning and decision-making.
- **Regulatory Compliance:** Ensure all SaaS usage meets strict data protection requirements and industry-specific regulations within a secure, compliant framework.
- **Accelerated Innovation:** Enable timely access to cutting-edge AI, analytics, and collaboration tools to foster a culture of sustainable digital growth.



HOSTING INFRASTRUCTURE

Our solutions are hosted on Google Cloud Platform (GCP) cloud infrastructure, known for its reliability, scalability, and comprehensive security. This provides a resilient environment for deploying, managing, and scaling applications with ease and efficiency. Here are the key aspects of our hosting infrastructure:

- **Cloud-Based Hosting on GCP:** Our solutions utilise GCP's cloud services, ensuring high availability, fault tolerance, and global reach. This enables your applications to leverage the full spectrum of GCP capabilities, including compute, storage, and database services, all optimised for high performance and reliability.
- **Scalability Options:** Our solutions are inherently scalable, designed to adjust resource allocation dynamically in response to changing demand. This ensures optimal performance and cost-efficiency, with the ability to scale up or down automatically without requiring manual intervention.
- **Multi-Region Deployment:** We offer the flexibility to deploy your applications in over 40 GCP regions across the globe, with over 120 zones. This not only enhances application performance by reducing latency but also increases resilience through geographical diversification, ensuring your services remain uninterrupted and accessible even in the face of regional disruptions.
- **Compliance and Data Residency:** Our solutions provide options to host your systems and data in specific regions to comply with local regulations and data residency requirements, such as GDPR in Europe. This ensures that your data is stored and processed in accordance with legal requirements.
- **Security-First Architecture:** Projects in GCP take advantage of the same zero trust and least privilege security model that Google use to keep its customers safe on other Google services. Our solutions are designed with a security-first approach, incorporating multiple layers of security measures, including network firewalls, encryption, access controls, and continuous monitoring, to protect your data and applications from threats and vulnerabilities.
- **Backup and Disaster Recovery:** Ensuring business continuity, our solutions include robust backup solutions and disaster recovery strategies. This minimises data loss and downtime, providing peace of mind that your critical applications and data are safeguarded against unexpected incidents.
- **Integrated Development and Deployment Tools:** GCP supports integrated development and operational tools, facilitating continuous integration and continuous deployment (CI/CD) practices. This enables streamlined workflows for code deployment, automated testing, and efficient release management.

Disaster Recovery

Our solutions include a comprehensive backup and disaster recovery (DR) strategy, centred on minimising data loss and downtime while maximising reliability and business continuity. The key provisions of our backup disaster recovery strategy include:

- **Highly Available Architecture:** Our service is built on GCP's highly available infrastructure that spans multiple zones within a region. This design ensures that, in the event of a zonal failure, the system can automatically failover to the remaining operational zones, thereby maintaining service availability and access.
- **Data Replication:** Several GCP services implement real-time data replication across geographically dispersed regions and zones. This ensures that your data is consistently backed up and can be quickly restored to the most recent state in case of a disaster, reducing the risk of data loss.
- **Automated Backups:** Go Reply set-up regular, automated backups of your data and applications. These backups are encrypted and stored in multiple secure locations, ensuring they can be rapidly retrieved and restored.



- **Rapid Recovery:** Our DR plan is designed for rapid recovery, with clearly defined Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO) that align with the criticality of your applications. This ensures that key systems can be quickly restored to full functionality with minimal data loss, adhering to your business' continuity requirements.
- **Testing and Documentation:** Regular DR testing is conducted to ensure our recovery procedures are effective and can be executed as planned. Comprehensive documentation is maintained, detailing the DR strategy, procedures, roles, and responsibilities, ensuring clarity and preparedness among all stakeholders.
- **Compliance and Standards:** Our DR provisions are in strict compliance with industry standards and best practices, ensuring alignment with regulatory requirements and your business expectations. This compliance is regularly reviewed and updated to reflect the evolving landscape of threats and technological advancements.
- **Customisable DR Options:** We recognise that different applications may have varying levels of criticality, we offer customisable DR solutions tailored to the specific needs and risk profiles of your business.



ONBOARDING

1. Establish Terms of Reference:

- Conduct initial meetings with key stakeholders to define the scope, objectives, and expectations of the project.
- Document the agreed-upon terms of reference
- Clarify roles and responsibilities to ensure alignment and accountability throughout the project.

2. Create a Project Charter:

- Develop a project charter document that outlines the project's purpose, scope, objectives, assumptions, and constraints.
- Include details such as project stakeholders, governance structure etc
- Obtain sign-off from the client to formalise agreement on the project's scope and objectives.

3. Create a Stakeholder Plan:

- Identify and prioritise project stakeholders based on their level of influence, interest, and involvement in the project.
- Develop a stakeholder engagement plan outlining communication strategies, frequency of updates, and preferred channels of communication for each stakeholder group.
- Establish mechanisms for gathering feedback, addressing concerns, and managing expectations throughout the project lifecycle.

4. Create a Project Plan with Milestones and Deliverables:

- Collaborate with the client to define project milestones, deliverables, and timelines based on the agreed-upon scope and objectives.
- Develop a detailed project plan that breaks down tasks, dependencies, and resource requirements for each phase of the project.

5. Kick-off Meeting:

- Host a kick-off meeting with key stakeholders from both the consultancy team and the client organisation.
- Present the project charter, stakeholder plan, and project plan to stakeholders, providing an overview of the project's objectives, scope, and timelines.
- Clarify roles and responsibilities, communication protocols, and escalation procedures to ensure everyone is aligned on expectations and project governance.
- Use the kick-off meeting as an opportunity to foster collaboration, build rapport, and establish a shared understanding of project goals and success criteria.

Offboarding

1. Project Retrospective:

- Conduct a project retrospective meeting with internal and external stakeholders to reflect on the project's successes, challenges, and lessons learned.
- Facilitate open and constructive discussions to gather feedback on what went well and areas for improvement.
- Document actionable insights and recommendations for future projects, highlighting best practices and areas for process refinement.



2. Project Documentation:

- Compile and organise all project documentation, including project charters, stakeholder plans, project plans, meeting minutes, and technical documentation.
- Ensure that documentation is complete, accurate, and easily accessible for future reference by both the consultancy team and the client.
- Archive project documentation in a central repository or knowledge management system for future use and reference.

3. Confirmation of Deliverables:

- Review and validate all project deliverables against the agreed-upon scope and acceptance criteria.
- Obtain confirmation from the client that all deliverables have been received, reviewed, and accepted according to the project's requirements.

4. Final Report/Playback:

- Prepare a final report or playback session to present the project's outcomes, achievements, and key learnings to stakeholders.
- Use the final report or playback session as an opportunity to celebrate successes and any confirmed next steps.

Access to Data

Throughout the offboarding journey, we take proactive measures to ensure that clients have complete ownership of their data. We provide comprehensive documentation outlining the location, format, and access procedures for client data, ensuring that relevant stakeholders have the necessary information to access and utilise the data effectively.

Our team remains available to provide ongoing support and assistance to client personnel throughout the offboarding journey, addressing any queries or concerns related to data access and ensuring a smooth transition of ownership and responsibility.



SUPPORT AND MAINTENANCE

Reply offer a range of flexible support and maintenance services designed to be tailored to your specific needs.

Core Elements of Our Support

- Business hours or extended support hours
- Infrastructure monitoring
- Dedicated Technical Account Manager
- Service reviews
- Service desk tooling, knowledge base, SOPs, runbooks

Additional Support Options

- Application monitoring
- Customer dashboards
- Infrastructure cost control, monitoring, and optimisation
- Account strategy reviews
- Enhanced security and governance
- Various levels of training options

We work closely alongside your team to understand specific requirements and create a support solution tailored to your business need.



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

We offer flexible training options to tailor experiences based on your specific needs, resources, and goals.

1. Comprehensive Training:

- This option ensures that both technical and non-technical users receive thorough training on the recommended technologies.
- Technical training covers topics such as using the Google Cloud Platform services, implementing modern development practices, and managing infrastructure.
- Non-technical training focuses on topics like best practices for cloud adoption, change management, and organisational readiness.
- We can provide ongoing assistance and guidance to users as they implement and integrate the new technologies into their workflows.
- Benefits include accelerated adoption, increased user proficiency, and reduced reliance on external support.

2. Training for Selected Group of Users:

- This option targets a specific group of users who will be directly involved in implementing or utilising the recommended technologies.
- Training is tailored to the needs and roles of the selected users, ensuring relevance and effectiveness.
- By focusing training efforts on a smaller group, resources can be allocated more efficiently, and training sessions can be more interactive and personalised. These trained individuals can help others train and learn in the organisation.

3. Documentation Only:

- This option provides clients with comprehensive documentation on how to use the recommended technologies effectively.
- Documentation covers technical guides offering users a self-service resource for learning and problem-solving.
- Clients can access documentation at their own pace and convenience, enabling continuous learning and reference.

Clients have the flexibility to choose the level of training that best aligns with their budget, timeline, and organisational requirements. Whether clients opt for comprehensive training with in-service support, training for selected users, or documentation only, we ensure that users have the knowledge and resources needed to successfully adopt and leverage the recommended technologies.



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

As a client of Reply we expect you to provide:

- Appropriate levels of staff availability over the course of the project to provide technical support, facilitation, user testing and engage in project management activities. This will ensure that we can deliver against your needs and timeline.
- All standard procedures and policies for our teams to follow and any we need to embed into the delivered solution.
- Details of existing products, documentation, practices and procedures, to enable us to convert data and build ways of working into the solution.
- Organisation accounts and laptops where necessary.



TECHNICAL REQUIREMENTS

Where access to the GCP console is needed, the follow requirements must be met:

- A Google account
- A web browser
 - GCP is designed to work with modern web browsers. Supported browsers include:
 - Chrome (recommended)
 - Firefox
 - Safari
 - Microsoft Edge
- Internet connection
 - You'll need a stable internet connection to access the Google Cloud Platform Console, where projects can be created and managed.



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