



Discovery

Service Definition Document

G-Cloud 15

Status: Definitive

Security Commercial – In Confidence

Version no.1/0

THINKING
BEYOND
LIMITATIONS

We're Kainos

Formed in 1986, we set about finding the best people to tackle the most difficult digital work. We fostered a culture where people truly care for each other and the world around them.

Our reputation for software engineering and problem-solving was quickly established, and our customers started to view us more as their colleagues

We're much bigger now, helping organisations across the globe to navigate change in more ways than ever. But some things never change, like our commitment to our people, delighting our customers, and our technical ability

Some say we're leading a quiet revolution in digital, but if you ask us, we're just doing our bit to make the world a little bit better.



3,132 amazing
people



13 consecutive
years of growth



40 years
of innovation



£382m revenue
(FY2024)



13 locations
globally



FTSE 250 listed
tech company



Our core expertise

The digital revolution is already happening. We're leading from the front to help our clients **seize every digital opportunity** and be future-ready.



Cloud



Business Applications



Data and AI



Managed services



Engineering



Service and
experience design



Workday services
and products

- Test
- Audit
- Shield
- Deployment
- Optimisation
- Spark & Grow

Discovery

We have successfully delivered 100+ discoveries for Government clients, aligned to the GDS guidelines and service design standards.

We will collaborate with you to understand user needs and business benefits this service/product can deliver using a user-centric test-and-learn approach, supported by current technologies, processes and policies.

Features

1. Define a vision and future to-be, multichannel blueprint
2. User research and prototyping testing to really understand user needs
3. Iterative investigation through research, workshops and interviews
4. Identification, collaboration and engagement with all stakeholders
5. Liaise with existing service providers and subject matter experts
6. Analysis of existing service operations, policies and business processes
7. Analysis of existing technology, using innovative approaches to overcome constraints
8. Production of outputs, e.g., business case, personas, RAID, Alpha plan/hypotheses
9. Final deliverable of Alpha definition, scoped to maximise delivery success
10. Four to eight-week timescale, depending on product or service scope.

Benefits

1. Clear understanding of users' service needs, using experienced people
2. Gain valuable user insights through rapid prototyping and wireframes
3. Exploration/surfacing of key legislation, policies, business and technical constraints
4. Pragmatism and sensitivity to project impacts, constraints and challenges
5. Identification of risk/opportunities through deeper understanding of the problem
6. Improved service benefit realisation through clarity of success criteria
7. Validation of business strategy and exploration of alternative approaches
8. Greater innovation, enabling closer alignment to the Target Operating Model
9. High-quality artefacts prepared to socialise findings and initiate an Alpha
10. Alignment with GDS Service Standard and principles.

Discovery

Getting started is often the hardest part of any discovery. Prioritising the right problems can be challenging when services are still manual, paper-based, inflexible, and costly to change.

Kainos's user-centred, test-and-learn approach cuts through this complexity, grounding every discovery in insight that delivers real user value.

Service inefficiencies often stem from siloed yet overlapping business functions. Many services/products rely heavily on people and systems, becoming rigid and disconnected from real user needs.

Our Discovery phase tackles this by helping organisations develop a deep understanding of their processes and users. We build multidisciplinary teams that start from the user's perspective while assessing relevant technologies, processes, and policies to form a clear view of the product or service.

Collaboration with users, and continual feedback, is central throughout. We use user interviews, mock-ups and prototypes to test and learn quickly, generating high-quality insights.

One of the primary outputs of a Discovery is the service proposition, an articulation of user needs, the outcomes to test, and potential solution options, along with the value they could deliver. As part of Discovery, we also support the development of an early digital transformation business case and lay the foundations for Alpha

by defining an initial service backlog and identifying priorities for further exploration and prototyping.

Every Discovery concludes with a clear understanding of the problem, recommendations, and next steps. And when a problem is worth solving, a well-scoped Alpha phase with a dedicated team ensures our clients are fully prepared and informed to move forward with confidence.

Kainos has been leading discovery phases for over 20 years, and we have continuously evolved our approach with the experience we have gathered along the way. We strongly align ourselves with the Government Digital Service (GDS) guidelines; in particular, the service design phases as listed in the GDS design manual:

<https://www.gov.uk/service-manual/Agile-delivery/how-the-discovery-phase-works>



Where we are

The Americas

Buenos Aires
Indianapolis
Nova Scotia
Toronto

UK and Ireland

London
Birmingham
Belfast
Derry
Dublin

Central Europe

Gdansk
Helsinki
Paris
Wommelgem



What makes us stand out



Our people



True collaboration



Innovation



Digital know-how



Common goals



Trust



Digital Services

We are **engineers**, specialists. We **overcome big challenges** for our clients, through delivery of **intelligent** digital services that use the best in **talent and technology**.



55 million UK citizens

positively impacted by
services we've delivered



**892
customers**



13 locations

And growing



99% of customers

rate our service as good,
great or excellent



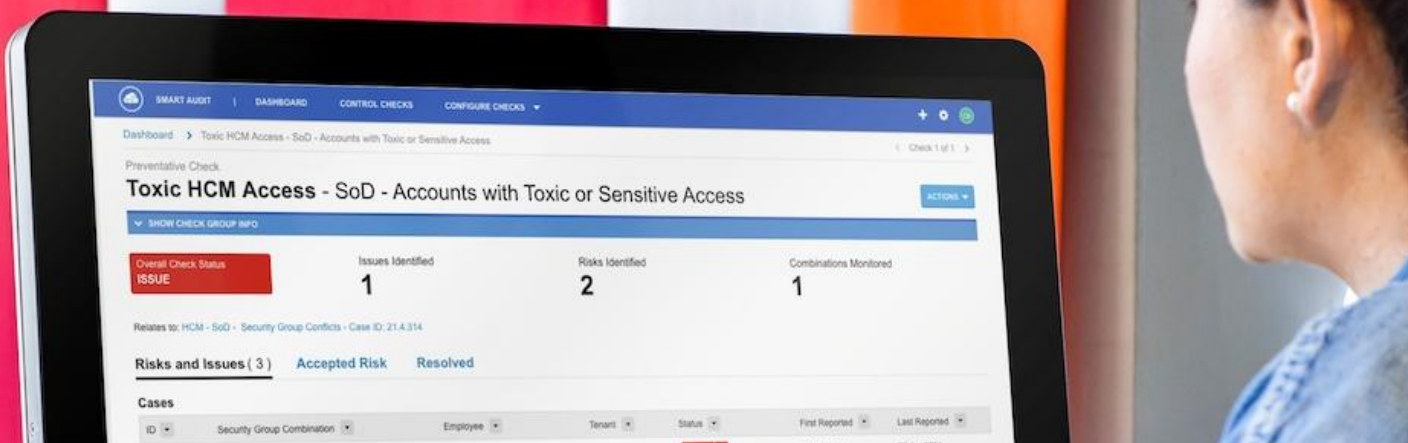
Key partners

Working closely with
Microsoft and AWS to
deliver results



Award-winning

90+ industry awards



Workday

Kainos is a Workday **phase one prime status partner** in all European, North American and Asia Pacific markets. We have worked with many public and private sector customers of various sizes and scale in over **40 countries worldwide**.



Partner Since 2011

We are the only certified Workday Services, Technology and Extend partner globally.



Workday Services

Full range provider from pre-deployment consulting, implementation and support.



650+ Customers

We have deployed to over 650 customers and are a proud Workday customer also, using HCM, Financials, Recruitment, Planning and PSA to run our business.



Workday Public Sector

We have worked with many UK Public Sector customers with their initial deployment, post-deployment support and adoption of new modules.



Kainos Smart

Our product is deployed to 500+ customers globally saving them 1000s of testing hours.



900+ Consultants

Hold over 2,700+ Workday certifications covering all areas of the platform.

65 million

citizens positively impacted
by services **built by Kainos**
for the UK Government



Every driver & every car on the road
Every piece of work to fix roads
Every court case & every prisoner
Every home helped with help-to-buy
Every passport & renewal application
Every COVID test sent out
Every COVID test result
Every user of the NHS App

Every voter registered
Every company opened & closed
Every UK civil servant trained
Every piece of produce grown in the UK
Every thing imported & exported to the EU
Every benefit fraud prevented
Every body's pension details

Our Social Values and commitment to HM Government strategy



Education & Capability Building

We empower people through technical and behavioral learning programs, academies, and outreach projects, fostering skills development and inspiring future technology leaders across communities and organisations.

Social Responsibility

Tackling workforce inequality and ensuring equal access to technical and vocational education, through our Academies, Camps and Earn as you Learn schemes.

Innovation & Future Readiness

Driving continuous improvement through technology

Health, Wellbeing & Accessibility

We support colleagues' physical, emotional, and career wellbeing through initiatives, guidance, and inclusive design, ensuring equal access, experiences, and compliance for all users with diverse needs.

Climate Action & Sustainability

With a comprehensive sustainability strategy underway, we will be a Carbon Net Zero company by 2030.

Equality, Diversity & Inclusion

Maximising service experience for citizens and civil servants by delivering projects with diverse teams, underpinned by our BAME, LGBTQIA+ and female communities.



The Code of Ethics

We are guided by our 6 ethical principles.



Wellbeing

We protect the wellbeing of our staff, customers and communities.



Equality

We improve access and inclusion and minimise bias.



Transparency

Our decisions are traceable and accountable.



Integrity

We hold ourselves and others to ethical standards.



Environment

We act responsibly towards the Earth and its resources.



Initiative

We take initiative to deliver social value and positive impacts.

BCDR and Exit Plan

Business Continuity and Disaster Recovery (BCDR)

A Business Continuity Plan can be provided if required. This shall set out the arrangements to be invoked in the event of an actual or perceived threat to business continuity, to ensure continued operation of the system and continuity of the services provided by Kainos pursuant to the Prime Agreement and shall include: the alternative processes, options and responsibilities that may be adopted in the event of a failure or disruption to the system and/or services provided by Kainos pursuant to the Prime Agreement; and the steps to be taken by Kainos upon resumption of the system and services provided by Kainos pursuant to the Prime Agreement in order to address any prevailing effect of the failure or disruption including a root cause analysis of the failure or disruption.

Exit Plan

An Exit Plan can be provided if required to detail the steps that would be carried out to ensure smooth transition of Kainos services to a new supplier. The steps outlined in the Exit Plan will help mitigate against any disruption to the service during the transition period. It is assumed that any new supplier will themselves have a procedure they wish to follow during the transition period, and as such the steps in this Exit Plan will serve as a checklist for the new supplier to ensure all key areas of the transition have been covered. The Exit Plan will therefore be subject to refinement should it be exercised.

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Corporate information

"Kainos" is the trading name of the Kainos group of companies, further information on which can be found here: <https://www.kainos.com/corporate-information/>.

Kainos Software Limited/ Kainos WorkSmart Limited, will be the contracting entity under this tender / for the provision of the service and may be assisted from time to time by other Kainos group companies.

Freedom of information

Kainos considers that the following information provided in this document is exempt from disclosure under the Freedom of Information Act 2000 (FOI):

The CVs of staff qualify under the "Personal Information Exemption (s.40)" of the Freedom of Information Act and are exempt from disclosure under the Data Protection Act 1998. The Period for which this information should be confidential is the lifetime of the Data Subject.

Rate and pricing information is confidential and commercially sensitive and covered by the 'Commercial Interests' exemption (s.43) of the FOI, as the release of this information is likely to prejudice the commercial interests of Kainos and is likely to adversely affect its (and the Customer's) future negotiating position. The period that this information should be confidential for should be 5 years.