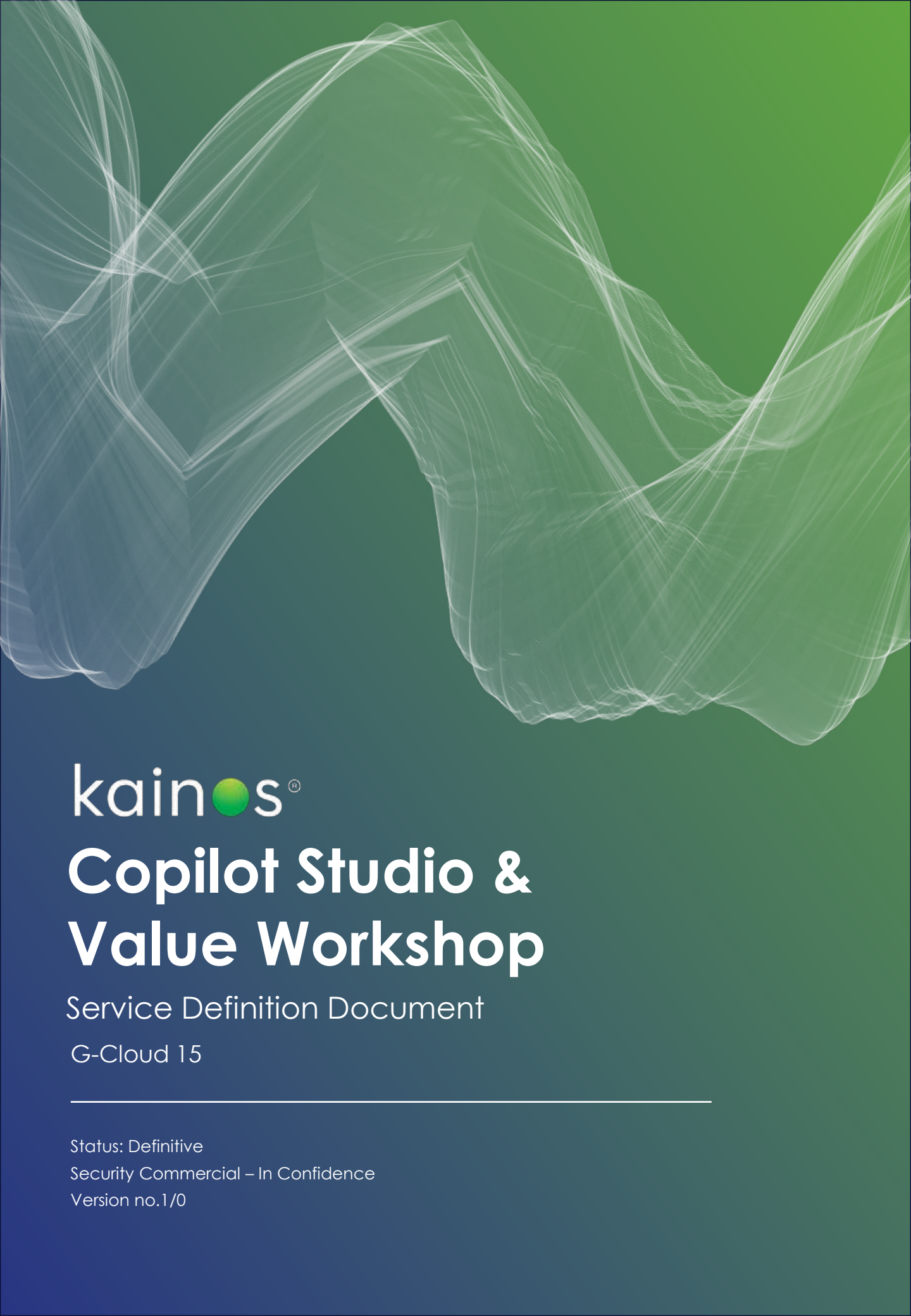




kainos[®]

Copilot Studio & Value Workshop

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

Copilot Studio & Value Workshop

This workshop helps organisations envision the possibilities of Microsoft Copilot Studio, assess readiness, and define a roadmap for implementing AI-driven productivity solutions. It aligns with Microsoft's official methodology for funded workshops, focusing on value realisation, governance, and extensibility.

Features

1. Microsoft-Aligned Methodology – Assess, Build the Vision, Plan for Value.
2. Pre-Engagement Readiness Assessment – Evaluates organisational and Copilot adoption technical readiness.
3. Art of the Possible Sessions – Demonstrates real-world Copilot Studio scenarios.
4. Ideation Workshops – Engages stakeholders to identify high-value business use cases.
5. Governance & Security Framework Discussion – Compliance, responsible AI, risk mitigation.
6. Scenario Prioritisation – ranking use cases based on impact and feasibility.
7. ROI & Business Case Development – Quantifies benefits and cost considerations.
8. Implementation Roadmap – Clear, actionable plan with timelines and next steps.
9. Executive Readout – Summarises findings, recommendations, and strategic alignment for leadership.
10. Microsoft Funding Eligibility – full or partial funding through Microsoft programs.

Benefits

1. Strategic Clarity – Aligns AI initiatives with organisational goals and priorities.
2. Accelerated ROI – high-impact use cases for faster value realisation.
3. Risk Reduction – Establishes governance and compliance best practices early.
4. Empowered Workforce – Enables teams to leverage AI productivity and innovation.
5. Cost Efficiency – Potentially funded by Microsoft, reducing upfront investment.
6. Executive Confidence – clear business case and roadmap for decision-making.
7. Improved Collaboration – Brings IT and business stakeholders together for shared vision.
8. Future-Ready Architecture – Positions the organisation for scalable AI adoption.
9. Enhanced Productivity – Unlocks automation and Copilot-driven efficiencies across processes.
10. Competitive Advantage – Accelerates digital transformation and innovation leadership.

Service overview

Scope of Work

The engagement is structured into **three phases**, consistent with Microsoft's approach:

Phase 1: Assess

Evaluate **AI and low-code readiness** across business and technical domains.

Review existing application landscape and identify blockers.

Conduct **pre-engagement questionnaire** and readiness analysis.

Phase 2: Build the Vision

Deliver **Art of the Possible** sessions showcasing Copilot Studio capabilities.

Explore **priority business scenarios** for Copilot integration.

Discuss governance, security, and compliance considerations.

Facilitate **interactive ideation workshops** with stakeholders.

Phase 3: Plan for Value

Develop a **prioritised list of initiatives** for Copilot Studio adoption.

Define **KPIs, success metrics, and ROI projections**.

Create a **strategic roadmap** for implementation, including next steps and timelines.

Deliverables

1. Pre-Engagement Readiness Report

Summary of technical and organisational readiness.

2. Vision & Value Presentation

Art of the Possible demos and scenario mapping.

2. Prioritised Scenario List

High-value use cases for Copilot Studio.

3. Business Case & ROI Analysis

Quantified benefits and cost considerations.

4. Implementation Roadmap

Recommended steps, timelines, and governance model.

5. Executive Readout

Consolidated findings and actionable recommendations.

Methodology & Activities

• Pre-Engagement (8–10 hours)

Kick-off call, eligibility verification, questionnaire review.

• Workshop Delivery (2 days)

Vision sessions, scenario development, governance discussion.

• Post-Engagement (4–6 hours)

Executive readout, proof of execution, feedback surveys.

Typical effort: ~30 hours across preparation, delivery, and closeout.

Service overview

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Roles & Responsibilities

Supplier Team

- Copilot Studio Specialist
- Business Analyst
- Technical Architect

Customer Team

- IT Decision Makers
- Business Leaders
- Security & Compliance Representatives

Alignment with Microsoft Funded Workshop

- **Eligibility:** Workshop may be fully funded by Microsoft for qualifying organisations.
- **Structure:** Matches Microsoft's three-phase model—Assess, Build the Vision, Plan for Value.
- **Focus:** Accelerate adoption of **Copilot Studio agents**, governance, and extensibility.

Example Features (from Kainos SOWs)

- Governance & Security Overview
- Patterns of Value in Low Code
- Application Modernisation
- Build Your Own Copilots
- Hyper-automation Opportunities

Benefits

- **Strategic clarity** on Copilot Studio adoption.
- **Accelerated ROI** through prioritised initiatives.
- **Improved governance** and compliance posture.
- **Empowered teams** with AI-driven productivity tools.



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



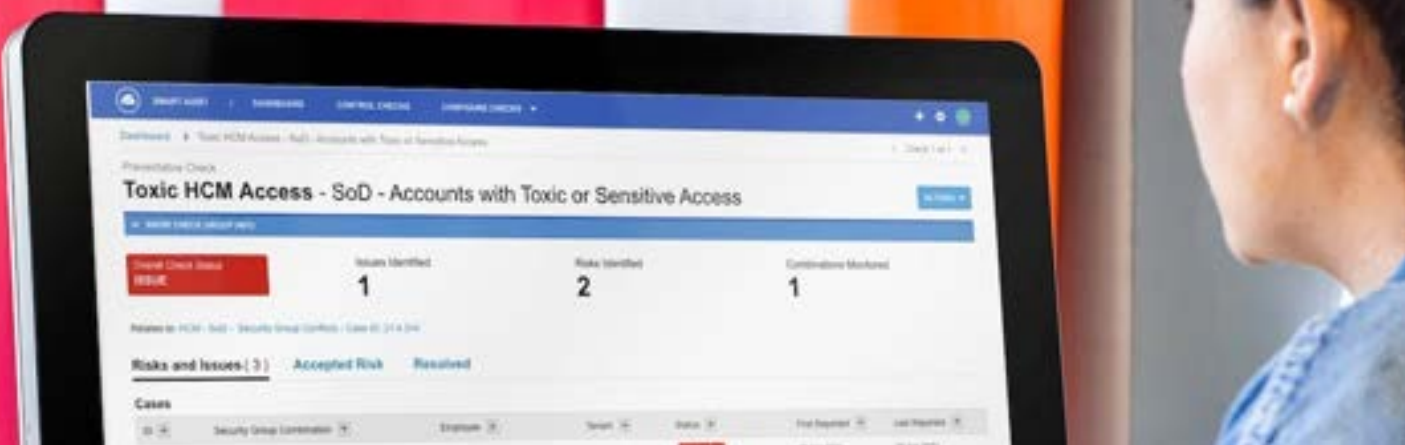
Key partners

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.

Commercial Statement

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All information provided prior to execution of a contract is provided 'as is' and 'subject to contract' without warranty of any kind.

This document does not constitute an offer from Kainos. In the event that the parties elect to work together, they will only be contractually bound to each other upon signature of a contract.

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.