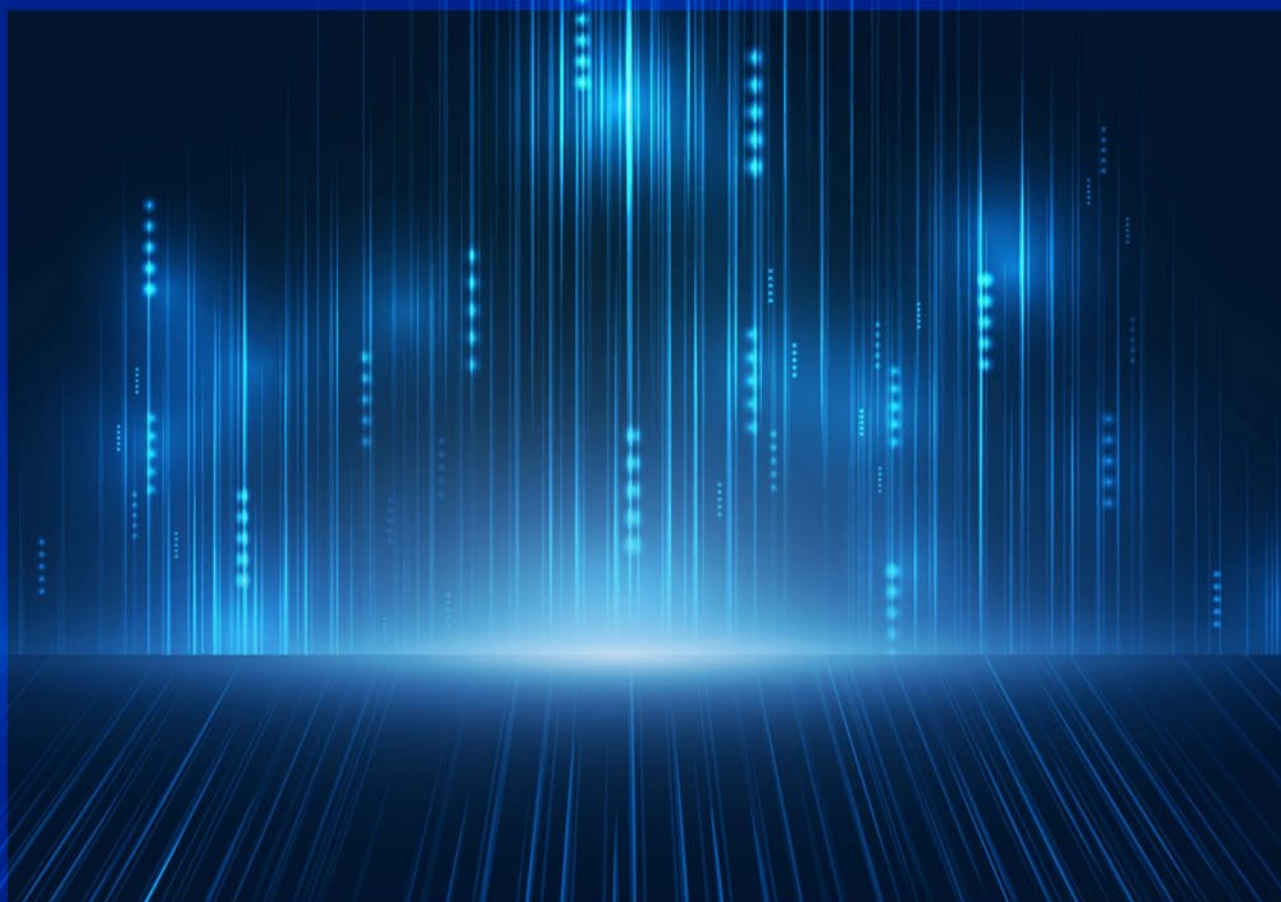




KPMG ServiceNow Suite Powered Implementation Services

A KPMG Service for G-Cloud 15



Service Definition

Introducing KPMG ServiceNow Suite Implementation Services



Service Description:

KPMG Powered, enabled by ServiceNow, is a comprehensive SaaS solution designed as a 'ServiceNow in a box.' It leverages KPMG's process-aligned service framework to facilitate the implementation of any aspect of ServiceNow.

This solution offers Out of the Box capabilities, including workflows, roles, security, and functionality. Additionally, it is enhanced by digital training, test automation, and complete documentation, ensuring a seamless and efficient deployment experience.



What are the benefits of KPMG service?

- **Reduced Costs and Time to Value:** 'ServiceNow in a box' minimises deployment expenses and accelerates benefits realisation.
- **Enhanced Efficiency and Governance:** Optimised automation improves process efficiency and governance through automated checks.
- **Accelerated Testing:** Test automation speeds up upgrade and configuration cycles.
- **Easy Adoption:** Includes documentation and digital training for seamless user adoption.
- **Proven Success and Enterprise Readiness:** Over 400 implementations aligned with KPMG practices ensure reliability.
- **Intuitive Reporting:** Provides simple dashboards for IT performance monitoring.
- **Streamlined Operations:** AI and analytics reduce costs and enhance decision-making.
- **Scalable and Secure:** Built-in security and flexibility to adapt to business needs.



Our service features

- **Aligned Applications:** Built to KPMG & ServiceNow best practices for reliability and effectiveness.
- **Enhanced Security:** Role-based access control at record and field levels.
- **Functional Improvements:** Optimized workflows, UI, and task management.
- **Data Management:** Improved validation, categorisations, SLAs, and templates.
- **Process Governance:** Role-based workflows with checks and controls.
- **Expert Access:** KPMG's ServiceNow Alliance and authorised trainers.
- **Test Automation:** Full suite for accelerated testing and reliability.
- **Agile Deployment:** Data-led methodology with pre-defined templates.
- **Rapid Deployment:** Pre-built solutions and accelerators.
- **Scalable Architecture:** Supports growth and evolving needs.
- **AI Capabilities:** Intelligent automation and predictive analytics for enhanced decision-making.

KPMG Approach

Implementation Plan:

Powered projects are delivered over five phases as follows:

Vision: In this phase the high-level scope, the project plan, the approaches and strategies for how the Platform will be implemented during the remainder of the project are documented and accepted. In addition, during this phase preparation for activities in the Validate phase take place.

Validate: In this phase the designs for the items in scope / Platform will be finalised, documented and accepted by the Customer to facilitate entry into the Construct phase.

Construct: In this phase the platform is configured, and integrations built in accordance with the design. A series of test phases collectively determine if the system was built in accordance with the design. Data is also cleansed in preparation for migration and tests will be conducted to confirm the ability to migrate and reconcile data from the legacy platforms to the new platform.

Deploy: During this phase the platform is subject to user acceptance test, users are trained, data is migrated and the project transitions from implementation to Production.

Evolve: During this phase the new platform is in production and the Customer starts operating the target processes on it, with the agreed level of post-go live Hypercare support.

Timescales are driven by a number of variables including the scale and complexity of each Customer's scope together with quality of data and availability of resources. We would agree the implementation plan, resource requirements and project milestones as part of the process of procuring our services.

Onboarding and offboarding support:

The range of on-boarding activity required for clients adopting a KPMG Powered service would be agreed as part of the procurement of the service. As part of the service, we build and agree a plan covering all relevant activities, planned times, durations, responsibilities, accountabilities and outputs. Typical elements comprise:

Onboarding:

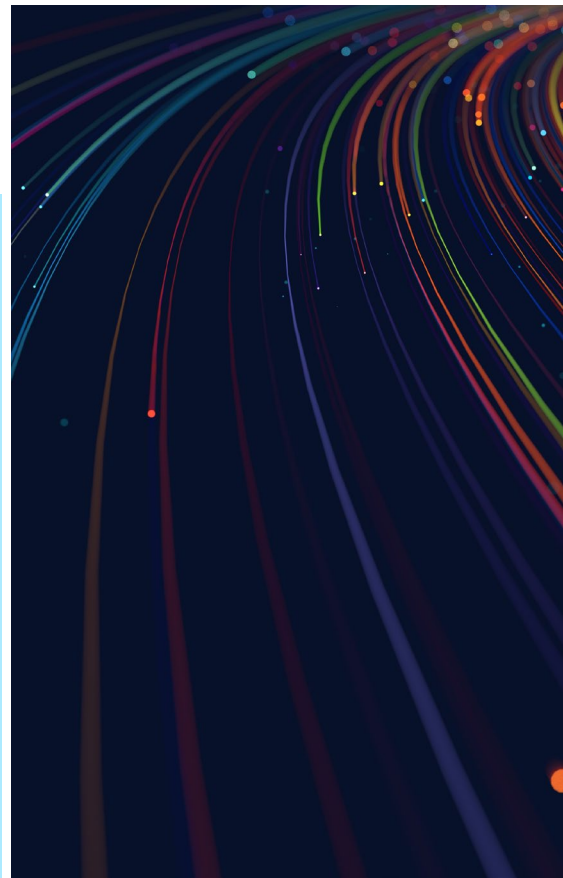
- Development of the project charter, if needed, and associated project guiding principles
- Assistance to develop / articulate the case for change
- Change management and communications strategy to aid who needs to be communicated with, how and when in relation to the changes the project is planning to implement
- Provision of orientation sessions in the Powered Methodology, Powered assets, Platform principles, Powered Execution Suite tools to prepare clients teams for the program, including workshop execution
- Engagement with client teams to understand the 'as is', to take into account in change impact assessment during workshops
- Definition of collective roles and responsibilities including that for outputs
- Execution of a Project kick-off event and associated materials to formally launch the project and to aid new joiners in orientation

Onboarding...continued

The migration of client data is often a critical path item on the on-boarding plan. We work with our clients to assist them to transition data to the new Platform. As part of this we would provide standard templates and knowledge transfer to allow the client and/or their existing service provider to extract and provide data in the correct format.

Offboarding:

Each implementation has a post go-live ("Evolve phase") in which KPMG will provide post go-live support working with each Clients Business as Usual (BAU) team to fully transition on-going service delivery to the Clients' BAU support team according to the agreed plan.



Service Details

The levels of data backup and restore, and disaster recovery you'll provide, such as business continuity and disaster recovery plans

KPMG has comprehensive business continuity and physical security procedures in place to cover its day to day and business operations.

The KPMG Business Continuity and Readiness Statement Executive summary dated November 2022 includes the following:

The Business Continuity team follow the Business Continuity Institute best practice guidelines and comply with the International Standard ISO22301: 2012.

The firm has ISO27001 accreditation, the scope of the external audit extended for the first time in 2010 to include the Business Continuity Management across the UK firm – externally audited every six months.

Incident & Crisis Management response: role holders are trained and exercised.

Business Recovery Readiness: Strategy

The firm's recovery strategy is based on the use of the KPMG UK office network to provide workplace and Information & Communications Technology contingencies in the event of the loss of one (or more) of the firm's offices.

The firm's business recovery strategy is based on using the offices throughout the UK as alternate site contingencies for building denial events with remote working at home and client site completing the response by leveraging KPMG's agile working capability: high capacity VPN, all staff have laptops and Smart phones.

Plans

Business Continuity Co-ordinators are responsible for the maintenance and execution of client service recovery plans. The business recovery plans are reviewed within an ongoing programme of scenario-based tabletop exercises.

The plans are maintained and centrally monitored using business continuity planning software. These plans are supported by the firm's infrastructure (ITS, Facilities and HR) support plans

Exercising

Business Recovery plans: exercised once every year.

Detailed audits of the content of all plans are completed annually

BCDR: Risk and Impact Mitigation:

KPMG has a three lines of defence Risk Governance model:

- i. **Operational teams** (ITS, HR, Physical Security etc) responsible for implementation of activities / adherence with policies and standards and day to day ownership & management of risk.
- ii. **Oversight** – BCM as part of a wider Information Protection team within the Quality & Risk Management function defines strategy / policies, ensures compliance and provides assurance.
- iii. **Independent Assurance** – Internal Audit overseen by the Audit & Risk Committee, external audit (ISO27001 BCM audit on a biannual basis) and Client audits.

KPMG operates a twin data centre model, providing provision to manage disruptions affecting hosted IT infrastructure and business applications.

The primary and secondary data centres are dedicated data halls hosted in purpose built UI Tier III equivalent facilities. The buildings are separately owned by two of the market leaders in data centre colocation.

KPMG operates a twin data centre model, providing provision to manage disruptions affecting hosted IT infrastructure and business applications.

Why KPMG

BCDR Risk and Impact Mitigation, continued:

The data centres are sufficiently physically separated to minimise exposure to shared risk/threat occurrence, whilst within distances to support synchronous replication of data to minimise data loss opportunity in the event of DR. Both facilities are located in the UK.

Production IT systems are typically hosted on an active-passive infrastructure design, providing high availability and managed failover between data centres, underpinned by resilient fibre links.

KPMG provides a disk-to-disk backup strategy supplemented by snapshot and clone solutions to provide the lowest RTO. Disk backups are replicated between data centres for additional assurance. Long term data retention is provided through a choice of archive disk or tape backup where required.

The KPMG network is fully resilient, with all offices linked by dual network paths into an MPLS Wide Area Network, providing connectivity to KPMG's Data Centres.

KPMG has several risk assessments for suppliers in place, which cover business continuity, health and safety and data security.

Pricing overview, including volume discounts or data extraction costs

Consulting Prices are as per the G Cloud 14 rate structure.

Projects can be charged using either Fixed Price and Time and Materials approaches, according to the situation, and can be delivered on-site and/or remotely.

Volume discounts would be considered on a case-by-case basis.

Typically, data extraction is addressed by clients with input from KPMG but we work closely with our clients to develop the data migration strategy and plan, providing templates with the target Platform format, to enable our clients to cleanse and map extracted data. We can apply varying levels of data migration automation techniques to address large volumes or complex requirements.

Service constraints like maintenance windows or the level of customisation allowed

Maintenance:

Cloud software is updated regularly to apply minor fixes and to a schedule for more significant updates. These types of maintenance activities are usually well documented and pre-advised by the Cloud software vendor and, where notified, are considered in project planning and particularly design and regression testing activities. The Cloud software vendors which are the subject of a Powered implementation typically apply updates at times aimed at minimising disruption to project and day to day operational use.

Customisation:

The Powered approach is to 'configure rather than customise', adopting standard Cloud software functionality to enable ease of upgrade and to take advantage of new updates and releases with minimal issues. ServiceNow provides the ability to create Scoped Applications for any customisation that is necessary to protect the core platform from changes that would impact upgrades. KPMG has leveraged this feature and aligned with ServiceNow recommendations for leading practice Application creation for the Powered IT services.

KPMG provides related consulting services to clients.

Why KPMG

Service levels like performance, availability and support hours

The service levels and support hours for Cloud software vendors are per the relevant authority's direct agreement with that vendor.

KPMG can provide managed services with extended support hours coverage and would be happy to discuss this and specific service level requirements on a case by case basis.

How you'll repay or compensate buyers if you do not meet service levels

Any service credit regime for Cloud software vendors are per the relevant authority's direct agreement with that vendor.

KPMG can discuss specific service credit requirements on a case by case basis.

The ordering and invoicing process

The ordering process for G-Cloud services is laid out in the 'G-Cloud buyers' guide on the www.gov.uk website.

Invoicing arrangements will be as per the agreed G-Cloud order form and will vary from engagement to engagement.

How buyers or suppliers can terminate a contract

Our terms provide for a range of scenarios where both Buyer and Supplier are able to terminate contracts, to defined notice periods, for:

- convenience,
- failure to remedy a material breach and
- insolvency.

In addition, Supplier has the right to terminate if: (a) circumstances arise or have arisen which KPMG reasonably considers does or may impair its impartiality, objectivity or independence in respect of the provision of the Services; or (b) for legal, regulatory or other justified ethical reasons.

After sales support

KPMG can provide a range of services to assist users of this service post implementation ranging from managed services, staff secondment, impact assessments on the implementation due to cloud software vendor upgrade / major patches and associated regression testing.

Any technical requirements

Each Cloud software vendor provides details directly of their supported web browsers and personal computer and related requirements. These are not onerous and typically do not present an issue for the majority of organisations.

KPMG also uses a range of collaboration tools, as appropriate, to assist in the delivery of the Services. Microsoft Office 365 & Teams are used by all colleagues within the firm, with other tools such as Jira and Confluence being used if required for the project. KPMG is also able to use other collaboration tools if used on client provided laptops.

Project team members will need to be provided with a software VPN and virtual machine or client laptop.

Products Covered

Our implementation Services include but are not limited to:

IT Service Management and IT Service Operations (ITSM)
IT Operations Management (ITOM)
IT Asset Management (ITAM)
Shared Services, Enterprise Service Management and Global Business Services (ESM, GBS) including Source-to-Pay (S2P) and Finance Case Management (FCM)
Human Resources and Employee Experience (HR, HRSD, JML)
Customer Service Management, Citizen Service Management, Citizen Services (CSM and PSDS)
Cyber Security (SecOps)
Integrated Risk Management (IRM)
Strategic Portfolio Management (SPM)
Field Service Management (FSM)
Workplace Service Delivery (WSD)
Environmental, Social, and Governance (ESG)
Service Portals, Mobile App etc.
Artificial Intelligence (AI / ML / NLU / NLMs)
ITSM Assessments
Maturity Assessments
ServiceNow Audit Services
Finance and Supply Chain Transformation
Public Sector Digital Services
Platform Optimisation



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