

Abavus Ltd

Space Allocation and Lettings

(Service Definition Document)

Contact Information

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Overview of Space Allocation and Lettings

Our Spaces module enables customers to apply and pay for the usage of any physical space. These spaces range from allotments, garages, lockers, market stalls, moorings, parking spaces, etc. Councils can configure waiting lists for spaces, gaining additional revenue and an understanding of their most popular physical spaces.

Service Features

- Applicable to a wide range of space-related scenarios
- Create queues, waiting lists and priority management for spaces
- Automatic notifications (space available, space usage due, etc)
- Automatic recording of application and maintenance history
- Compatible with major merchant service providers and direct debit solutions

Service Benefits

- User-friendly interface, quick and easy to apply for spaces
- Specify exactly what you want to do with a space
- Specify exactly what kind of space or location you want
- Waiting lists ensure effective and reasonable usage of resources
- Generates additional revenue for the usage of council-owned spaces

Client services, setup and onboarding

When UK public sector organisations adopt this module as part of a commercial subscription, Abavus will fully support clients through a documented and straightforward onboarding process. Elapsed time for onboarding is usually 6-8 weeks. These times can vary based on client-specific circumstances and requirements.

Hosted service maintenance windows and other constraints

Abavus warrants that (i) the Service will operate in all material respects at least in accordance with the applicable Feature Listing as of the Subscription Start Date, and (ii) the Service will be available to customers for normal use for at least 99.97% of the time each quarter, excluding any downtime during a Standard Maintenance Window. In the event of any breach of the warranties under the contract, Abavus' sole and exclusive responsibility shall be for Abavus to make all reasonable efforts to have any reported failure of the Service causing a breach of this warranty corrected as soon as practical. However, if within 10 business days, such defects are not corrected, then Customer's sole and exclusive remedy shall be to terminate this Agreement and to receive a refund of the prepaid fees. Please refer to our Hosted Services Agreement for further information.

Service level agreement for support

There is a comprehensive customer support service level associated with the delivery of My Council Services, providing support consisting of telephone help desk or online support to the Customer's two designated support contacts. Please refer to our Standard Support Protocol.

Delivery of service, and information assurance and security

The target Impact Level (IL) of My Council Services is IL3 to hold and process information. My Council Services does not currently hold IL accreditation. We hold ISO 27001 and Cyber Essentials Plus accreditations.

Training

Training can be provided and is charged separately. Details of pricing for training are provided in the Skills Framework rate card. Training can be delivered on the client's premises, and can be further supported by remote web-based refresher and support sessions. All training resources are UK-based and available to come onsite.

Ordering and invoicing process

Orders can be placed by means of the client organisation's official purchase authorisation number or procurement approval. Alternatively, completion of the Abavus "Purchase Authorisation Schedule" (the ordering documents representing the initial purchase of the Service as well as any renewals, or subsequent purchases agreed to between the parties in writing from time to time that are executed). Payment terms are net 30 days, accepted by BACS transfer (preferred) or cheque.

Minimum contract term, and termination terms

Minimum contract term is 12 months. A party may terminate this Agreement for cause: (i) upon thirty (30) days written notice of a material breach to the other party, provided such breach remains uncured at the expiration of the notice period; or (ii) if the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors.

Technical requirements and integration

There are no specific local technical requirements regarding hardware, and there is zero client footprint in terms of normal service usage and access to standard and extended functionality. When integrating My Council Services with other third-party applications (e.g. CRM tools), or other back-office tools (e.g. open standards), Web Services are the preferred approach. For guidance, a standard integration using Web Services to a third-party application would enable a dynamic two-way data exchange between My Council Services to a third-party application. A standard integration and its delivery components offer:

- Access to our full set of Web Services, fully supported by Abavus.
- Development of a mutually agreed functional specification, defining how the integration will work between My Council Services and your chosen third-party.
- Any reasonable/required additions to our Web Services allowing the integration to meet requirements. We agree any required changes with the client in conjunction with our technical team as part of the functional specification.
- Remote technical project support from our technical team for your internal technical resources, to ensure integration is completed successfully.

Note: The standard Web Services integration does not include onsite technical consulting/development activity, or custom changes/additions to core functionality. These services can be provided, with pricing based on specific requirements.