GATEWAY SERVICES ORDER FORM CUAGNICT2015

ORDER TITLE:

Insert Order Title Here

ORDER NUMBER:

Insert the Order Number Here

ISSUED BY:

Agency Name

*Text Legend* *Delete this legend before finalising the document*

*Red text is for instruction only and must be deleted before sending to the contractors*

*Blue text should be edited or deleted as required.*  *Change Blue text to Black if keeping*

*Black text should generally be considered as fixed text*

      Text boxes indicate free text fields

*Yellow highlighted should be replaced with customer requirements or deleted.*

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| CUAGNICT2015 – ORDER FORMGATEWAY SERVICES | | | | | |
| PART A | | | | | |
| This Order Form Quotation incorporates the Enrolment Agreement, Customer Relationship Terms, Service Category Terms, the Service Catalogue and this Order Form. The Order includes Part A – Order Information, Part B – Contractor Response, Part C – Pricing Schedule and Part D – Order Acceptance. | | | | | |
| ORDER INFORMATION | | | | | |
| Order Title | | |  | | |
| Order Number | | |  | | |
| Cost Code / PO Number | | |  | | |
| Date of Issue | | |  | | |
| Order Form Type | | | Quote | | |
| Contractor Response Date *Within 15 days of issue date or as specified. Can be longer than 15 days for large or complex quote* | | |  | | |
| Submission of Order Form Quote Details  Contact Person for Order Form  *<$250K Agency Representative*  *>$250K Department of Finance Representative* | | | Submission Through email:  Contact Person:  Job Title:  Email Address:  Alternate Email:  Phone Number: | | |
| AGENCY INFORMATION | | | | | |
| Customer Agency | | |  | | |
| Customers Authorised Representative | | | Name:  Title:  Telephone:  E-mail: | | |
| Contract Manager | | | Name:  Title:  Telephone:  E-mail: | | |
| **Customer Contact for Implementation**  *Agency Project Manager) Delete this section if this is the Contract Manager* | | | Name:  Title:  Telephone:  E-mail: | | |
| CONTRACT INFORMATION | | | | | |
| Order Commencement Date *Add commencement date if known otherwise it must be added before signoff* | | |  | | |
| Order Expiry Date *Add expiry date if known otherwise it must be added before signoff* | | |  | | |
| Order Term | | |  | | |
| Contract Management Requirements *The following reporting requirements are included as standard*  *See Contractor Relationship Terms Clause 26 - Reporting for more details* | | | **Reporting**  Standard reporting includes the following:   * Dashboard Reporting; * Monthly Report; * Transition Services Report; * Performance and Consumption Report; and * Financial Report. | | |
| CURRENT STATE | | | | | |
| Description | Quantity | | Notes | | |
| Agency Customers |  | | e.g. select groups of the public, employees of the Agency in question, other Public Servants generally etc | | |
| Services Provided to Customers |  | | e.g. HR functions, publically accessed portals, publically accessed call centres, privately accessed call centres etc | | |
| Agency FTE |  | | FTE= X, 50% of whom who are office-based, 50% are mobile  Shift= X, 50% of whom who are office-based, 50% are mobile  We anticipate these staff figures will remain stable over the next 3 years | | |
| Hours Of Operation |  | | e.g. 8am -8pm, Mon-Fri | | |
| Cross Agency Dependencies |  | |  | | |
| External Dependencies |  | |  | | |
| Internal Resourcing |  | | e.g. we will assign a full-time Project Manager and Business Analyst during transition, as part of the bigger building move, list infrastructure team that wil support transition, testing etc | | |
| SLA’s |  | | List and attach any current SLA | | |
| Number of Sites |  | | Outline how many sites you have and stipulate the specific sites to be included in this order. Outline if sites are single or multi tenanted | | |
| Internal ICT Capacity |  | | Our ICT team has x members who support approximately X business applications and x devices. We expect to provide testing of services implemented by GovNext Contractors | | |
| CURRENT STATE DESCRIPTION | | | | | |
| *Outline the current agency environment*  *If specification documents are attached please reference them here* | | | | | |
| DESIRED FUTURE STATE | | | | | |
| *Outline the business needs of the Agency*  *Information should be used from the interactive workshops or the information developed in the customer rationalisation exercise undertaken in consultation with GSB*  *If specification documents are attached please reference them here* | | | | | |
| Transition Plan *The Transition Plan will include the specific details on the specified personnelThe transition plan includes transition and project management services (see Clause 16.2 of the Customer Relationship Terms for more details)* | | Required  Not Applicable  [Provide any specific details or requirements for transition and project management services, in addition to the standard services outlined in the Customer Relationship Terms] | | | |
| Acceptance Testing Plan *If acceptance testing is required then an acceptance certificate(s) is/are required as per clause 16.8 of the CRT)* | | Required  Not Applicable  [Outline the details of the acceptance testing requirements here. If acceptance testing is required at multiple stages during the project then multiple acceptance certificates may be required] | | | |
| Training and Support *Refer to the Customer Relationship Terms Clause 24.2 for details on the training provided under the agreed terms* | | Required  Not Applicable  [Outline any specific training and support requirements here] | | | |
| Disengagement Plan *Refer to the Customer Relationship Terms Clause 46.2 for the requirements of the disengagement plan* | | Required  Update Existing Plan  [Outline any specific requirements to be included in the disengagement plan] | | | |
| Interactive Workshops | | Requirements Workshop  Design Workshop  Clarification/Negotiation Workshop | | | |
| ORDER FORM REQUIREMENTS | | | | | |
| INTERNET ACCESS - PER USER MODEL *See the Service Catalogues, Section 10 for details of services available* | | | | | |
| Internet Access – Per User Model | | | | | Required  Not Applicable |
| **The Number of Users** | | | | | Staff  Concurrent guests  Students (K-12, tertiary) |
| **Location Requirements** *Provide the specific locations that require gateway services* | | | | |  |
| **STANDARD OPTIONS** | | | | | |
| **External DNS Hosting** | | | | | Required  Not Applicable  [If applicable please state requirements] |
| **Secure Email Relay** | | | | | Required  Not Applicable  [If applicable please state requirements] |
| **Application Firewall** | | | | | Required  Not Applicable  [If applicable please state requirements] |
| **ADDITIONAL OPTIONS** | | | | | |
| *Additional services should be outlined here*  *Refer to the Service Catalogues for the additional services offered by the Prime Contractors*  *Consultation may be required with the Contractor(s) to determine the additional services available*  *Add rows as necessary* | | | | |  |
| **Extended Support**  *Support outside standard support hours*  *Extended support may incur additional costs* | | | | | Required  Not Applicable  [If applicable please state requirements] |
| **Non Standard Service Levels**  *Service levels higher than standard, must be set out below under revised service levels*  *Non-standard service levels may incur additional costs* | | | | | Required  Not Applicable |
| Revised Service Levels  [If applicable please state revised service level requirements here] | | | | | |
| **Additional Information** *Outline any additional information here* | | | | | [If applicable please state requirements] |
| INTERNET ACCESS - BANDWIDTH MODEL | | | | | |
| **Internet Access Bandwidth Model** | | | | | ☐ Required ☐ Not Applicable |
| **Required Bandwidth (Internet Connection required)** | | | | | [If applicable please state requirements] |
| **Number of Remote Access Users** | | | | | [If applicable please state requirements] |
| **Location Requirements** | | | | | [If applicable please state requirements] |
| **STANDARD OPTIONS** | | | | | |
| **External DNS Hosting** | | | | | [If applicable please state requirements] |
| *Check the Service Catalogue for standard options* | | | | |  |
| **ADDITIONAL OPTIONS** | | | | | |
| *Additional services should be outlined here*  *Refer to the Service Catalogues for the additional services offered by the Prime Contractors*  *Consultation may be required with the Contractor(s) to determine the additional services available*  *Add rows as necessary* | | | | |  |
| **Extended Support** *Support outside standard support hours* *Extended support may incur additional costs* | | | | | Required  Not Applicable  [If applicable please state requirements] |
| **SECURITY SERVICES** | | | | | |
| **Security Services**  *If not required box is selected please leave the following section blank* | | | | | Required  Not Applicable  [If applicable please state requirements] |
| **Machine names IP address information** | | | | |  |
| **Port and protocols/applications and the servers on which they terminate.** | | | | |  |
| **Location requirements** | | | | |  |
| **Number of security zones** | | | | |  |
| **Applicable firewall policies, including:**   * **Any applicable firewall object aliases and/or groupings** * **Source and destination object, hostname or IP address** * **Source and description protocol, port, application or object** | | | | |  |
| **Protocols and traffic types to apply rules or policies to** | | | | |  |
| **Whether any SSL offloading is required and any appropriate certificates to be installed and configured** | | | | |  |
| **STANDARD OPTIONS** | | | | | |
| **Threat and Intrusion Management** | | | | |  |
| **Web Application Firewall** | | | | |  |
| *Additional standard services should be outlined here*  *Refer to the Service Catalogues for the standard services offered by the Prime Contractors*  *Add rows as necessary* | | | | |  |
| **ADDITIONAL OPTIONS** | | | | | |
| *Additional services should be outlined here*  *Refer to the Service Catalogues for the additional services offered by the Prime Contractors*  *Consultation may be required with the Contractor(s) to determine the additional services available*  *Add rows as necessary* | | | | |  |
| **Extended Support** *Support outside Standard Support Hours* *Extended support may incur additional costs* | | | | | Required  Not Applicable  [If applicable please state requirements] |
| PART B – CONTRACTOR RESPONSE | | | | | |
| Order Form Title | | | |  | |
| Order Form Number | | | |  | |
| Contractor | | | | Choose Contractor | |
| Contractor ACN | | | | Choose ACN | |
| Contractor Relationship Manager | | | | Name:  Title:  Telephone: E-mail: | |
| Additional Documents | | | | Attachment 1 – Transition Plan  Attachment 2 – Acceptance Testing Plan  Attachment 3 – Disengagement Plan [List any additional documents that are part of the order form quote] | |
| Contractor Quote | | | | | |

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| **PART C - PRICING** | | | | | |
| **INTERNET ACCESS - PER USER MODEL** | | | | | |
| **DESCRIPTION** | **UNIT OF MEASURE** | **QTY** | **UNIT COST** | **MONTHLY COST** | **ANNUAL COST** |
| **ALL PRICING IS EX GST** | | | |
| **Standard Services** | **FTE User** |  | $ | $ | $ |
| **Shift Worker** |  | $ | $ | $ |
| **Student-K12** |  | $ | $ | $ |
| **Student Tertiary** |  | $ | $ | $ |
| **Concurrent Guest** |  | $ | $ | $ |
| **INTERNET ACCESS – BANDWIDTH MODEL** | | | | | |
| **DESCRIPTION** | **UNIT OF MEASURE** | **QTY** | **UNIT COST** | **MONTHLY COST** | **ANNUAL COST** |
| **ALL PRICING IS EX GST** | | | |
| **Internet Connection** | **Mb/s** |  | $ | $ | $ |
| **STANDARD OPTIONS** | | | | | |
| **DNS Hosting–wa.gov.au** | **Flat/One Charge** |  | $ | $ | $ |
| **DNS Hosting – Other** | **Per Domain** |  | $ | $ | $ |
| **Email Relay/Security** | **Per Staff FTE/Mailbox** |  | $ | $ | $ |
| **Application Firewall** | **Per Site/FTE** |  | $ | $ | $ |
| **Total Internet Access Cost (Ex GST)** | | | | **$** | **$** |
| **TRANSITION COSTS** | | | | | |
| **DESCRIPTION** | | | | | **COST**  **(Ex GST)** |
|  | | | | | $ |
|  | | | | | $ |
| **Total Transition Cost (EX GST)** | | | | | $ |

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| PART D - ACCEPTANCE OF ORDER FORM QUOTE | |
| CUSTOMER *Please only sign below if you wish to incorporate (accept) the quote* | |
| Accountable Authority:  Position/Title:  Signature:  Date: | / / |
| **CONTRACTOR** | |
| Contractor:  Contractor Delegate:  Position:  Contractor ACN:  Signature:  Date: | / / |