



Crown  
Commercial  
Service

# **G-Cloud 12**

## **RATE CARD TEMPLATE**

**Framework Reference: RM1557.10**

## **Skills For the Information Age (SFIA) Definitions & Rate Card**

### **Standard Rate Card**

|                                   | <b>Strategy and<br/>architecture</b> | <b>Business change</b> | <b>Solution<br/>development and<br/>implementation</b> | <b>Service<br/>management</b> | <b>Procurement and<br/>management<br/>support</b> | <b>Client interface</b> |
|-----------------------------------|--------------------------------------|------------------------|--|-------------------------------|---|-------------------------|
| <b>1. Follow</b>                  |                                      | 800                    | 800  | 800                           |   |                         |
| <b>2. Assist</b>                  |                                      | 950                    | 950  | 950                           |   |                         |
| <b>3. Apply</b>                   |                                      | 995                    | 995  | 995                           | 995   |                         |
| <b>4. Enable</b>                  | 1180                                 | 1180                   | 1180   | 1180                          | 1180  | 1180                    |
| <b>5. Ensure or advise</b>        | 1250                                 | 1250                   | 1250   | 1250                          | 1250  | 1250                    |
| <b>6. Initiate or influence</b>   | 1775                                 | 1775                   | 1775   | 1775                          | 1775  | 1775                    |
| <b>7. Set Strategy or inspire</b> | 2639                                 | 2639                   |  |                               | 2639  | 2639                    |

### **Standards for Consultancy Day Rate cards**

**Consultant's Working Day** – 8 hours exclusive of travel and lunch

**Working Week** – Monday to Friday excluding national holidays

**Office Hours** - 9am to 5pm Monday to Friday

**Travel, mileage Subsistence** – Included in day rate within M25. Payable at department's standard T&S rates outside M25

**Mileage** – As above

**Professional Indemnity Insurance** – included in day rate

### Level Definitions

|           | <b>Autonomy</b>   | <b>Influence</b>  | <b>Complexity</b>  | <b>Business Skills</b>   |
|-----------|---|---|--|--|
| 1. Follow | <p>Works under close supervision.</p> <p>Uses little discretion.</p> <p>Is expected to seek guidance in expected situations.</p>                            | <p>Interacts with immediate colleagues.</p>   | <p>Performs routine activities in a structured environment.</p> <p>Requires assistance in resolving unexpected problems.</p> | <ul style="list-style-type: none"> <li>- uses basic information systems and technology functions, applications, and processes</li> <li>- demonstrates an organised approach to work</li> <li>- learns new skills and applies newly acquired knowledge</li> <li>- has basic oral and written communication skills</li> <li>- contributes to identifying own development opportunities</li> </ul>  |
| 2. Assist | <p>Works under routine supervision.</p> <p>Uses minor discretion in resolving problems or enquiries.</p> <p>Works without frequent reference to others.</p> | <p>Interacts with and may influence immediate colleagues.</p> <p>May have some external contact with customers and suppliers.</p> <p>May have more influence in own domain.</p> | <p>Performs a range of varied work activities in a variety of structured environments.</p>                                   | <ul style="list-style-type: none"> <li>- understands and uses appropriate methods, tools and applications.</li> <li>- demonstrates a rational and organised approach to work</li> <li>- is aware of health and safety issues. Identifies and negotiates own development opportunities</li> <li>- has sufficient communication skills for effective dialogue with colleagues. Is able to work in a team</li> <li>- is able to plan, schedule and monitor own work within short time horizons</li> <li>- absorbs technical information when it is presented systematically and applies it effectively</li> </ul> |
| 3. Apply  | <p>Works under general supervision.</p> <p>Uses discretion in identifying and resolving complex</p>   | <p>Interacts with and influences department/project team members.</p> <p>May have working level contact with customers and</p>  | <p>Performs a broad range of work, sometimes complex and non-routine, in a variety of environments.</p>                      | <ul style="list-style-type: none"> <li>- understands and uses appropriate methods, tools and applications.</li> <li>- demonstrates an analytical and systematic approach to problem solving</li> <li>- takes the initiative in identifying and negotiating appropriate development opportunities.</li> </ul>   |

|           |   |   |   |  |
|-----------|---|---|---|--|
|           | <p>problems and assignments.</p> <p>Usually receives specific instructions and has work reviewed at frequent milestones.</p> <p>Determines when issues should be escalated to a higher level.</p>                 | <p>suppliers.</p> <p>In predictable and structured areas may supervise others.</p> <p>Makes decisions which may impact on the work assigned to individuals or phases of projects.</p>   |   | <ul style="list-style-type: none"> <li>- demonstrates effective communication skills.</li> <li>- contributes fully to the work of teams</li> <li>- plans, schedules and monitors own work (and that of others where applicable) competently within limited deadlines and according to relevant legislation and procedures</li> <li>- absorbs and applies technical information</li> <li>- works to required standards</li> <li>- understands and uses appropriate methods, tools and applications</li> <li>- appreciates the wider field of information systems, and how own role relates to other roles and to the business of the employer or client</li> </ul>  |
| 4. Enable | <p>Works under general direction within a clear framework of accountability.</p> <p>Exercises substantial personal responsibility and autonomy.</p> <p>Plans own work to meet given objectives and processes.</p> | <p>Influences team and specialist peers internally. Influences customers at account level and suppliers.</p> <p>Has some responsibility for the work of others and for the allocation of resources.</p> <p>Participates in external activities related to own specialism.</p> <p>Makes decisions which influence the success of</p> | <p>Performs a broad range of complex technical or professional work activities, in a variety of contexts.</p> | <ul style="list-style-type: none"> <li>- selects appropriately from applicable standards, methods, tools and applications. Demonstrates an analytical and systematic approach to problem solving</li> <li>- communicates fluently orally and in writing, and can present complex technical information to both technical and non-technical audiences</li> <li>- facilitates collaboration between stakeholders who share common objectives</li> <li>- plans, schedules and monitors work to meet time and quality targets and in accordance with relevant legislation and procedures.</li> <li>- rapidly absorbs new technical information and applies it effectively</li> <li>- has a good appreciation of the wider field of information systems, their use in relevant employment areas and how they relate to the business activities of the employer or client.</li> <li>- maintains an awareness of developing technologies and their application and takes some responsibility</li> </ul> |

|                          |   |  |  |  |
|--------------------------|---|--|--|--|
|                          |   | projects and team objectives.  |  | for personal development   |
| 5. Ensure or Advise      | <p>Works under broad direction.</p> <p>Is fully accountable for own technical work and/or project/ supervisory responsibilities.</p> <p>Receives assignments in the form of objectives.</p> <p>Establishes own milestones and team objectives, and delegates responsibilities.</p> <p>Work is often self-initiated.</p> | <p>Influences organisation, customers, suppliers and peers within industry on the contribution of own specialism.</p> <p>Has significant responsibility for the work of others and for the allocation of resources.</p> <p>Makes decisions which impact on the success of assigned projects i.e. results, deadlines and budget.</p> <p>Develops business relationships with customers.</p> | <p>Performs a challenging range and variety of complex technical or professional work activities.</p> <p>Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts.</p> <p>Understands the relationship between own specialism and wider customer or organisational requirements.</p> | <ul style="list-style-type: none"> <li>- advises on the available standards, methods, tools and applications relevant to own specialism and can make correct choices from alternatives</li> <li>- analyses, diagnoses, designs, plans, execute and evaluates work to time, cost and quality targets</li> <li>- communicates effectively, formally and informally, with colleagues, subordinates and customers</li> <li>- demonstrates leadership</li> <li>- facilitates collaboration between stakeholders who have diverse objectives</li> <li>- understands the relevance of own area of responsibility or specialism to the employing organisation</li> <li>- takes customer requirements into account when making proposals</li> <li>- takes initiative to keep skills up to date. Mentors more junior colleagues</li> <li>- maintains an awareness of developments in the industry</li> <li>- analyses requirements and advises on scope and options for operational improvement</li> <li>- demonstrates creativity and innovation in applying solutions for the benefit of the customer</li> </ul> |
| 6. Initiate or influence | <p>Has defined authority and responsibility for a significant area of work, including technical, financial and quality aspects.</p> <p>Establishes organisational</p>   | <p>Influences policy formation on the contribution of own specialism to business objectives.</p>   | <p>Performs highly complex work activities covering technical, financial and quality aspects.</p> <p>Contributes to the formulation of IT</p>  | <ul style="list-style-type: none"> <li>- absorbs complex technical information and communicates effectively at all levels to both technical and non-technical audiences. Assesses and evaluates risk</li> <li>- understands the implications of new technologies</li> <li>- demonstrates clear leadership and the ability to influence and persuade</li> </ul>   |

|                            |  |  |   |  |
|----------------------------|--|--|---|--|
|                            | <p>objectives and delegates responsibilities.</p> <p>Is accountable for actions and decisions taken by self and subordinates.</p>  | <p>Influences a significant part of own organisation and influences customers and suppliers and industry at senior management level.</p> <p>Makes decisions which impact the work of employing organisations, achievement of organisational objectives and financial performance.</p> <p>Develops high-level relationships with customers, suppliers and industry leaders.</p> | <p>strategy.</p> <p>Creatively applies a wide range of technical and/or management principles.</p>  | <ul style="list-style-type: none"> <li>- has a broad understanding of all aspects of IT and deep understanding of own specialism(s).</li> <li>- understands and communicates the role and impact of IT in the employing organisation and promotes compliance with relevant legislation</li> <li>- takes the initiative to keep both own and subordinates' skills up to date and to maintain an awareness of developments in the IT industry</li> </ul>   |
| 7 Set Strategy and inspire | <p>Has authority and responsibility for all aspects of a significant area of work, including policy formation and application.</p> <p>Is fully accountable for actions taken and decisions made, both by self and subordinates</p> | <p>Makes decisions critical to organisational success. Influences developments within the IT industry at the highest levels.</p> <p>Advances the knowledge and/or exploitation of IT within one or more organisations.</p>   | <p>Leads on the formulation and application of strategy.</p> <p>Applies the highest level of management and leadership skills.</p> <p>Has a deep understanding of the IT industry and the</p> | <ul style="list-style-type: none"> <li>- has a full range of strategic management and leadership skills</li> <li>- understands, explains and presents complex technical ideas to both technical and non-technical audiences at all levels up to the highest in a persuasive and convincing manner</li> <li>- has a broad and deep IT knowledge coupled with equivalent knowledge of the activities of those businesses and other organisations that use and exploit IT</li> <li>- communicates the potential impact of emerging technologies on organisations and individuals and analyses the risks of using or not using such</li> </ul> |

|  |  |   |   |   |
|--|--|---|---|---|
|  |  | Develops long-term strategic relationships with customers and industry leaders. | implications of emerging technologies for the wider business environment. | <p>technologies</p> <ul style="list-style-type: none"> <li>- assesses the impact of legislation, and actively promotes compliance</li> <li>- takes the initiative to keep both own and subordinates' skills up to date and to maintain an awareness of developments in IT in own area(s) of expertise.</li> </ul> |
|--|--|---|---|---|