

# **OJEU OPEN PROCEDURE**

OJEU Contract Notice: **NCCT41552**

## **ITT Part 2: Appendix 2 – Bidder Response to ITT**

Date: July 2018  
Version: 1  
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Department  
for Culture  
Media & Sport

**SUPERFAST  
BRITAIN**

## Standard Selection Questionnaire

### Potential Bidder Information and Exclusion Grounds: Part 1 and Part 2.

The standard Selection Questionnaire is a self-declaration, made by you (the potential bidder), that you do not meet any of the grounds for exclusion<sup>3</sup>. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self- declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

*Alternatively you can submit the completed Exclusion Grounds of the [EU ESPD \(Part III\)](#) as a downloaded XML file to the buyer contact point along with the selection information requested in the procurement documentation.*

### Bidder Selection Questions: Part 3

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

### Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

## Notes for completion

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential bidder completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential bidder” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

# Bidder Response to ITT - Selection Questionnaire

## Part 1: Potential bidder information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self declaration.

Section 1	Potential bidder information	
Question number	Question	Response
1.1(a)	Full name of the potential bidder submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	

1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	<p>Relevant classifications (state whether you fall within one of these, and if so which one)</p> <p>a) Voluntary Community Social Enterprise (VCSE)</p> <p>b) Sheltered Workshop</p> <p>c) Public service mutual</p>	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate:</p> <ul style="list-style-type: none"> <li>- Name;</li> <li>- Date of birth;</li> <li>- Nationality;</li> <li>- Country, state or part of the UK where the PSC usually lives;</li> <li>- Service address;</li> <li>- The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);</li> <li>- Which conditions for being a PSC are met;             <ul style="list-style-type: none"> <li>- Over 25% up to (and including) 50%,</li> <li>- More than 50% and less than 75%,</li> <li>- 75% or more.</li> </ul> </li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the immediate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> <li>- Full name of the ultimate parent company</li> <li>- Registered office address (if applicable)</li> <li>- Registration number (if applicable)</li> <li>- Head office DUNS number (if applicable)</li> <li>- Head office VAT number (if applicable)</li> </ul> <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred bidders and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1		Bidding model				
Question number	Question	Response				
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.				
1.2(a) - (ii)	Name of group of economic operators (if applicable)					
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.					
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.					
	Name					
	Registered address					
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
The approximate % of contractual obligations assigned to each sub- contractor						

### Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	



## Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self- declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p><b>Regulations 57(1) and (2)</b>            The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">webpage</a>.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	

2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(a)	<p><b>Regulation 57(3)</b></p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential bidder where it can demonstrate by any appropriate means that the potential bidder is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3	Grounds for discretionary exclusion	
	Question	Response
3.1	<p><b>Regulation 57 (8)</b></p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this <a href="#">webpage</a>, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2

	or other comparable sanctions?	
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2

3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	
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## Part 3: Selection Questions

<b>Section 4</b>	<b>Economic and Financial Standing</b> Bidder guidance:  This self-certification section will be used to evaluate the overall financial stability of your organisation. Checks against self-certification will only be carried out on the winning Bidder.	
	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Section 5</b>	<b>If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:</b>	
Name of organisation		
Relationship to the Bidder completing these questions		

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>

5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>Section 6</b>	<p><b>Technical and Professional Ability</b></p> <p>Bidder guidance:</p> <p>This self-certification section will be used to evaluate the overall financial stability of your organisation. Checks against self-certification will only be carried out on the winning Bidder.</p> <p>This section seeks to assess the Bidder’s existing experience and capabilities. The Bidder must provide up to three case studies, where the solution has been delivered in the last 36 months, that demonstrate the experience and capabilities set out below.</p> <p>The case study must relate to capability of the Bidder and / or any members of its proposed supply chain (i.e. subcontractors or consortium members). A case study may cover where two or more supply chain members have worked together in supplying solutions that demonstrate two or more capabilities. Case studies should be limited to a maximum of four sides of A4 (2.5cm margins and a minimum font size of 10 point).</p>
6.1	<p>Provide details relating to your experience of delivering broadband networks delivering NGA access speeds and capabilities in areas of similar geography to this project.</p> <p>Your case study should contain the following information:</p> <ul style="list-style-type: none"> <li>(i) Prime and/or sub-contractors or consortium members involved, including their role;</li> <li>(ii) Project name and geographical location and outline coverage;</li> <li>(iii) When started and finished or planned to finish (delivery must have been within the last 36 months);</li> <li>(iv) Planned property numbers that will have / have access to the access solution(s), excluding backhaul network;</li> <li>(v) Description of all access solutions delivered at the required access speed (noting the requirement to offer differing solutions as stated above) – please clearly indicate your supply chain solutions and also where regulated products are used;</li> <li>(vi) Underlying technologies deployed; and</li> <li>(vii) Outline operations, e.g. whether retail, wholesale, customer operations, number of business and residential consumers who have taken-up service (by service type).</li> </ul>

<p><b>6.2</b></p>	<p><b>Network Scale</b></p> <p>Provide details relating to your capability to build a network of a scale comparable to the Local Body requirement.</p> <p>Your case study should contain the following basic information:</p> <ul style="list-style-type: none"> <li>(i) Geographical location and outline coverage;</li> <li>(ii) When implementation was started and finished, or planned to finish (delivery must have been within the last 36 months);</li> <li>(iii) Planned numbers of business and residential properties passed (that will/have access to the network), excluding backhaul network;</li> <li>(iv) Description of approach to implementation, including underlying technologies and construction methods;</li> <li>(v) Provide details of any major partners/sub-contractor roles of &gt;10% of project capital expenditure and whether they are part of your proposed supply chain;</li> <li>(vi) Comment on network take-up/utilisation to date.</li> </ul>
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<p><b>6.3</b></p>	<p><b>Network Operations</b></p> <p>Provide details relating to your capability to operate an operation centre(s) covering all the basic management, operation and maintenance processes of customer service including moves, add, changes and deletions, faulting, incident and problem management, service continuity, etc.</p> <p>Your case study should contain the following information:</p> <ul style="list-style-type: none"> <li>(i) Geographical location and outline coverage of the operation, including basic metrics for business and residential customers;</li> <li>(ii) Total potential scale of network in terms of homes and businesses passed;</li> <li>(iii) Description of the operations undertaken, including key processes and metrics, e.g. reported incident, orders/month, cessations/moves, changes (upgrades), bills issued/month, repairs, etc. (these can be approximate numbers to demonstrate the scale of the operation);</li> <li>(iv) Number of staff (full time equivalent) by key operation process;</li> <li>(v) Level of manual processes and/or automation of key processes, e.g. provisioning, billing, customer services, incident management, network management; and</li> <li>(vi) State whether any internet service providers (ISPs) are currently supported and the processes in place to bring on new retail services.</li> </ul>
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Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7.2	If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide the relevant url to view the statement ...  No <input type="checkbox"/> Please provide an explanation



## 8. Additional Questions

Bidders who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

<b>Section 8</b>	<b>Additional Questions</b>	
<b>8.1</b>	<b>Insurance</b>	
a.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Public Liability Insurance = £10 million per event</p> <p>Employer’s (Compulsory) Liability Insurance of not less than = £10 million per event</p> <p>Professional Indemnity Insurance to a minimum cover of not less than = £5 million per event and in the annual aggregate</p> <p>Product Liability Insurance to a minimum cover of not less than = [5 million per event and in the annual aggregate</p> <p>*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

<b>[8.2</b>	<b>Skills and Apprentices</b>
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<p><b>a.</b></p>	<p>Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.</p> <p>Please confirm if you will be supporting apprenticeships and skills development through this contract.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p><b>b.</b></p>	<p>If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p><b>c.</b></p>	<p>Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 and can provide evidence if requested?]</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

**ITT – Template for Additional Appendices (Where Additional Information is to be provided in respect of any of the questions referred to in Section 1 to 8)**

<p><b>Appendix Number -</b></p>
<p><b>ITT section -</b></p>
<p><b>Question number -</b></p>



## Bidder Response to ITT – Qualitative Questions for Evaluation

The following section contains the Qualitative questions which Bidders **must** complete in full.

## 1.0 INTRODUCTION

### A.1 Bidder Response

- A.1.1 The Bidder’s Solution response must reflect the requirements described in the ITT.
- A.1.2 The Bidder must provide its response to this Appendix by answering all the questions within it.

## 2.0 STATE AID REQUIREMENTS

### 2.1 NGA Assessment Template and Asset Reuse

- 2.1.1 Complete the NGA Assessment Template questionnaire in the file below. Include information, principles and design rules that are common to all Lots and bids.



NGA Tech  
Assessment v0.4a Issu

A worked example is included for information in the file below. Replace all examples with specific information about the proposed Solution i.e. no cut-and-paste allowed. References to specific sections in the response in this Supplier Solution Document.



NGA Tech  
Assessment v0.4a Wo

**Response:**

- 2.1.2 The Bidder must provide a statement of how it intends to re-use infrastructure assets or, where it will not re-use such assets, the specific reasons why not.

**Response:**

## 3.0 SOLUTION REQUIREMENTS

### 3.1 Network Design and architecture

- 3.1.1 The Bidder must document the proposed overall Solution design for the entire intervention area meeting the requirements specified in the ITT [within the LOT], specifically describing the rationale for the proposed deployment of each Solution Component.

**Response:**

3.1.2 The Bidder must provide sufficient technical information to enable the Local Body to identify at a structure level the deployment of its proposed Solution design within the entire intervention area, including specifically showing:

- Identification of what comprises a structure for the purposes of the Bidder's Solution design
- Location of key infrastructure
- Geographical coverage of each Solution Component.
- Phasing of deployment.
- Network diagrams.

**Response:**

3.1.3 In developing the Solution design the Bidder must describe how they have considered and applied the data provided within the data room which shows the strong evidence of opportunity and need of key locations for home working, micro businesses and self-employed people to benefit from [NGA and/or Ultrafast services].

**Response:**

3.1.4 The Bidder must explain how its solution can be adapted/expanded to support any increase in coverage should any additional funding become available.

**Response:**

### **3.2 Functional and Performance Requirements**

3.2.1 The Bidder must explain how (i) its solution is designed to meet the Access Line Speeds as set out in the Speed and Coverage Template and the methods and approaches the Bidder has used to model their solution coverage and speed performance and (ii) a Minimum Busy Hour Committed Rate for each End User Premises of 15Mbps as set out under paragraph 3.5.3 of Schedule 2 – Service Requirements.

**Response:**

3.2.2 The Bidder must explain its capacity planning policy and describe how it will ensure capacity is maintained across the network throughout the Term so that End User Premises can place orders with RSPs in accordance with the Service Levels.

**Response:**

### 3.3 Logical Architecture Diagrams

3.3.1 Provide a logical network architecture (maximum paper size A3) i.e. without regard to the actual physical location of elements.

**Response:**

3.3.2 Depict all Solution Components, backhaul and core network elements, and their constituent links and nodes.

**Response:**

3.3.3 Indicate the data capacities of all links and nodes. Repeated elements and architectural features may be marked as such, however, note that excessive generalisation may not meet the needs of State aid NGA assessment and further detailed information may be required in the NGA Assessment Template to confirm that NGA compliant service could be obtained across the whole coverage area.

**Response:**

### 3.4 Physical Asset Location Maps

3.4.1 Provide a map of the location of all physical assets and demonstrate how the Solution achieves coverage for the whole area (maximum paper size A3). Use the same symbology and labelling as for the Logical Architecture Diagrams where possible to allow comparison.

**Response:**

### 3.5 Core Network and Architecture Diagrams

3.5.1 Provide detailed Logical Architecture Diagrams and Physical Asset Location Maps for the core network elements, including interconnections with other telecom operators and the Internet.

**Response:**

### 3.6 Backhaul and Architecture Diagrams

3.6.1 Provide detailed Logical Architecture Diagrams and Physical Asset Location Maps to show how the access architecture connects with the core network architecture.

**Response:**

### 3.7 Access Architecture and Diagrams

3.7.1 Provide detailed Logical Architecture Diagrams and Physical Asset Location Maps for the access network elements to show where each Solution Component will be deployed.

**Response:**

### 3.8 Network and Component Dimensioning

3.8.1 Provide calculations that show how the network and all of its constituent components, links and nodes are dimensioned for data capacity. Sufficient detail needs to be provided in order to support the NGA technical assessment set out in Part 2.

**Response:**

3.8.2 Describe other calculations and design features that demonstrate the capability of the network e.g. network availability, network upgradeability etc.



**Response:**

## **4.0 COMMUNITY NETWORK REQUIREMENTS**

### **4.1.1 Not Used**

**Response:**

## **5.0 SERVICE LEVEL AGREEMENT**

### **5.1 Wholesale Access Product and Services:**

#### **5.1.1 The Bidder's reference offer for the wholesale products and services must:**

- Specify the committed availability as a percentage over time for each product and service.
- Specify a number of fault categories (e.g. minor, major, and critical) according to the severity and duration of a fault and the number of customers affected.
- Specify the reporting, response and resolution timescales for each category of fault.
- Specify the refunds or service credits provided to RSPs for failing to meet each of the availability or fault resolution targets.
- Specify the level of granularity that the Supplier will provide in order to meet the Service Level requirements of the C5 report in Schedule 6.4 in respect of network availability; trouble to resolve time and provisioning order installation timescale.

**Response:**

## **6.0 OPERATIONS**

### **6.1 RSP Integration and Testing**

#### **6.1.1 The Bidder must provide a breakdown by geographical area of the range of RSPs that it anticipates will offer services immediately following implementation of wholesale infrastructure, and provide evidence that increases confidence in these expectations.**

The Bidder must identify the ISPs it expects to attract to the network, evidencing their commitment where appropriate.

The Bidder should identify and articulate the value of the breadth of downstream services, major brands and price points that it anticipates being available for residential and business customers to choose between.

**Response:**

## **7.0 PROJECT DELIVERY**

### **7.1 Project Organisation**

7.1.1 Identify the following personnel who will be ultimately accountable within the Bidder's organisation:

- Programme Director (executive Level)
- Senior Project Lead
- Finance Lead
- Network Deployment Lead

**Response:**

7.1.2 Provide a CV and a short biographical summary of each of the proposed individuals meeting the roles set out under 7.1.1 highlighting relevant qualifications and experience.

**Response:**

7.1.3 Describe the roles and responsibilities of the Senior Project Lead and his/her first level reports. Add descriptions of second and third level reports with decision-making responsibilities.

**Response:**

### **7.2 Stakeholder Management**

7.2.1 The Bidder must set out its approach to developing and agreeing a Joint Stakeholder Engagement Plan with the Local Body including:

- Target audiences

- Specific communications by target audience
- All media channels
- Expected outcomes
- Committed investment from the Bidder
- Case studies of previous stakeholder engagement activity undertaken

**Response:**

### 7.3 Bidder Management

- 7.3.1 The Bidder must provide a statement on an expected value of the total public sector fund that will be used with local subcontractors based on current best estimates.

**Response:**

### 7.4 Cost control and budget management

- 7.4.1 The bidder must identify any contingency included within their build costs

**Response:**

## 8.0 SUSTAINABILITY

### 8.1 Environmental impact

- 8.1.1 The Bidder must describe the environmental impact of its proposed Solution. In particular, the Bidder must describe what steps the Bidder will take to minimize the environmental impact of infrastructure.

**Response:**

## 9.0 DELIVERING TAKE-UP

### 9.1 Strategy

- 9.1.1 The Bidder must describe its approach to both marketing and demand stimulation for this Project, including:

- Strategy
- Detailed approach including activities and resources.
- Expected outcomes.
- Role of Public Body.
- Committed investment.

**Response:**

9.1.2 Indicate the take-up target and dates

**Response:**

9.1.3 The Bidder must explain what evidence has been used to inform its take-up and deployment phasing assumptions in its Project Model and implementation planning. This should take account of the specific improvement in outcomes (Take-up, revenues etc.).

**Response:**

9.1.4 Outline any remediation plan if take-up falls below targets.

**Response:**

## **10.0 SOLUTION COMPONENT REQUIREMENTS**

10.1 Testing and acceptance

10.1.1 Provide a test plan for all installation types and deliverables as set out in the Solution Design. Show how industry best practice will be used for testing the solution and each component and technology.

**Response:**

10.1.2 Show how the test plan covers all of the Service Requirements (Schedule 2).

**Response:**

10.1.3 Describe how each type of test for each type of equipment and deliverable will be planned, conducted, and approved.

**Response:**

10.1.4 Describe which tests would need to be completed and approved before each type of installation and deliverable is accepted, and for each project stage.

**Response:**

10.1.5 Specify who is intended to be responsible for (i) testing and (ii) accepting each installation and delivery after testing. Provide a short summary of the relevant qualification and experience of individuals intended to be responsible.

**Response:**

10.1.6 Specify which tests need to be accepted by the Local Body or a third party, if any.

**Response:**

## 10.2 Test Strategy

10.2.1 Describe all aspects of the test strategy including:

- Testing methodology
- Test coverage and traceability to requirements
- Equipment and software tools
- Calibration

- Testing standards
- Industry best practice
- Unit testing
- Integration testing
- Regression testing
- System testing
- Operational readiness testing
- Witnessing by stakeholders
- Customer connection testing.

**Response:**

10.2.2 Provide a (hierarchical) Work Breakdown Structure (WBS) to the granularity of unit tests.  
Identify all external and internal dependencies for each WBS item.

**Response:**

10.2.3 List all planned tests and associated test specifications

**Response:**

10.2.4 Estimate the resources and effort required to complete each WBS item.  
Provide a programme plan summary in Gantt chart form.  
Estimate and summarise the total resources required to complete the testing.

**Response:**

10.2.5 Describe all testing and progress reporting methods.

**Response:**

- 10.2.6 Specify who is responsible for accepting each installation and delivery after testing.  
Specify which tests need to be accepted by the Local Body or a third party, if any.  
Describe the process for formally accepting the Solution.

**Response:**

## **11.0 IMPLEMENTATION**

### 11.1 Implementation

- 11.1.1 The Bidder must provide an implementation plan which shows the phasing and rollout of the Project. The Bidder's response must include:
- a description of the due diligence it has undertaken in developing its proposal
  - the Post-Effective Date Surveys it will undertake prior to achieving a detailed Solution design, what information those surveys will identify and how long this activity will take

**Response:**

- 11.1.2 The Bidder must provide a (hierarchical) Work Breakdown Structure (WBS) project plan which shows in detail the infrastructure being delivered in the phased rollout of the Project. The project plan should include:
- all external and internal dependencies for each WBS item and demonstrate how WBS items are scheduled with regard to the dependencies
  - identification of the critical path(s)
  - the resources and effort required to complete each WBS item, allocated to the project organisation structure above.
  - the material and labour costs for each WBS item, with cross-reference to the Bid Financial Model, and summarising the total costs to complete the Project

**Response:**

## **Contract Schedules**

### **C.1 Wholesale Products and Services Template**

C.1.1 The Bidder must complete the Wholesale Products and Services Template to be annexed to Schedule 3.1 of the Contract.

### **C.2 Key Sub-contractors**

C.2.1 The Bidder must include a completed Schedule 3.3 of the Contract and for all Key Subcontractors the Bidder must specify:

- The Deployed Service(s) that each will be responsible for
- The planned value and level of the resources allocated to each Deployed Service
- Details of previous work undertaken by that Key Subcontractor for the Bidder, when it occurred and its value
- The process for procuring additional / other Key Sub Contractors during the term of the Contract

### **C.3 Key Personnel**

C.3.1 The Bidder must include a completed Schedule 3.4 of the Contract for all Key Personnel identified.

### **C.4 Implementation Planning**

C.4.1 The Bidder must use the implementation plan and project plan provided in accordance with section 11 above to populate an Implementation Plan and Project Plan in accordance with Schedule 4.1, Appendix 2 of the Contract.

### **C.5 Acceptance/Commissioning and Testing**

C.5.1 The Bidder must provide the Test Strategy (in accordance with section 10 above). This will be used to populate Part 3 Schedule 4.2 Appendix 4 of the Contract.

### **C.6 Relief Events**

C.6.1 The Bidder must detail any additional Relief Events it wishes to propose, with justification, for the purposes of Schedule 4.3 of the Contract.

### **C.7 Milestones**

C.7.1 The Bidder must provide a completed version of the Milestone payments, to populate Schedule 5.1 (Milestone Payments and Claims Procedure).

### **C.8 Surveys and Due Diligence**

C.8.1 The Bidder must provide the proposed Survey Assumptions data to populate Schedule 4.1, Appendix 4 of the Contract



**C.9 Project Model**

C.9.1 The Bidder must complete the Project Model in accordance with Part 4 of this ITT, populated with details of its proposed Solution. For the successful Bidder the Bid Project Model will become the Project Model and be used to populate Appendix 1 of Schedule 5.3 of the Contract.

## Non-evaluated Questions

**Note: The questions in Part D will not form part of the evaluation.**

D.1.1 Not used

**Response:**

D.1.2 Not used

**Response:**

## Annexes to the Supplier Solution

### **E.1 Speed and Coverage Template**

The Bidder must complete, [for each Lot bid,] the Speed and Coverage Template (provided at Appendix 3 to Part 2) in accordance with the instructions provided in that template.

### **E.2 Supplier Solution Document**

The Bidder must complete, [for each Lot bid,] the Supplier Solution Document (provided at Appendix 4 to Part 2) in accordance with the instructions provided in that template

### **E.3 Compliance Matrix**

The Bidder must complete, [for each Lot bid,] the Compliance Matrix (provided at Appendix 5 to Part 2) in accordance with the instructions provided in that template.

### **E.4 Bidder Completion Check Sheet**

The Bidder must complete, [for each Lot bid] the Bidder Completion Check Sheet (provided at Appendix 6 to Part 2) in accordance with the instructions provided in that template.