

Broadband Delivery Framework

Call-Off ITT Part 2:

Norfolk Requirements

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1 Introduction

1.1 Purpose

1.1.1 The purpose of this Part 2 is to define Norfolk's Call-Off Requirements. Part 2 contains the following sections:

- Introduction
- Description of Norfolk's Call-Off Requirements
- Instructions for Response to Norfolk's Call-Off Requirements
- Appendix 1 – Bidder Response to Call-Off
- Appendix 2 – Speed Spreadsheet
- Appendix 3 – Compliance Matrix
- Appendix 4 – Bidder Completion Check Sheet

2 Description of Norfolk's Call-Off Requirements

2.1 Meeting Norfolk's Requirements

- 2.1.1 The Supplier Solution MUST meet the Framework Baseline Service Requirements applied to Norfolk's Call-Off Requirements detailed below.

2.2 Local Body

2.2.1 Lead Local Body

Norfolk County Council.

2.2.2 Other Participating Local Bodies

None.

2.2.3 Wider Stakeholders

There is widespread support for the Better Broadband for Norfolk project across Norfolk. Details of the project's stakeholders, including MPs, MEPs, businesses, District, Town and Parish Councils and other community and public sector organisations, can be found in Norfolk's Local Broadband Plan and Data Room.

Support has been focused via two campaigns which NCC and the Eastern Daily Press have led:

- **'Back the Bid'** which generated business support for our Local Broadband Plan;
- **'Say Yes'** which has generated evidence of significant demand for broadband services in Norfolk.

Details of media coverage generated via both of these campaigns is included in the Data Room, as is the anonymised output from the Demand Stimulation programme, which has been supported by a specialist local PR & Marketing company.

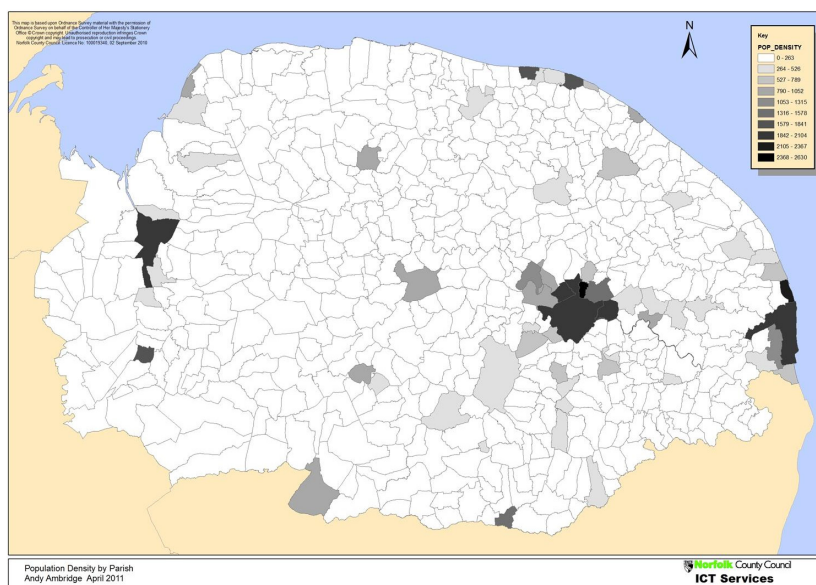
2.3 Geography and Premises

The maps in section 2.3 depict Norfolk and the underlying data used to generate the maps in this section can be found in the Data Room. However, Bidders MUST use the Speed Spreadsheet at Appendix 2 as the definitive list of Norfolk postcodes and State Aid status.

2.3.1 Overall Geographical Area

This map identifies Norfolk's overall geographical boundaries and population density, irrespective of current broadband coverage.

Norfolk is a large rural county with a land area of 549,751 hectares; 41% of the 850,800 population reside in just four large urban areas; the city of Norwich and



the three large towns of Great Yarmouth, King's Lynn and Thetford.

Rural Norfolk is relatively sparsely populated and that population is also dispersed across the whole county. The county's population density in 2008 was 1.58 persons per hectare, which is the sixth lowest of the 27 shire counties although with 537,066 hectares Norfolk is the fifth largest in land area.

There are over 410,000 premises in Norfolk, of which over 393,000 are residential. Approximately 350,000 premises have at least one fixed telephone line.

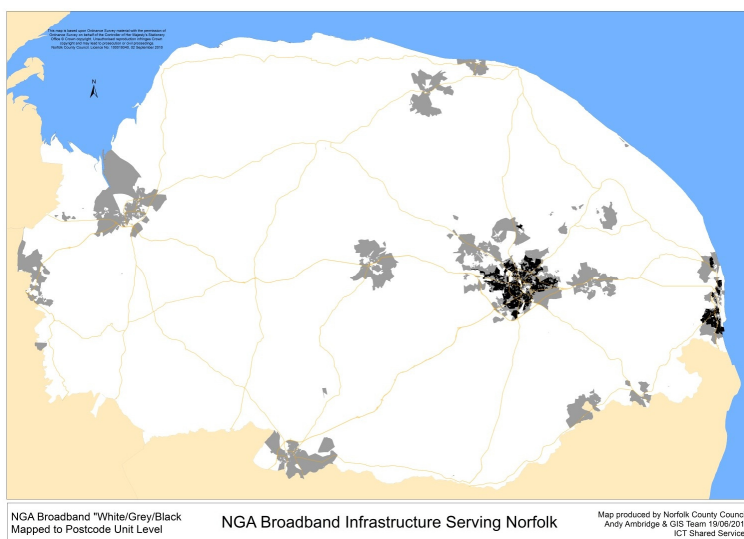
The above represents the overall geographical area and premises to which the project must deliver. Superfast Broadband is required for as many premises as possible, however any property that will not receive access to Superfast Broadband MUST receive a minimum standard of access line speed of 2 Mbps and preferably achieve a significant speed uplift, in order to minimize speed divides.

Within this overall geographical coverage area, some premises are classified as Out of Scope, within NGA intervention areas, and within Basic Broadband intervention areas. These are summarized in sections 2.3.2 – 2.3.5 below.

With reference to the definitions in Appendix 1 of Part 1 of this ITT, please note the distinction between the definitions of NGA Broadband Networks (NGA) and Superfast Broadband, and in particular that the definition of Superfast refers just to line access speed, whereas the definition of NGA contains a higher line access speed requirement and also other elements. The definition of NGA is used to define areas where intervention under the project is acceptable and corresponds to State Aid requirements. The definition of Superfast is used to reference and measure the delivery of Norfolk's objectives for this project.

2.3.2 Out of Scope Area(s)

The black and grey areas on this map within Norfolk’s overall geographical boundaries (see Paragraph 2.3.1) are out of scope for intervention as part of the Solution, as those areas already have or by 2015 will have NGA Broadband coverage, and based on consultation/market research have been assessed by the project as appropriately meeting local needs.



The number of premises defined as out of scope within these identified areas is 175,146.

2.3.3 NGA Intervention Scope Area

The white areas on the map above are in scope for NGA intervention as part of the Solution: This represents the total geographical intervention scope.

The number of premises defined as in scope within the identified areas is 238,141.

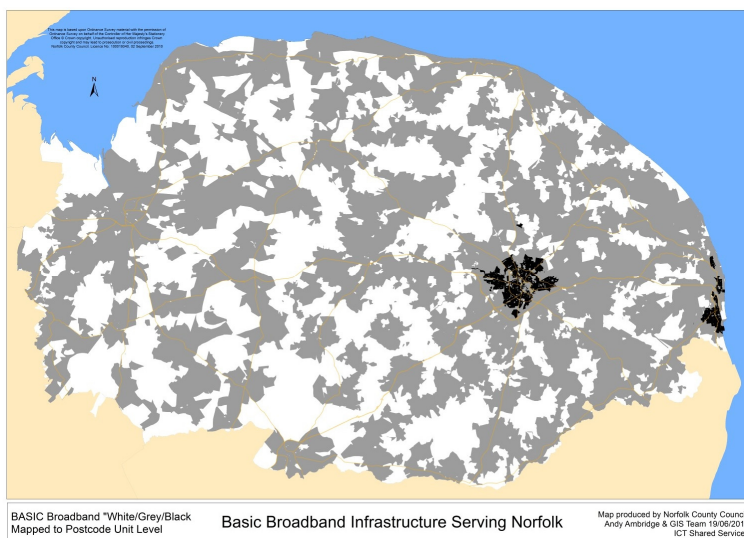
Within the NGA intervention scope area only the deployment of an NGA Broadband Network will be acceptable. This is defined in Appendix 1 of Part 1 of this ITT and more particularly in the notification to and decision from the European Commission approving the aid scheme (as defined in Council Regulation (EC) 659/1999) notified to the Commission on the 4 January 2012 and entitled National Broadband Scheme for the UK: Supporting the local and community roll-out of Superfast Broadband.

2.3.4 Basic Broadband Intervention Scope Area

Where, to meet affordability constraints, Basic Broadband infrastructure is to be proposed as part of the Solution, this can only be within the areas shown in white on this map.

The number of premises defined as in scope within the identified areas is 44,678.

Within the Basic Broadband intervention scope both NGA



Technologies and Basic Broadband technologies will be acceptable to attract Public Sector Subsidy. Examples of Basic Broadband technologies include: ADSL, ADSL 2+, wireless, mobile and satellite.

2.3.5 Premises Coverage Summary

The following table summarises:

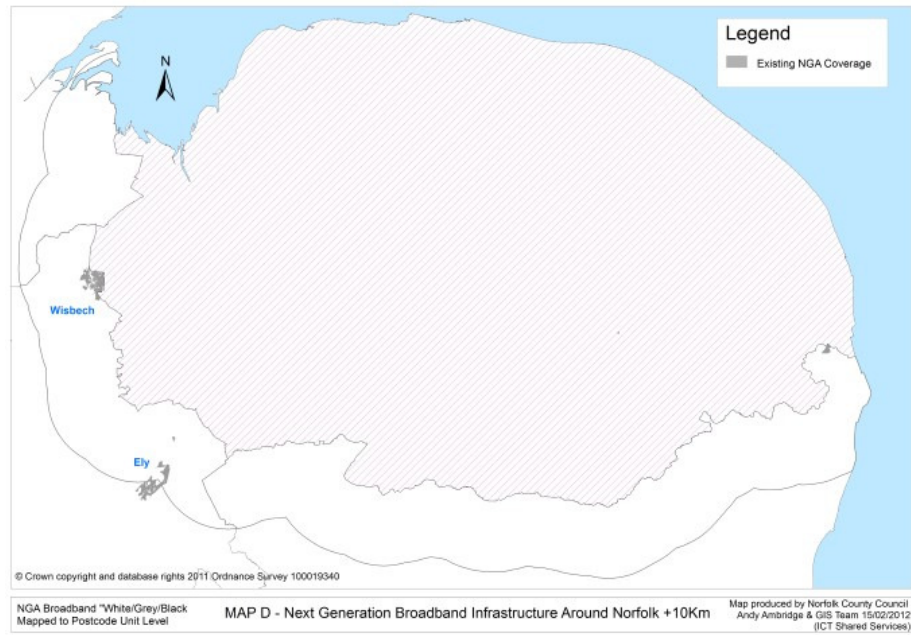
- a) The total number of premises in the Norfolk geographical area;
- b) The total number of premises in the Norfolk geographical area but out of scope of this Call-Off intervention;
- c) The number of premises within the Norfolk intervention area that are in scope for NGA intervention (which also represents the total number of premises in the Norfolk intervention area);
- d) The number of premises within the Norfolk intervention area where Basic Broadband intervention may take place instead of NGA intervention (should affordability constraints require).

Row Ref.	Classification	Number of Premises	% of Total	Notes
a	Total Premises In Local Body Geographical Area	413,287	100%	[The three rows below do not total 100%, as row d represents a subset of row c]
b	Total Premises Out Of Scope Of This Call-Off Intervention (i.e. Not Target Of Subsidy)	175,146	42.38%	
c	Total Premises In-Scope For NGA Intervention	238,141	57.62%	Only NGA Technologies will attract Public Subsidy
d	Total Premises In-Scope For Basic Broadband Intervention	44,678	10.81%	

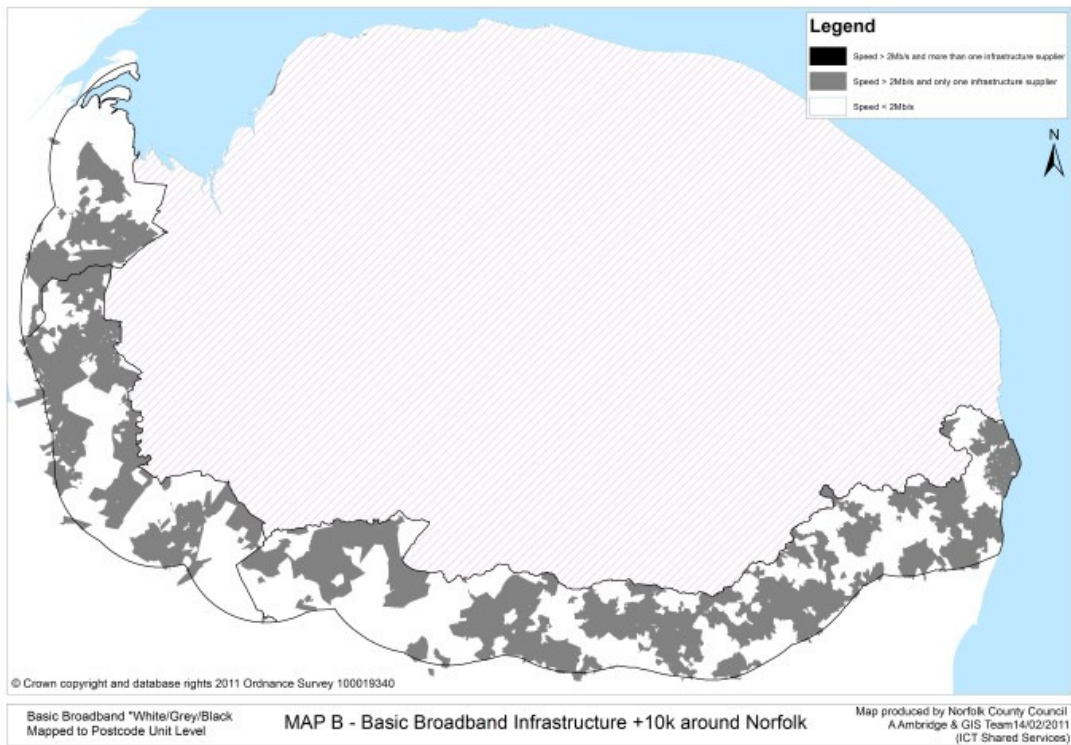
2.3.6 Cross-Border Area

The following two maps depict a 10km deep strip which borders (but is not inside) the intervention area under Norfolk's Call-Off, where premises may be currently covered by existing infrastructure in Norfolk's intervention area or from a neighbouring intervention area:

NGA Map



Basic Map



2.4 Local Priorities

2.4.1 The Solution MUST meet the following timetable:

Deliverable	Timeline	Comment
Phase 1 Supplementary Surveys plus Detailed Design Complete	Contract Award plus a maximum of 6 months	This will align with achievement of Milestone 0 for phase 1
Enterprise Zone(s) implementation complete	30 June 2013	This will align with achievement of Milestone 2 for the phase that includes the Enterprise Zone
Implementation Complete	31 March 2015	This will align with completion of penultimate Milestone 2
End of Contract Term	On or before 31 March 2022	To comply with State Aid requirements

2.4.2 The required speed (Mbps/download) priorities are as follows:

Rather than specifying specific speeds, Norfolk's Better Broadband for Norfolk project is seeking the highest possible levels of Superfast coverage, and certainly MUST meet the Government's 90% Superfast target for the geographical area described at 2.3.1 by 31st March 2015.

A minimum access line speed of 2Mbps must be achieved for all premises within the geographical area defined at 2.3.1, however evidence indicates that the delivery of economic benefits is driven by the level of speed 'uplift' achieved, therefore Norfolk is seeking the highest level of uplift possible, and particularly for all properties where a Basic Broadband solution is proposed.

2.4.3 Norfolk has identified the following additional priorities:

a) Norfolk's Enterprise Zone sites;

b) Norfolk areas that have a concentration of business subscribers as a proportion of total subscribers that exceeds 10%, the average proportion is around 8%. The greatest emphasis should apply to higher density locations, but in any case, this priority must only be addressed where it will not adversely impact on the ability of the Bidder to deliver an optimum scheme. Further information on the location of Norfolk businesses is available in the Data Room.

2.4.4 Norfolk has not identified any reports in addition to the standard reports specified in Schedule 6.4 of the template Call-Off Contract.

2.5 Affordability Envelope

Total Subsidy Available and Profiling

- 2.5.1 For the purposes of the Call-Off a total public sector subsidy of £30,440,000 is available.
- 2.5.2 The following table sets out the specific breakdown and any applicable profiling of the public sector subsidy, although this may be altered to align with Implementation Plans:

Sourcing Fund	2012/13	2013/14	2014/15	Capital/Revenue
Local Body	0	7,500,000	7,500,000	Capital
DCMS	7,720,000	7,720,000	0	Capital

- 2.5.3 Bidders should refer to Schedule 5.4 of the Call-Off Contract for further detail of the supplementary eligibility requirements applicable to different funding sources.

Contingency

- 2.5.4 There is no contingency amount.

Additional Funding

- 2.5.5 During the term of the Contract, it is possible that some supplementary public sector/community funding may become available to support targeted increments to the scope provided within this Call-Off. Should this become applicable, at Norfolk's request this would be addressed through the change control procedure under the Call-Off Contract. Norfolk has submitted two such bids:
- RCBF £997,500
 - ERDF £1,600,000
- 2.5.6 The percentage of milestone payments by milestone type for the Norfolk Call-off will be as set-out in the following table (which will become part of Part 3, Schedule 5.1, Appendix 1 of the Call-off Contract):

Milestone Type	Framework Permitted Percentage Range of Public Funding	Norfolk Local Call-off Contract Percentages of Public Funding
Milestone 0: Survey & design Completion	0% - 5%	Maximum 5%
Milestone 1: Infrastructure Build	<= 80%	Up to 80%
Milestone 2: Wholesale Access Available	<= 40%	Up to 40%
Milestone 3: End-user Take-up	0% - 10%	Minimum of 3%

2.6 Local Community Requirements

- 2.6.1 During the term of the Contract, the Solution MUST enable the provision of Local Community Projects, based on the applicable Framework Reference Supplier Solution, such Local Community Projects would be incorporated using the Change Control Procedure as and when the requirement arises.
- 2.6.2 There are no Local Community Projects currently identified.

2.7 Local Body Reusable Assets

- 2.7.1 The Local Body has no assets available for use. The Bidder's re-use of other assets will be evaluated as per 3.8.

3 Instructions for Response to Norfolk's Call-Off Requirements

3.1 Instructions

- 3.1.1 Instructions for the completion of the response and questions that **MUST** be responded to, including a proforma response template are incorporated in Appendix 1 to this Part 2.

Appendix 1: Bidder Response to Call-Off

3.1	Call-Off Response
	<p>3.1.1 The Bidder's Solution response MUST reflect the requirements described in Section 2. To the extent the Solution response varies from its Reference Supplier Solution and/or Reference Financial Model, such variation MUST be identified in the response and corresponding justification provided (which MUST be due to the specific local requirements and conditions).</p> <p>3.1.2 The Bidder MUST provide its response to the instructions in this Section 3 below by completing this template.</p> <p>3.1.3 The Bidder MUST provide the response to Appendix 4 (Bidder Completion Check Sheet) to this Part 2.</p> <p>3.1.4 The Bidder's response MUST use Arial font size 11 for text other than headers and tables and spreadsheets as expressly required in this ITT. Bidders MUST NOT submit any further information other than that specifically requested under this Call-off ITT.</p> <p>3.1.5 The evaluation criteria for the Call-Off are set out in the Call-Off Evaluation Strategy (ITT Part 1 Appendix 2).</p> <p>3.1.6 The Bidder MUST confirm full acceptance of the Call-off Terms & Conditions & Schedules and provide the information stipulated in this Appendix 1 to populate the Schedules (ITT Part 3).</p> <p>3.1.7 The Bidder MUST submit the tender in accordance with Part One paragraph 4.3 by noon on 8 June 2012.</p>

3.2	Organisational Information
	<p>3.2.1 The Bidder MUST document its proposed organisation structure identifying:</p> <ul style="list-style-type: none"> - Bidder - All Key Sub-Contractors as specified in Schedule 3.3 of the Call off Contract - Supply chain structure - The Key Personnel specified in Schedule 3.4 of the Call-Off Contract and its approach to maintaining these Key Personnel during the life of the contract <p>3.2.2 The Bidder MUST include a completed Schedule 3.3 of Part 3 Call-off Contract and for all Key Sub-contractors the Bidder MUST specify:</p> <ul style="list-style-type: none"> - The work-package(s) that each will be responsible for - The planned level and duration of the resources allocated to each work-package - Details of previous work undertaken for the Bidder, when it occurred and its value <p>3.2.3 The Bidder MUST identify all local Key Sub-Contractors located within the Local Body area including:</p> <ul style="list-style-type: none"> - The work-package(s) allocated - The value of each work-package

3.3	Project Investment Information
3.3.1	<p>Using information from its Call-Off Bid Financial Model, the Bidder MUST provide a summary setting out:</p> <ul style="list-style-type: none"> - Total cost to deliver NGA infrastructure - Total cost to deliver Basic Broadband infrastructure
3.3.2	<p>The Bidder MUST describe how it will meet the requirements of each funding stream identified in the Local Body Call-Off Requirements:</p> <ul style="list-style-type: none"> - Local Body - DCMS <p>In the case of potential future funding sources</p> <ul style="list-style-type: none"> - ERDF - RDPE - Community or other private funding
3.3.3	<p>The Bidder MUST describe its approach and key considerations if deployment areas should change as a result of emerging third party rollout plans. Specifically, the Bidder MUST describe how it would manage impact on the Call-off Project Financial Model and overall projects funds.</p>
3.3.4	<p>The Bidder MUST:</p> <ul style="list-style-type: none"> - Describe any variation of pricing proposed in the Call-Off Bid Financial Model as against the Framework and explain the reasons for any such deviation; and - Confirm that such variations remain compliant with the requirements of State Aid laws and other applicable Regulation.

3.4	Call-Off Bid Financial Model (Including the response to Part 4 of this ITT)
3.4.1	<p>The Bidder MUST complete the Call-Off Bid Financial Model in accordance with all instructions in Call-off ITT Part 4, populated with details of its proposed Solution for Norfolk's Call-Off. The Bidder's response to this question MUST also incorporate its written responses to all questions in accordance with Part 4 of this ITT. This includes:</p> <ul style="list-style-type: none"> - Part 4, Section 3.3.3 Financial Memoranda - Part 4, Section 3.4 Differences to the Reference Financial Model - Part 4, Section 3.5 Assumptions - Part 4, Section 3.6 Sensitivity Analysis

Commercial Sustainability

3.4.2 The Bidder MUST:

- Provide a written response detailing findings of sensitivities in accordance with Paragraph 3.6.1 of Part 4 of this ITT. This MUST include demonstrating that its Call-Off Bid Financial Model has been tested to ensure it will remain sustainable for the term of the contract, specifically referencing assumptions for:
 - o IRR
 - o Take-up
 - o Breakeven point
 - o Sensitivity
 - o Phasing

- Define the key assumptions that will detrimentally affect the financial viability of the business case if they are not met, and the likelihood and impact of the assumption not being met. The Bidder MUST also describe the mitigation it will take if each specific assumption is not met.

Affordability

3.4.3 The Bidder MUST:

- Describe milestones and public subsidy use over the Call-Off Contract term and explain how this achieves 'affordability'.
- Document the controls and governance it will implement to ensure financial management and accountability is achieved.
- Define all assumptions used to calculate the level of public sector subsidy required and the sensitivity of these assumptions.

Leverage

3.4.4 The Bidder MUST

- Summarize the following elements from the Call-off Bid Financial Model specifically:
 - o The total amount of bidder contribution
 - o Total public sector subsidy and investment is consistent with the ITT requirements

- Confirm that it will treat the investment made by the Local Body as capital and will not apply VAT.

Project Model

3.4.5 The Bidder MUST provide a completed version of the Project Model to populate Appendix 1 of Schedule 5.3

Milestones

3.4.6 The Bidder MUST provide a completed version of the Milestone payments to populate, Schedule 5.1 (Milestone Payments and Claims Procedure), Appendix 1

3.5	Surveys, Geo Data, Analysis and Architectural Design
3.5.1	<p>The Bidder MUST describe:</p> <ul style="list-style-type: none"> - The due diligence it has undertaken in developing its proposal - The further Due Diligence it will undertake prior to achieving a Detailed Solution Design and how long this activity will take.
3.5.2	<p>The Bidder MUST describe how and when it will deliver the priorities described in Paragraph 2.4. The Bidder MUST identify any negative impacts on the remainder of its Solution design of the delivery of these priorities.</p>
3.5.3	<p>The Bidder MUST describe, at a Solution Component level, how the proposed Solution will evolve to release the opportunities that advances in technology will offer during the term of the Call-Off Contract.</p>
3.5.4	<p>The Bidder MUST provide the Survey Assumptions data to populate Part 3, Schedule 5.1, Appendix 3 of the Call-off Contract.</p>

3.6	Solution Design
Phase	
3.6.1	<p>The Bidder MUST document the proposed overall Solution Design for the entire intervention area, specifically describing the rationale for the proposed deployment of each Framework Solution Component.</p>
3.6.2	<p>The Bidder MUST explain how its Solution design meets Norfolk’s Call-Off Requirements specified in this ITT, and in particular the requirements in paragraphs 2.3.2-2.3.4 inclusive of Part 2 of this ITT to demonstrate that the Solution design complies with the requirements for areas that are Out of Scope, eligible for intervention with NGA Broadband Networks only, and eligible for intervention for Basic Broadband.</p>
3.6.3	<p>The Bidder MUST provide maps which illustrate the deployment of its proposed Solution Design within the entire intervention area, including:</p> <ul style="list-style-type: none"> - Location of key infrastructure - Geographical coverage of each Solution Component - Phasing of deployment - Network diagrams <p>All maps MUST be consistent with the Bidder's Reference Supplier Solution (as detailed in the Framework).</p>
3.6.4	<p>The Bidder MUST identify any Solution Components proposed for this Call-Off that do not appear within the Bidder's Reference Supplier Solution and detail:</p> <ul style="list-style-type: none"> - The rationale for their inclusion - The risks that are associated with their inclusion - The impact on cost of their inclusion

- 3.6.5 The Bidder MUST describe the Wholesale Access Products that it will make available including an explanation and structure of project wholesale pricing and benchmarking. The Bidder MUST complete the Wholesale Access Template to be annexed to Schedule 2 of the Call-Off Contract. Note State Aid requires Norfolk to distinguish between Bidders offering additional wholesale access products.
- 3.6.6 The Bidder MUST complete the local Solution Compliance Matrix (contained in Appendix 3). This response should differ from the Framework response only where, in exceptional circumstances, local circumstances specifically prohibit compliance with requirements.

3.7	Solution for Local Community Requirements
3.7.1	No Local Community Projects have been included at this time.
3.7.2	<p>The Bidder MUST provide details of its approach for future Local Projects to ensure the following is achieved:</p> <ul style="list-style-type: none"> - Engagement with specific communities to help them to understand the options available to them with associated benefits and risks - Governance arrangements with the Local Body and local community at all stages of a community project - The use of change control to facilitate community projects by the Local Body where additional funding has been secured after contract signature - How the Bidder would provide a point of presence, connecting a community run network and how this will be integrated into the Bidder's Solution for the Local Body - List the dependencies that are critical in order to achieve the solution outcomes for each Community Project - Provide financial information including design, survey, solution and support costs (showing approach to calculation of applicable costs).
3.7.3	The Bidder MUST confirm it will support targeted increments to the scope of the project to be agreed via the change control process in the event that the additional funding specified in paragraph 2.5.5 becomes available.

3.8	Local Body Assets
3.8.1	No Local Body assets have been identified as available for use. The Bidder MUST provide a statement of how it will re-use other assets or where it will not re-use assets, the specific reasons why not.

3.9	Implementation Plan
3.9.1	<p>The Bidder MUST provide a detailed implementation plan and project plan together with text describing the phasing and rollout of the entire Project from Call-Off Contract award to post implementation review, clearly stating when priorities and milestones will be achieved and how:</p> <ul style="list-style-type: none"> - This provides the Superfast infrastructure availability to the highest possible number of premises in the specified intervention area - This provides the quickest possible deployment - When and how the Local Body’s specified priorities will be met and whether these priorities have lessened the level of Superfast infrastructure deployed or the speed of deployment <p>The Implementation Plan and Project Plan will be used to populate Part 3, Schedule 4.1, appendix 2 of the Call-Off Contract</p>
3.9.2	<p>The Bidder MUST describe:</p> <ul style="list-style-type: none"> - Its approach to liaison with local planning authorities, including ensuring compliance with their requirements and co-ordinating street works to avoid unnecessary local disruption - How its planning approach will mitigate against issues such as delays to achieving planning permission.
3.9.3	<p>The Bidder MUST provide the draft Test Strategy. This will be used to populate Part 3 Schedule 4.2, appendix 4, of the Call-Off Contract.</p>
3.9.4	<p>The Bidder MUST describe any Relief Events it wishes to specify for the purposes of Schedule 4.3 of the Call-Off Contract.</p>

3.10	Operations and Maintenance Support
3.10.1	<p>Building on the Framework Reference Supplier Solution, the Bidder MUST describe its approach in respect of this Call-Off to:</p> <ul style="list-style-type: none"> - Operations and maintenance (including Retail Online Platform) - Customer service and care - Major Incident Management.

3.11	Speed and Coverage
3.11.1	<p>The Bidder MUST complete the Speed Spreadsheet (provided at Appendix 2 to this Part 2), providing details of its speed, solutions and coverage areas in accordance with the instructions provided in the template.</p>

<p>3.11.2 The Bidder MUST provide a written explanation of its Speed Spreadsheet modeling, which MUST include:</p> <ul style="list-style-type: none"> - The methods and approaches the Bidder has used to model its solution coverage and speed performance - Detailed modelling assumptions used and the Bidder’s explanation of these assumptions, including deriving Access Line Speed and Busy Hour Committed Rate. <p>3.11.3 The Bidder MUST complete the Speed Spreadsheet identifying the 'Access Line Speed' and 'Peak Hours Committed Speed' that will be received following the intervention.</p> <p>3.11.4 Using the Speed Spreadsheet “Superfast Calcs” sheet the Bidder MUST for each Project phase which has an associated Milestone Payment:</p> <ul style="list-style-type: none"> - Define the number and percentage of premises that will have access to: <ul style="list-style-type: none"> a) Superfast (24 Mbps +) b) Basic Broadband - The number of premises the will benefit from each Solution Component deployed for: <ul style="list-style-type: none"> a) Superfast (24 Mbps +) b) Basic Broadband - For premises within the intervention area not receiving NGA under the proposed Solution, confirm these will have access to at least 2 Mbps Peak Hours Committed Speed. <p>3.11.5 The Bidder MUST describe how the proposed Solution design will provide services to individual premises in the border area specified in Section 2.3.6 of this Part 2. The Bidder may provide economically advantageous options covering premises in that area. It is intended that change control will be used to accommodate options if required.</p> <p>Note: This question will not form part of the evaluation.</p>

3.12	Retail Service Providers
<p>3.12.1 Building upon the Reference Supplier Solution and providing a fully up to date view, the Bidder MUST describe the Retail Internet Service Provider (Retail ISPs) approach it will adopt, including:</p> <ul style="list-style-type: none"> - Listing the Retail ISPs who currently use infrastructure provided by the Bidder, including the number of premises passed by the infrastructure and the speeds available - The Bidder MUST describe how it works with Retail ISPs to ensure that its wholesale products evolve to meet changing end user requirements - The Bidder MUST provide a breakdown by geographical area of the range of Retail ISPs that will offer services immediately following implementation of wholesale infrastructure - The Bidder MUST describe how it will monitor and manage the relationship with Retail ISPs and the service received by end user customers. 	

3.12.2 The Bidder MUST state how long it will take for a Retail ISP to mobilise to deliver services using the wholesale infrastructure (showing any variations within the intervention area), from the point that infrastructure is available.

3.13	Marketing Sales Plan
3.13.1	<p>The Bidder MUST describe its approach to demand stimulation for this Project, including:</p> <ul style="list-style-type: none"> - Strategy - Role of Public Body - Committed investment - Updated evidence of previous activities and level of take-up generated.
3.13.2	<p>The Bidder MUST explain how it has used the evidence noted in Para 3.13.1 to inform its take-up and deployment phasing assumptions in its Call-off Bid Financial Model.</p>

3.14	Supplementary Project Reporting
3.14.1	<p>The Bidder MUST provide details of its proposals in respect of the supplementary reporting requirements identified in Paragraph 2.4.4 of this Part 2. As there are no supplementary reporting requirements this element is not evaluated.</p>

3.15	Sustainability
3.15.1	<p>The Bidder MUST describe the environmental impact of its proposed Solution. In particular, the Bidder MUST describe what steps it will take to minimize the environmental impact of the project.</p>

3.16	Freedom of Information
3.16.1	<p>The Bidder MUST provide a populated copy of Schedule 3.2 of the Call-Off Contract. This MUST be limited to information that is genuinely commercially sensitive. It should not include references to whole schedules without particularizing what information within the schedule is not commercially sensitive.</p>

Appendix 2: Speed Spreadsheet attached as separate file within email

Appendix 3: Compliance Matrix attached as separate file in email

Appendix 4: Bidder Completion Check Sheet

Question / Response	Complete?
Part 1, Appendix 3: Certificate of Undertakings and Absence of Collusion	
Part 2 – Appendix 1	
3.1 Call-off Response	
3.2 Organisational Information	
3.3 Project Investment information	
3.4 Call-Off Bid Financial Model	
3.5 Surveys, Geo Data, Analysis and Architectural Design	
3.6 Solution Design	
3.7 Solution for Local Community Requirements	
3.8 Local Body Assets	
3.9 Implementation Plan	
3.10 Operations and Maintenance Support	
3.11 Speed and Coverage	
3.12 Retail Service Providers	
3.13 Marketing Sales Plan	
3.14 Supplementary Project Reporting	
3.15 Sustainability	
3.16 Freedom of Information	
Appendix 2 – Norfolk Speed Spreadsheet - Completion of the Speed and Coverage Template	
Appendix 3 – Compliance Matrix	
Appendix 4 – ITT Completion Check Sheet (this table)	
Part 4 Bid Financial Model	
Section 3.3.3 Financial Memoranda (Incorporated in response to 3.4)	
Section 3.4 Differences to the Reference Financial Model (Incorporated in response to 3.4)	
Section 3.5 Assumptions (Incorporated in response to 3.4)	
Section 3.6 Sensitivity Analysis (Incorporated in response to 3.4)	