**ICAVS(D)**

**Contractors ITN Deliverables Checklist**

This Annex provides a list of all ITN Deliverables. All ITN deliverables shall be delivered to the Authority in an Electronic format, i.e. Microsoft Office, Primavera P6 and Adobe PDF Format and filename convention shall be compatible with the Authority’s IT system.

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| --- | --- | --- | --- | --- | --- |
| **ITN**  **Deliverable** | | **SOR**  **Reference** | **Title** | **Description** | **Initial Issue Required in response to**  **ITN** |
| 01 | | N/A | Statement of Work | Response to the Statement of Requirement | Yes |
| 02 | | N/A | Technical Response | Technical Responses and evidence against DEFFORM 47 Section D – Annex B – Non-Costed (Technical) Evaluation | Yes |
| 03 | | N/A | Technical Compliance Matrix against SRD | Completed Annex B to DEFFORM 47 | Yes |
| 04 | | N/A | Statement of Requirement Compliance Matrix | Completed Annex C to DEFFORM 47 | Yes |
| 05 | | 7.6 | Draft Project Schedule | The Contractor shall submit a Draft Project Schedule as part of their ITN Submission | Yes |
| 06 | | 17.3 | Project Risk &  Opportunity  Management  Register | The Contractor shall submit a Draft Risk & Opportunity Management Register as part of their ITN Submission | Yes |
| 07 | | N/A | Master Data  Assumptions List (MDAL) | The Contractor shall submit a MDAL as part of their ITN Submission | Yes |
| 08 | | 5.11 | System  Integration Plan | The Contractor shall submit a Draft System Integration Plan as part of their ITN Submission | Yes |
| 09 | | 10.1 | | Systems  Engineering  Management  Plan | The Contractor shall submit a Draft Systems Engineering Management Plan as part of their ITN Submission | Yes |
| 10 | | 10.2 | | System  Architecture  Document | The Contractor shall submit a Draft System Architecture Document as part of their ITN Submission | Yes |
| 11 | | 10.3 | | System Design Document | The Contractor shall submit a Draft System Design Document as part of their ITN Submission | Yes |
| 12 | | 6.4 | | VVRM | The Contractor shall submit a Draft VVRM as part of their ITN Submission – Annex I to DEFFORM 47 – ITEAP VVRM | Yes |
| 13 | | N/A | | Relationship Management Plan | Completed Relationship Management Plan - Schedule 10 to the Terms and Conditions | Yes |
| 14 | | Referenced in T&Cs 2.12/2.13 | | Exit  Plan | The Contractor shall submit a Draft Exit Plan as part of their ITN. Final Doc will be submitted 6 months after Contract Award – Will become Schedule 11 to the Terms and Conditions | Yes |
| 15 | | 5.5 | | Plan on a Page | The Contractor shall submit a Draft Plan on a Page as part of their ITN Submission. | Yes |
| 16 | | 15.1 | | In-Service Support Plan | The plan shall integrate all activities to be undertaken across all ILS Elements, identify all responsibilities (Contractor, Authority and any 3rd party), processes and KPI/Metric reporting. | Yes |
| 17 | | ILS SOR 20.1 | | Whole Life Cost Report | Breakdown of all service costs and service maintenance costs throughout the life of the contract | Yes |

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| **ITN**  **Deliverable** | **Title** | **Description** | **Initial Issue**  **Required**  **in**  **response to ITN** |
| 18 | Tender Submission Document  (Offer) | Completed Annex A to DEFFORM 47 | Yes |
| 19 | Information on Mandatory Declarations Returns | Completed Appendix 1 to Annex A DEFFORM 47 | Yes |
| 20 | Commercial Compliance Matrix | Completed Annex C to DEFFORM 47 | Yes |
| 21 | Schedule of Requirements | Completed pricing table within in the Terms and Conditions | Yes |
| 22 | Additional Priced Options | Completed Annex A to the Terms and Conditions | Yes |
| 23 | Milestone Payment Plan | Completed Schedule 4 to the Terms and Conditions | Yes |
| 24 | Government Furnished Assets (GFA) | Contractors are to specify GFA required to deliver the ICAVS(D) Solution from the Authority - Schedule 5 to the Terms and Conditions | Yes |
| 25 | Rate Card | Completed Schedule 7 to the Terms and Conditions | Yes |
| 26 | Security Aspects Letter | Schedule 9 to the Terms and Conditions in line with F21 of the DEFFORM 47 | Yes |
| 27 | Personal Data Particulars | Completed DEFFORM  532 GDPR– Schedule 12 to the Terms and Conditions Contract | Yes |
| 28 | Hazardous Articles | Completed DEFFORM 68 – Schedule 13 to the Terms and Conditions | Yes |
| 29 | DEFFORM 539A Tenderer's Commercially Sensitive Information Form | Completed DEFFORM 539– Schedule 14 to the Terms and Conditions | Yes |
| 30 | Tender Price Breakdown | Will become Schedule 17 to the Terms and Conditions | Yes |
| 31 | TUPE Notes to Tenderers | Contractor’s acceptance of Annex E to DEFFORM 47 | Yes |
| As per D17 of DEFFORM 47 where applicable the following additional documents must be submitted | | | |
| 32 | Form1686 - Application to sub-contract or collaborate with an overseas contractor on work involving official-sensitive | Completed Appendix 2 to Annex A to DEFFORM 47 – Form1686 | If Applicable |
| 33 | Import and Export Licences | Completed Import and Export Controls DEFFORM 528 – If applicable will be added as a new Schedule to the Terms and Conditions | If Applicable |
| 34 | Bank/Parent Guarantee | Completed DEFFORM 24 - Annex J to DEFFORM 47 | If Applicable |