ESMCP TERMS AND CONDITIONS – USER SERVICES

SCHEDULE 2

SERVICES DESCRIPTION

CHANGE HISTORY

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4.0	2024.12.06	Issued for release to the Preferred Bidder for contract execution	

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- ANNEX C MCX SOLUTION REQUIREMENTS
- ANNEX D DATA CAPTURE AND REPORTING SPECIFICATION
- ANNEX E REFERENCE HANDHELD DEVICE SPECIFICATION
- ANNEX F CATEGORISATION OF SERVICES, SERVICES HOURS, PERMITTED MAINTENANCE & RECOVERY PRIORITY
- ANNEX G REQUIREMENTS MANAGEMENT AND EVIDENCE MANAGEMENT
- **ANNEX H SOCIAL VALUE REQUIREMENTS**
- **ANNEX I INITIAL ESN PRODUCTS**

1 Definitions

In this Schedule, the definitions as set out in Schedule 1 (Definitions), shall apply.

2 Scope

2.1 Scope of the Services

2.1.1 This Schedule sets out the scope of the Services to be provided by the Supplier.

Implementation Services

- 2.1.2 The Supplier shall provide the following Implementation Services:
 - a) programme management as described in Paragraph 3;
 - b) System Integration, including integration of the systems necessary to deliver the ESN Services, establishment of the ESN Environments described in Paragraph 4.2.5, design development, design governance and design documentation;
 - c) implementation of the Network and IT Infrastructure, including the dedicated Mobile Core Network, MCX Solution infrastructure and interconnection with external systems as described in Paragraph 5;
 - d) implementation of the Communications Services described in Paragraph 6 including implementation of the MCX Solution, including the MCX Client, Control Room Interfaces and interworking interfaces in accordance with Annex C (*MCX Solution Requirements*) to this Schedule;
 - e) establishment of the initial ESN Products identified in Annex I (ESN Products);
 - f) Service Integration, establishment of the ESN Service Management Framework and service management implementation in accordance with Paragraphs 9.1 and 9.2;
 - g) provision of the UO Enrolment and Technical Onboarding Service in accordance with Paragraph 4.2 and associated deployment to Service Recipients in accordance with Paragraph 9.7; and
 - h) Testing of all elements of the Implementation Services in accordance with Schedule 14 (*Testing and Assurance Procedures*).

Operational Services

- 2.1.3 The Supplier shall provide the following Operational Services:
 - a) operation of the ESN Environments and Network and IT Infrastructure, with ongoing System Integration provided in accordance with Paragraph 4.1;
 - b) the Communications Services in accordance with Paragraph 6, including the MCX Services, provided in accordance with the requirements of Annex C (*MCX Solution Requirements*) to this Schedule;
 - c) the MCX Certification Service as described in Paragraph 7.3 and related support for third party suppliers as described in Paragraph 7.2;
 - d) support for specifications for Devices and application development as described in Paragraph 7.1;

- e) support for the use of web applications as described in Paragraph 7.4;
- f) provision of SIMs, numbering and associated services in accordance with Paragraph 7.5;
- g) the Enterprise Mobility Management Service as described in Paragraph 7.6;
- h) Customer Support, including provision of the Self-Service Interface, billing, payments and operational reporting and logging of Events, as described in Paragraph 8;
- i) Service Integration, including:
 - (i) ESN Service Operations as described in Paragraph 9.3;
 - (ii) operation of the ESN Service Management System in accordance with Paragraph 9.4;
 - (iii) operation of the ESN Service Desk in accordance with Paragraph 9.5; and
 - (iv) Product Management in accordance with Paragraph 9.6; and
- j) Testing, for updates/changes to the Operational Services and for the introduction of any new Services in accordance with Schedule 14 (*Testing and Assurance Procedures*).

Security Requirements

2.1.4 The Supplier shall meet the requirements of Schedule 5 (Security Management).

Social Value Requirements

2.1.5 The Supplier shall meet the requirements of Annex H to this Schedule (*Social Value Requirements*).

Optional Services

- 2.1.6 The Supplier shall provide the following Optional Services where requested by the Authority:
 - a) 3rd party hosting for the Model Office Capability as described in Paragraph 4.3.10.10;
 - b) provision of additional Reference Handheld Devices for use by ESN Ecosystem Suppliers, the Authority and/or User Organisations as described in Paragraph 4.3.8.5 (such Reference Handheld Devices provided via this Optional Service being additional to those provided by the Supplier to meet the requirements for ESN Environments, integration and testing, including those in Paragraphs 4.3.8.1, 4.3.8.4, 4.3.10.9b), 4.3.11.9a) and 7.3.4.1c));
 - c) UO Training Environments as described in Paragraph 4.3.12; and/or
 - d) a Managed EMM Service as described in Paragraph 7.6.37.

3 **Programme Management**

3.1 **Programme and Project Management Methodologies**

- 3.1.1 The Supplier shall document the Programme and Project Management Methodologies that will be used during the execution of the programme for the delivery of the ESN Services that aligns to Schedule 21 (*Governance*), including the reporting, balanced scorecard reporting and exception reporting processes to be used.
- 3.1.2 The Programme and Project Management Methodologies shall include provisions for splitting delivery into stages with appropriate controls for managing stage boundaries when moving from one stage to the next.
- 3.1.3 The Programme and Project Management Methodologies shall be provided by the Supplier to the Authority no later than **Example 1** following the Effective Date.
- 3.1.4 The Programme and Project Management Methodologies shall be subject to the Assurance Procedures for Documentary Deliverables.
- 3.1.5 Once the Authority approves the Programme and Project Management Methodologies, they shall become the methodologies used for managing the delivery of the Services.
- 3.1.6 The Supplier shall be responsible for the contents of the Programme and Project Management Methodologies and keeping them up to date, complete and in full alignment with how the programme is being delivered. Updates shall be subject to the Assurance Procedures for Documentary Deliverables.

3.2 Programme Manager

3.2.1 The Supplier shall provide a named and accountable manager of the programme (the Programme Manager) who shall be a Key Role.

3.3 Implementation Plan

3.3.1 The Supplier shall produce and maintain the Implementation Plan in accordance with the provisions of Schedule 13 (*Implementation Plan*).

3.4 Planning and Co-ordination of Other ESN Suppliers and ESN Ecosystem Suppliers

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4 System Integration

4.1 System Integration

4.1.1 General



4.1.2	Integration Management Plan







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4.2.5







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4.3.2	ESN Production Environment Resilience







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4.3.6	Test tools for the Test and Verification Environment







4.3.8 Reference Handheld Devices



4.3.9	MCX Sandbox Environment

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4.3.10	Model Office Capability for Test and Demonstration



4.3.12	UO Training Environment		
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4.4 4.4.1	Development and Management of the Design Documentation General
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4.5.5	Design Availability Model
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4.5.7	Detailed Architecture Design
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4.5.9	ESN WAN Specification

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5	Network and IT Infrastructure
5.1	General

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5.2	Mobile Core Network



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5.5	Interconnection with External Networks and User Organisation Systems
5.5.1	Connection of User Organisation systems
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7 Devices and SIMs

7.1 Specifications for Devices and Application Development

Image: Support for MCX Certification	
Third Party Supplier Support for MCX Certification	
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7.3.3 MCX Certification for Devices



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2 Services Access	sed Through the Self-Service Interfa	CO
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Billing Services and Payment 8.3 8.3.1 **Provision of Billing Services**

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8.3.2	Billing Reporting

8.3.3	Billing Management



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8.4	Operational Reporting and Event Logging
8.4.1	Data Capture and Retention

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8.4.2	Event Logs
8.4.3	Reporting Solution

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8.4.5	Report Generation

8.4.6	Data Searching and Retrieval
8.4.7	Data Extracts and Provision – Event Logs

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9 Service Integration and Service Management

9.1 ESN Service Management Framework



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- 9.3 ESN Service Operations
- 9.3.1 General



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9.3.3	Asset Management

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9.3.4	Configuration Management Database (CMDB) and Configuration Management

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9.3.5	Service Incident Manageme	ent	

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9.3.6	Major Incident Management
9.3.7	Operational Event Management and Operational Incident Management


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9.3.9	Service Event Management
9.3.10	Service Validation and Testing

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9.3.11	Problem Management
9.3.12	Service Change Management

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9.3.14 Request Management and Fulfilment

9.3.15	Knowledge Management

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9.3.16	Supplier Management
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9.3.18	Demand Management

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9.3.19	Capacity Management
9.3.20	Access Management

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9.7.6	Operational Assurance

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Annex D – Data Capture and Reporting Specification





D.2 Operational Data Datasets for Service Reports



b) Charging Data Records (CDR)



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c) User Locations


d) Forward Schedule of Change



e) Security Incidents



f) Radio Site Locations



D.3 **Event Logs** D.3.1 b) Service Administration Event Logs



Annex E – Reference Handheld Device Specification



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Annex F – Categorisation of Services, Services Hours, Permitted Maintenance & Recovery Priority



¹ Permitted Maintenance relating to the ESN Service Management System will only be agreed by the Authority where there are alternative service management provisions in place to cater for any Service Downtime arising from such Permitted Maintenance and to restore all data in accordance with the Recovery Point Objective Priority.

Annex G – Requirements Management and Evidence Management

G.1 Introduction

- G.1.1 A Requirements Traceability Matrix (RTM) is a document provided by the Supplier to the Authority on a monthly basis in .csv format. The RTM is designed to ensure that requirements that the Supplier is to provide are accounted for and properly evidenced throughout the development process. The RTM is a grid structure which shows the relationship between requirements and test cases or other documentary evidence. This helps to ensure completeness of requirements and robust evidence for the testing and development of these requirements and how the requirements align to different 'products' or 'product releases'.
- G.1.2 Change management is an important inclusion within the RTM which tracks any agreed changes to the wording of the requirements to ensure that agreed changes are tracked and monitored and that the information provided by the Supplier sufficiently tests and/or evidences the expected outcome.

G.2 Requirements Management and Evidence Management

- G.2.1 Pursuant to Paragraph 4.4.3.2 of this Schedule 2 (*Services Description*) this Annex G sets out the structure and usage of the Requirements Traceability Matrix.
- G.2.2 The Supplier shall comply with the usage of the RTM as described in Paragraph 4.4.3 of this Schedule 2 (*Services Description*) and this Annex G.
- G.2.3 The Supplier acknowledges that the RTM provided by the Authority is a document with a defined structure. The format, structure, headings and pre-populated content must not be amended in any way without the prior consent of the Authority (Requirements Management team).
- G.2.4 The RTM includes both functional and non-functional requirements. The classification of requirements as functional and non-functional will be conducted with the Authority (Requirements Management team).
- G.2.5 The final decision on whether a requirement is functional or non-functional will be at the discretion of the Authority (Requirements Management team).
- G.2.6 All date formats used in the RTM will use the format DD/MM/YYYY and will include no further text or information. This allows the Requirements Management system to read and understand dates correctly.
- G.2.7 The Supplier shall on identifying any errors, inconsistencies or omission either in the document format provided by the Authority or in the Supplier's own monthly submittals, notify the Authority (Requirements Management team) as soon as possible and within no less than 1 Working Day.
- G.2.8 The format for RTM submittals forms part of this Annex G. The example format provided is however a .xlsx format. This is to ensure that areas of text and formatting

appear clearly. The monthly RTM submitted will use this format, saved as a .csv file with row one (the explanation row) removed.

G.3 **Example RTM Format**

SR-5	SR-4	SR-3	SR-3	SR-3	SR-3	SR-3	SR-3	SR-2	SR-1	HO Requiremen Id	HO HO
2.1_2.:	2.1_2	2.1_1.2	2.1_1.3	2113	21/10	21/10	2.1_1.3	2.1_;	2.	HO Requirement Contractual SR Id	term the deals has been made and by the second by the seco
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21 21	2.1_2	2.1_1.1_f	2.1_1.1_e	2.1 1.1 d	2.1_1.1_0	2.1_1.1_b	2.1_1.1_a	2.1_1	2.1	RM System Schedule Ref	Sorria tid eactivy i rendari as prescribed by coll at reference numbers Team are provided by the HO
2.1_2.1 Non-Functional	2.1_2 Non-Functional	f Functional	2.1 1.1 e Functional	2.1 1.1 d Functional	2.1 1.1 c Functional	2.1 1.1 b Functional	2.1 1.1 a Functional	2.1_1 Non-Functional	1 Non-Functional	Functional / Non- Functional	c rin cui no si cui viato un cui requi rements. Udenti fadi in col laborati on with the Requirements Management Team.
{Name of Requirement}	{Name of Requirement}	{Name of Requirement}	Requirement Name	Severation of the Severation and the Severation of the Foreign Severation of the Sev							
The Supplier shall	The Supplier shall	The Supplier shall	Requirement Description	Unclear to construct current unclears and off registration of the end of the Support through the end of the end of the Support through the end of the end of the structure beammended.							
DOCXX19 Control of documentary deliverables	DOCXX18 Control of documentary deliverables	DOCXX23 Control of documentary deliverables	Docx1a End-to-End Design	Docx1a End=to=End Design	Design Document Reference	entered by the Supplet.					
ESN V xa	ESN Vxb	ESN V xa	ESN Vxb	ESN V xa	Release	o uente y vers ou programme miestone de capability or fenture is being released under: Entered by the Supplier. by the Supplier.					
Inspect	Analyse	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Verification Approach	onie mesou o onie masion of requirement Entered by the Supplier.
05/01/2023	04/01/2023	03/01/2023	03/01/2023	03/01/2023	03/01/2023	03/01/2023	03/01/2023	02/01/2023	07/03/2023	Date of Verification Outcome	confirmation of the supplied. Entered requirement by the Supplier. Entered by the Supplier.
05/01/2023 Phase 1 Performance Tests	04/01/2023 Phase 1 Performance Tests	03/01/2023 Phase 1 Performance Tests	02/01/2023 Phase 1 Performance Tests	07/03/2023 Phase 1 Performance Tests	Test Plan	enventes cur di ana supplia Classen e Vences valenze plantale. Conserte te teste e vences plantale classes e vences plantale classes te teste e vences plantale classes e vences plantale vences plantale vences e vences plantale					
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										Outcome	uncome of the test. Where applicable. Entered by the Supplier.
Yes	No	Yes	Amended By Change Request	Supplier.							
CR3 450	CR3450	CR3455	CR3:455	CR3455	CR3455	CR3455	CR3455		CR3450	Change Request Reference Number	e notive analysis of the second secon
25/02/2022	25/02/202	07/07/202	07/07/2021	07/07/202	07/07/202	07/07/202	07/07/2021	25/08/2022	27/10/2022	Last Updated	e inrecusive when this record was last updated. To be entered by the Supplier.

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Annex H – Social Value Requirements

H.1 Introduction

H.1.1 The Public Services (Social Value) Act 2012 places a legal requirement on all public bodies to consider the additional social, economic and environmental benefits that can be realised for individuals and communities through commissioning and procurement activity. These benefits are over and above the core deliverables of the Contract. This Contract provides a means of embedding Social Value through enabling improvements such as community engagement, economic value and sustainable development as detailed in the Contract.

H.2 Social Value Requirements

- H.2.1 The Supplier shall work collaboratively with the Authority in adopting the Social Value Model outlined within Procurement Policy Note (PPN) 06/20, issued by the Cabinet Office.
- H.2.2 The Supplier shall identify proposed Social Value initiatives, proportionate and relevant to the Contract.
- H.2.3 The Authority has identified the following themes from the Social Value Model as relevant for this Contract, and the Supplier shall consider these as a minimum in their proposed initiatives:
 - a) Tackling Economic Inequality, where the aim is to create new businesses, new jobs and new skills via the delivery of services that:
 - support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications (MAC2.3);
 - b) Tackling Economic Inequality, where the aim is to increase supply chain resilience and capacity via the delivery of services that:
 - demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the Contract (MAC 3.4);
 - c) Fighting Climate Change, where the aim is to create effective stewardship of the environment via the delivery of services that:
 - (i) influence staff, suppliers, customers and communities through the delivery of the Contract to support environmental protection and improvement (MAC 4.2); and
 - d) Equal Opportunity, where the aim is to tackle workforce inequality by:
 - (i) demonstrating action to identify and tackle inequality in employment, skills and pay in the contract workforce (MAC 6.1).

- H.2.4 The Supplier should consider HM Government guidance when developing its contractual Social Value plans with the Authority, which include but are not limited to the Social Value Model, which can be found at the following link: <u>Social-Value-Model-Edn-1.1-3-Dec-20.pdf (publishing.service.gov.uk)</u>
- H.2.5 The Supplier shall deliver measurable benefits in respect of the Social Value priorities identified in the Contract.
- H.2.6 The Supplier shall be responsible for recording and reporting performance against the Social Value requirements as outlined by the Authority in the Contract.
- H.2.7 The Supplier shall ensure the completion of Social Value outcomes are reported to the Authority. The Supplier shall ensure that all Social Value performance reports are compiled and submitted to the Authority on a quarterly basis in the format requested by the Authority.
- H.2.8 The Supplier shall be responsible for ensuring that Social Value priorities are cascaded throughout all Supplier Personnel and their appointed supply chain.
- H.2.9 The Supplier shall record and report performance against the Social Value requirements using, at a minimum, the key performance indicators defined in the Social Value Model.
- H.2.10 The Supplier's Social Value metrics and associated actions plans shall be as set out in Schedule 8 (*Supplier Solution*), Part K (*Method Statements Social Value*).

Annex I – Initial ESN Products

I.1 ESN Voice

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Non-Functional Components



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I.1.1 Initial Release





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Functional Components



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Non-Functional Components





I.2.1 Initial Release





b) Non-functional components.



I.3 ESN Air Product



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Functional Components



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Non-Functional Components



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I.4 ESN Assure



