**REQUEST FOR INFORMATION - PROCESS DESCRIPTION& SUPPLIER QUESTIONNAIRE**

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| PROJECT | **Growing Sussex 5G Innovation Region (GS5GIR)** |

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| **NAME OF ORGANISATION** | **West Sussex County Council** |

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| This document should be completed and returned in accordance with the Guidance for Providers | |
| Completed questionnaires submitted by: | 17:00 20/12/23 |
| To: | Rachel Ayres |
| Email address: | rachel.ayres@westsussex.gov.uk |

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**Process Description**

**1****.1 Process**

Participants are invited to respond to section 2 of this document to inform the future stages of the project and any forthcoming procurement exercise.

* Please attach your responses in word-format (format unchanged) to Rachel Ayres – Category Manager (Place) via email to [rachel.ayres@westsussex.gov.uk](mailto:rachel.ayres@westsussex.gov.uk) by **1700** on **20th Dec 2023.**
* The Supplier engagement day on the 8th & 9th Jan 2024. Please indicate if you would be interested in attending a 1-2-1 session with the project team.
* For questions regarding this process, you are welcome to contact us via email to [rachel.ayres@westsussex.gov.uk](mailto:rachel.ayres@westsussex.gov.uk) .

**1.2 Timetable for the Market Engagement**

We are undertaking a PIN and Market Engagement because:

* We want to gauge whether there are suppliers who are able to offer solutions that meet the Council’s objectives.
* We want to provide potential bidders with as much preparation time and encourage them to bid.
* You have market viability insights and expertise into what will or won’t work and how we might proceed with our intended business case, requirements and modelling development and any resulting procurement approach.
* The market engagement will be in confidence; we want you to be as open as possible.

The indicative timetable for the market engagement is below:

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| Activity | Date |
| Deadline for return of Market Engagement Questionnaire | 20/12/23 – 5 pm |
| Supplier Engagement Day (1-2-1s sessions)  **Timeslots for sessions will be confirmed nearer to the date** | 8th or 9th Jan 2024 |

* 1. **Guidance for providers**
* Please assume that West Sussex County Council has no prior knowledge of the type of services you provide, or the work that your organisation has delivered, either in West Sussex or elsewhere.
* The Council does not commit to proceed with a procurement exercise following this market engagement.
* For the avoidance of doubt, no information provided in response to this questionnaire will be used by the Council in assessing suppliers now, or during any future procurement process.
* We are holding a supplier engagement day on **8th or 9th Jan 2024** in the form of individual 1-2-1 sessions with an introductory presentation and then a structured conversation to cover the topics of the questionnaire headings and an opportunity for general questions at the end. The venue is at County Hall in Chichester. This will be an opportunity to discuss and ask questions. **Please inform us via return of the questionnaire whether you intend to attend a supplier engagement slot.**
* Address, map & directions are found at this link and there are various car parks nearby as shown in the [map](https://chichester.moderngov.co.uk/documents/s15886/11.2%20App%202%20CDC%20Charges.pdf);

**County Hall Chichester.**

**West Street**

**Chichester**

**PO19 1RQ  
West Sussex**

* For more information on the market engagement or clarification on the questionnaire please contact us via email to rachel.ayres@westsussex.gov.uk
* Please note that all communications with WSCC in relation to this project, any query or question should be made in via email to rachel.ayres@westsussex.gov.uk.
* The completed questionnaires must be returned by **1700** on **20th December 2024,**

**1.4 Confidentiality and Freedom of Information**

All information included in this document is confidential and only for the recipient’s knowledge.

Spirit Public Sector Limited has been appointed by West Sussex County Council to provide technical advice in support of the GS5GIR Project, as such responses received may also be shared confidentially with Spirit Public Sector Limited. Responses may also be shared with the DSIT in relation to the funding from the 5G Innovation Regions programme.

Please be aware that we are subject to the disclosure requirements of the Freedom of Information Act (FoIA) and that potentially any information we hold is liable to disclosure under that Act. For this reason, we would strongly advise that any information you consider to be confidential is labelled as such. In the event that a request is subsequently made for disclosure under the FOIA that request will be dealt with in accordance with the legislation.

Please note that all communications with WSCC in relation to this project, any query or question should be made in writing via the In-Tend portal. If a question you submit is commercially sensitive and you require a confidential response, please inform the Council and before providing a response we will confirm if the answer can be given confidentially.

* The Council does not commit to proceed with a procurement exercise following this market engagement.
* For the avoidance of doubt, no information provided in response to this questionnaire will be used by the Council in assessing suppliers now, or during any future procurement process.

**Supplier Questionnaire**

**Section 1 Supplier Information & Supplier Engagement Day Attendance**

Full name, address and website

|  |  |
| --- | --- |
| Organisation name |  |
| Address |  |
| Town/County |  |
| Postcode |  |
| Country |  |
| Website |  |

Main contact for correspondence about this questionnaire

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Telephone number |  |
| Mobile phone number |  |
| email address |  |

Company registration

|  |  |
| --- | --- |
| Date of formation |  |
| Place of formation |  |
| Date of registration |  |
| Company registration number |  |
| Brief Description of primary business activities and main products and services. | (250 words or less) |

1-2-1 Attendance

|  |  |
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| Do you intend to attend the supplier engagement day session on the 8th or 8th Jan 2024? | YES / NO |
| Please confirm any particular requirements, which we will attempt to accommodate. |  |

Sharing of contact details

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| Would you like to share your contact details with other interested suppliers who have responded to this RFI and Questionnaire? These are likely to both network and agritech specific suppliers. | YES / NO |
| If Yes - Please provide contact name, contact email, mobile number and a brief description of your business. |  |

**Section 2- Requirements**

Please ensure you have read the document “**PRIOR INFORMATION NOTICE - FURTHER INFORMATION”** before responding to the questions.

Please expand the boxes required but limit responses to a maximum of 1 page per question.

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| **2.1. Connectivity Technology -** The project aims to exploit the use of 5G across a wide range of applications.  We do recognise that a mix of wireless technologies may need to be used to achieve the objectives.  What wireless technologies do you envisage would be required for the Use Cases?  *We are interested in:*   * + *Understanding the mix of wireless technologies that could be applicable*   + *Understanding how the technologies can be flexible enough to respond to changes of workloads, capacity, applications at each site.*   + *How a hybrid network can accommodate integrating and extending into other solutions from other vendors* |

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| **2.2. Use Case Technology** – We have provided some high level example Use Cases for the growing sector, and we will provide further examples in due course.  What Use Case technologies do you think will be required to deliver the Use Cases, such as robotics, sensors, cameras, AI, data management and other applications.  *We are interested in:*   * *The types of Use Case technologies required* * *Your ability to source them as part of this procurement* * *Provision of some examples and associated web links* |

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| **2.3. Delivery Timescales -** The delivery timescales are challenging because although the project will operate for 3 years or more, the DSIT funding must be spent by March 2025.  What do you think are the longest lead-time items in the delivery?  What are the most important delivery risks?  How can the risks of a demanding delivery timetable be mitigated?  *We are interested in:*   * *What are the longest lead time elements of the solution?* * *What are the most important delivery risks* * *How would you suggest you mitigate the key risks and delivery timescales e.g. use of temporary structures.* |

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| **2.4. Agile Implementation -** The project will drive benefits by implementing solutions in real-life growing and college environments and giving the opportunity to experience and understand actual growing case studies and challenges.  How can we balance the demanding delivery timescales with the pace of the Growers & Colleges to implement & change their working practices.  How can we accommodate changes to the prioritisation to deliver value in the timescale?  *We are interested in:*   * *An approach to prioritise the case studies* * *The ability to use an agile approach to implementation, deploy small, learn, adjust, improve* * *A flexible approach to adjust the blend of the case studies based on the learning* |