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Call-Off Schedule 2 (Tender)

1 Tender response

1.1 In this Schedule 2 (Tender):

(a) capitalised terms which do not have a corresponding definition in Schedule 1 (Definitions and Interpretations) shall be interpreted as having the standard industry meaning;

(b) references to '(Supplier name)' shall be interpreted to mean the Supplier and 'we', 'us' and '(Supplier name)' shall be construed accordingly;

(c) statements relating to current business practices and representations of future activities to be undertaken by the Supplier are contractually binding;

(d) statements describing how the Supplier will comply with specific obligations set out in Call off Schedule 1 (Specification) are contractually binding, provided that:

(i) where such statements do not fully meet the requirements set out in Call off Schedule 1 (Specification), the Supplier will not be relieved of its obligation to meet the requirement; and

(ii) where such statements exceed the requirements, the Supplier shall be obliged to comply with the statement;

1.2 Nothing in this Schedule 2(Tender) shall impose any obligations on the Authority including:

(a) dependencies in embedded documents;

(b) dependencies in attached documents

(c) any other issues that arise in other documents that were not provided for review.

1.3 The following documents are incorporated into the Contract in Atamis with filenames as below:

(a) Lot 19.01 North East Staffordshire Project Plan V2.pdf

("Project Plan")

(b) Lot 19.01 North East Staffordshire Organisation Chart.pdf

("Organisational Chart")

(c) Lot 19.01 North East Staffordshire Wholesale product table templates v1.0.xlsx

("Wholesale Product Template")

(d) Lot 19.01 North East Staffordshire Social Value Project Plan.xlsx

("Social Value Project Plan")

(e) Lot 19.01 North East Staffordshire Risks & Issues Register.xlsx

("Risks and Issues Register")

2. Network Diagram

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3. Supplier Technical Solution

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4. Project Plan

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5. Test Strategy

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6. Test Plans

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7. Wholesale Access Products and Services

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8. Wholesale Passive Products

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9. Social Value Plan

Enormous benefits will flow from Connect Fibre (CF) making fibre available to thousands of premises stimulated by this project. Making gigabit broadband available at an affordable price in Northeast Staffordshire will have a transformational effect on the creation of new businesses, jobs, and skills. As we do not monitor customers these will be difficult to measure but beyond this, we commit to a range of direct actions supporting social value (we will coordinate closely with, support and publicise Gigabit Staffordshire's own initiatives):

Theme	Activity	Impacts
Entrepreneurship	Through our procurement, we will actively seek diversity of supply, encouraging local companies to bid for contracts where they have the potential to deliver the products and services required by CF.	New jobs in local companies
Entrepreneurship Digital Skills	With our wireless IoT partner Netmore we will distribute to farmers a minimum of 100 smart farming kits, plus training and 24 months portal service. LoRaWAN IoT complements fibre beautifully providing a holistic smart farm solution already proven across Cornwall.	Higher agricultural productivity. Digital skills improvement.
Entrepreneurship	We will offer support to organisations supporting new businesses. Where schools and colleges provide support for students to learn about this we will also offer volunteer support. Direct support will include 12 months free broadband for start-ups and active engagement with our procurement team.	Support new local businesses income by direct purchasing.
Jobs (barriers)	We will advertise relevant jobs locally and focus on local recruitment. We are already neuro and otherwise diverse and will promote inclusive employment.	New jobs for locals of all abilities.
Jobs (barriers)	CF will establish an internal team of volunteers to commit time to attend events in the IA. Focus will be on deprived and known skills shortage areas. Offer will be engagement at schools, Colleges, Universities, community /charity groups. We would offer CV advice, mock interviews, *and Dragons' Den* events.

CF will provide a dedicated internal webpage with resources for each event. | Promote effective and inclusive employment and acquisition of work-related skills. |
Jobs (training)	We already provide work experience and numerous ITW apprenticeships. Will extend to the IA and promote locally. Apprentices will be trained then first work in the IA then our other Midlands networks.	New jobs and training for locals.
Digital Skills	We will offer free Gigabit connections to any Staffordshire Community Learning and Staffordshire Libraries sites in the project area as well as free practical support for their courses and IT buddy programmes.	Free and excellent connectivity to support learning.
Digital Skills	Our CEO used SME ISQB to put 1500 young people in Notts through a 5G careers programme. Will sponsor them to deliver a Gigabit/IoT programme in NE Staffs.	Inspire the young re digital careers.

9.1 Project Plan and Process

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9.3 Method statement

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9.4 Social Value: Climate Change

Method Statement

Connect Fibre can fight climate change by both:

- Internally by driving down our carbon footprint, and;
- Externally by influencing (and enabling) staff, suppliers', customers' and communities' carbon reduction.

Internal Stewardship

Connect Fibre has developed and published a <u>baseline carbon reduction plan</u>. This recognises the wider importance of our role, as well as our responsibility to manage our own impact. Regular review and update of this document will ensure board-level appreciation and give impetus to reduce emissions.

In the next five years, we will reduce our CO2 emissions per premise passed and customer connected by 38%. By 2033, this will be 60%.

Combined with our growth forecast, the impact of these targets can be seen in the table below:

	2023	2025	2030	2035	2040	2045	2050
Tonnes CO_2 Equivalent	148	122	76	47	29	18	12

Key actions are:

Activity	Impact
Follow our own Carbon Reduction plan. This describes eleven specific ongoing actions to measure then reduce emissions e.g. fleet carbon reduction, local recruitment in IA etc.	Connect Fibre achieves net zero by 2050 as explained at https://www.connectfibre.co.uk/carbon-reduction-plan
Our network will be powered using renewable energy wherever possible. In cases where this is not possible then we will implement carbon offsets.	Drive towards net zero as planned.
Our suppliers sign a code of conduct which includes a commitment to minimise environmental impact.	Ensures a commitment to protecting the environment so effectuates our end-to-end fight against climate change.
Regular vendor relationship meetings regarding social value.	Ensures that zero emissions targets can be tracked to completion.
A database of supplier information (contractors, materials, other supplies) gathered through detailed Pre-Qualification Questionnaires and updated twice annually.	Ensures all key information is captured and accurate. Exerts pressure for net zero through our complete supply chain.

External: Influencing Stakeholders and Enabling Actions

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Connect Fibre can use the lever of new business to drive environmentally friendly action in its supply chain. Contractual requirements are great drivers of change, which is reflected in our procurement approach. We will ensure successful collaboration with both existing and new vendors through periodic supplier management meetings including discussion of improving processes and identifying opportunities for reducing greenhouse gas emissions and enhancing the environment alongside contract operations.

For other stakeholders we will undertake at least the following:

Activity	Impact
Staff carbon minimised by a preference for working from home (our default) and use of EVs (fleet and tax-driven schemes).	Partly implemented but actions will be prioritised from the start in the IA.
Suppliers influenced as above.	
Customers: businesses are significant emitters according to Govt. We will offer up to 50 small business (non-farm) energy kits based on IoT to help reduce energy consumption.	Kit offers Cold chain, open window, temperature, door sensors with 2 yrs data visualisation. Enables SMEs to cut energy consumption.
Customers: residences are one of the largest CO_2 sources mainly through heating. We will offer up to 20 landlords temp, humidity, CO_2 combined sensors with two years data visualisation.	Focus is on energy efficiency, particularly in social housing. Detection of fuel poverty and mould risk are side benefits.
Communities: We will offer community groups and organisations grants totalling up to £10k for net zero related works or improvements.	Will help fund improved insulation, installation of solar panels, contribute to purchase of EVs and other measures to promote lower emissions from community resources.

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10. Risk and Issue Register

10.1 Risk Identification

Connect Fibre employs a structured approach to risk management and risks are identified at Project Conceptualisation and tracked throughout the lifetime of the build with regular reporting for risk management and resolution.

    I.   Define the Scope of Work for a Project.
    II.   Identify Risks as Early as Possible.
    III.   Assign Importance status to the Risk.
    IV.   Analyse how to respond to the Risk.
    V.   Maintain a regularly updated Risk Log.
    VI.   Regularly Review Project Risks.

10.2 Risk Assessment and Prioritisation

The Projects risk register uses standard Risk management templates to track **probability of occurrence** against **impact severity** and is used for all internal and construction projects as well as forming part of the regular management meeting reporting.

CF uses Red, Amber, Green status indicators for our risk register with the pre-forma template below being the capture and management of risks and their status indicator. Risks can move between statuses as the project progresses and are prioritised and actioned based on their severity and status indication.
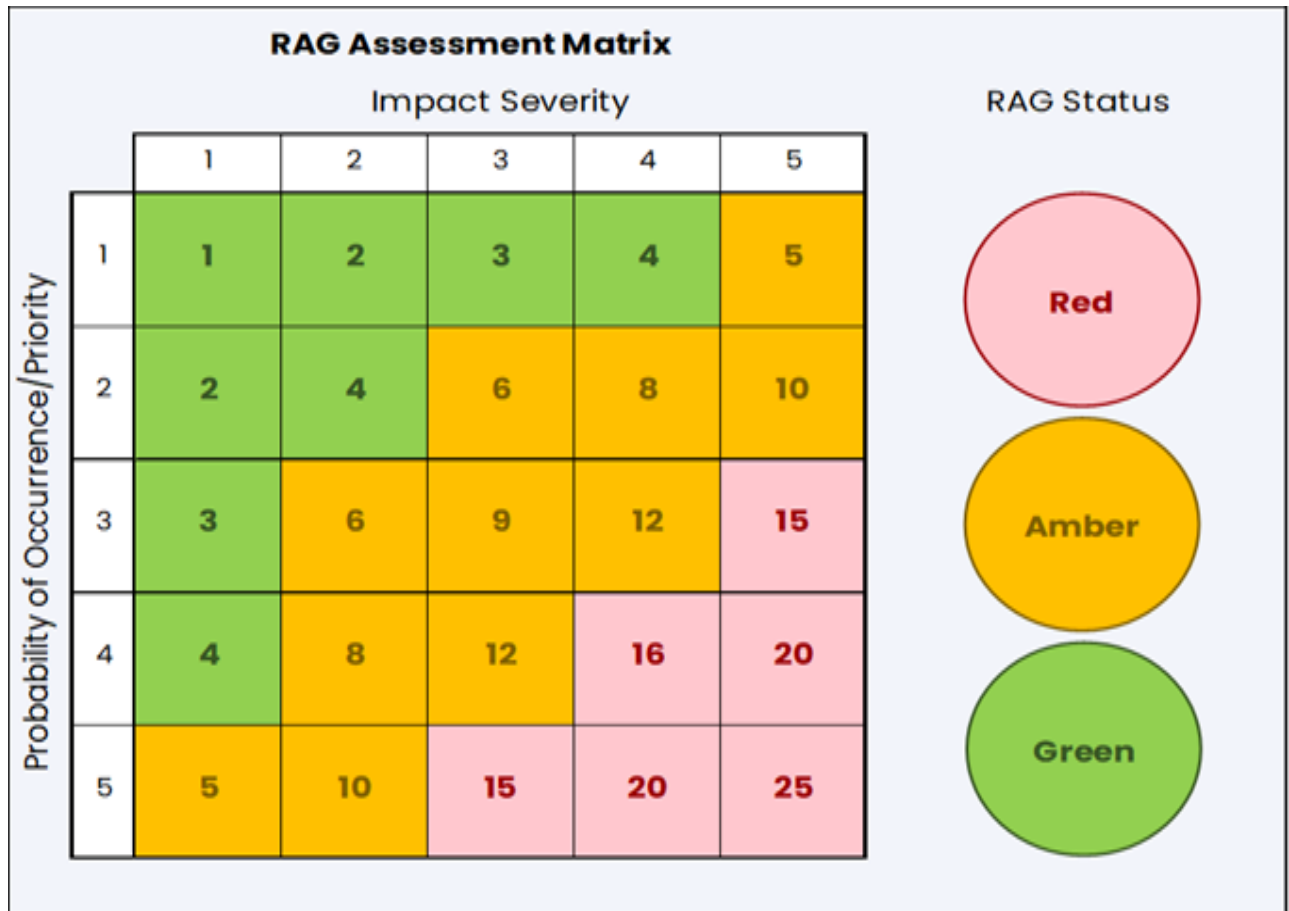
Figure 15.

10.3 Risk Mitigation

We can mitigate a great deal of risk by introducing our tried and tested management processes which will be adapted to suit the contract deliverables. The Risk Management Team will spend time with each individual owner of procedures, policy, operating instructions etc. to ensure they are concise and capture the processes and all personnel that need referencing.

There will be regular project board meetings, where the senior management team will attend alongside representatives from all the different departments including the site delivery teams. This meeting will be the forum for all to air any identifiable concerns they have with the management teams to quickly action a response in order to reduce risk to acceptable levels. The agenda will cover quality, health, safety and environment, safety critical staff, materials, suppliers and subcontractors, training, staff, incidents, and accidents. Individuals will be encouraged between workshops to feedback any concerns they have so they can be addressed.

This will enable us to quickly identify and evaluate the potential of any risks so we can put a control measure in place.

10.4 Risk Monitoring

Once risks have been identified, they are subject to monitoring and review to ensure the risk understanding is current and to ensure that any mitigation measures proving effective. This forum will

also be ideal to inform staff of any change of management process that may be planned and that will affect them or others for whom they have responsibility.

The risk Log will be maintained using this approach to risk assessment.

10.5 Risk Reporting

The CF project team will have Risk and Opportunities as a standing item at its regular internal progress meeting and the monthly meetings with the Authority as set out in clause 15.3 of the Core terms and Call-off schedule 1 c11.1.b/11.2.d. The content of such reporting will enable the Authority to adequately understand all project progress as well as threats to the achievement of project Milestones, along with any associated risks and opportunities, including:

- Summary of current and post mitigation risk profiles
- Details of risks and opportunities & their assessed cost and time profiles
- Significant changes to the risk profile (Early Warning Notifications) and/or proposed mitigations
- Any strategic risk / decisions that have wider programme impact or require escalation.

10.6 How risk will be managed by the Project

Identification and assessment have already occurred with provisional risks highlighted in the associated risk register (see attachment Q14.2 Risk register). The attached RAID (Risks, Actions, Issue, Decisions) Log will form the basis for our project team and contractors to facilitate a common approach to risk management and ensure all key stakeholders are aware of each risk and how to identify and report new ones. At monthly intervals during stage one and two, risk reviews will bring together key stakeholders, monitoring developments and emerging issues.

The risk register will be located on a shared folder accessible to both the project Team within CF and agreed representatives of the authority. Adding or deleting risks from the register will be done only by the Risk Management Team. The need to report potential risks to this team will be circulated widely in CF and staff will be reminded periodically that any emerging risks should be reported to the risk management team for assessment.

Besides such qualitative risk management procedures, CF has a full-suite Primavera risk module to facilitate quantitative risk management processes, such as Monte Carlo analysis and sensitivity analysis. Features include:

- Risk Register to view and prioritise project risk;
- Tools to define risk thresholds;
- Monte Carlo analysis on schedule data;
- Curves showing expected time and cost outcomes
- Risk response plans
- Time and Cost schedule risk analysis

10.7 How risks and issues will be reported to the Authority

In normal operations, the risk register will be reviewed at the regular meetings between the Authority and CF.

In the event that a new risk is identified, and it is deemed to be likely and severe, the Project Manager will inform the authority by email of the new risk. The Project Manager will interact with the authority to agree whether this risk warrants a meeting for discussion immediately or whether it can be inserted in the register and dealt with in the regular scheduled meetings.

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