# INTRODUCTION

This Request for Information (RFI) sets out the information which is required by West Sussex County Council (the Authority) in order to assess the suitability of potential suppliers in terms of their technical knowledge and experience, capability/capacity, organisational and financial standing to meet the requirement.

No information contained in this RFI, or in any communication made between the Authority and any Potential Provider in connection with this RFI, shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this RFI. The Authority reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, the competitive sourcing process or to terminate the process at any time. Under no circumstances shall the Authority incur any liability in respect of this RFI or any supporting documentation.

# BACKGROUND

The Department for Digital, Culture, Media and Sport (DCMS) has launched a 2-year Digital Connectivity Infrastructure Accelerator (DCIA)[[1]](#footnote-1) programme. As part of the programme, DCMS are funding £4 million to pilot a competition which support the implementation of digital asset management solutions to open up public assets for the rollout of wireless communication networks. The pilot competition will fund up to 8 pilots, with a maximum of £500k funding per pilot. The programme aims to help accelerate both investment in and the deployment of advanced wireless network.

West Sussex County Council (the Authority) would like to engage with potential partners to develop an Asset Management Platform.

The Authority is seeking to understand the solutions available in the marketplace to help us develop our future direction to manage our Asset Management activity. The new platform will help us to improve the ability of Mobile Network Operators to access information on our assets and acquire sites for the rollout of wireless communication networks.

The DCMS is encouraging local authorities to provide Mobile Network Operators (MNOs) and their representatives with access to land, buildings, and other assets suitable to host communications infrastructure.

1. **OUR AIMS – WHAT WE WANT TO ACHIEVE**

West Sussex County Council have access to a wide range of assets, including public buildings, land and assets such as, street lighting, illuminated signs and CCTV which can be used to site/house mobile telecommunications equipment.

The Authority is therefore looking to investigate the appetite of the market to partner with us to secure funding to design and implement a solution that can manage each step of the process to market and lease assets.

Security

* The Web-based digital asset management platform must conform to Web Content Accessibility Guidelines (WCAG) 2.1 where appropriate.
* The digital asset management platform should be fully compliant with OWASP security principles.
* The digital asset management platform should be fully compliant with the National Cyber Security Centre’s Cloud Security Guidance.
* The digital asset management platform should enforce 2-factor authentication for User access.

A technical design specification for the use of the digital asset management platform is available for download at [www.gov.uk/government/collections/digital-connectivity-infrastructure-accelerator](http://www.gov.uk/government/collections/digital-connectivity-infrastructure-accelerator)

Any information supplied as part of your response to this document will be treated as confidential.

# OUR TIMELINE

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| --- | --- |
| **DATE** | **ACTIVITY** |
| 5/10/21 | Publication of the Request for Information |
| 5/10/21 | Clarification period starts |
| 12/10/21 | Clarification period closes |
| 13/10/21 | Deadline for the publication of responses to RFI Clarification questions |
| 19/10/21 | Deadline for submission of a RFI Response |
| 22/10/21 | Analysis of RFI responses |
| 25/10/21 | Confirm next steps to RFI Respondents |

# OUESTIONS AND CLARIFICATIONS

• Potential Providers may raise questions or seek clarification regarding any aspect of this RFI document at any time prior to the Response Deadline. Questions must be submitted to digitalinfrastructure@westsussex.gov.uk

• To ensure that all Potential Providers have equal access to information regarding this Procurement, responses to questions raised by Potential Providers will be published in a questions and answers document, which will be available via the In-Tend portal.

• Responses to questions will not identify the originator of the question.

• If a Potential Provider wishes to ask a question or seek clarification without the

 question and answer being published in this way, then the Potential Provider must notify us and provide its justification for withholding the question and any response. If we do not consider that there is sufficient justification for withholding the question and the corresponding response, the Potential Provider will be invited to decide whether:

o the question/clarification and the response should in fact be published; or

o it wishes to withdraw the question/clarification.

# GENERAL CONTACT POINT FOR THIS RFI

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1. https://www.gov.uk/guidance/digital-connectivity-infrastructure-accelerator-dcia [↑](#footnote-ref-1)