5G Testbeds and Trials Programme

Urban Connected Communities Project:

Application Guidance for the Selection of a Public Sector Partner

This Application Guidance is for Public Sector Authorities who have registered an Expression of Interest with the DCMS 5G Testbeds and Trials Programme for the Urban Connected Communities Project.

Contents

1. Dates and deadlines

Expressions of Interest registration opens	30 March 2018
Competition opens	8 May 2018
Expressions of Interest registration closes	31 May 2018
Clarification questions on the Application Guidance	Up until 5 June 2018
Competition closes	12:00pm 12 June 2018
Shortlist applicants notified	26 June 2018
Interviews for shortlisted applicants	3 - 5 July 2018
Successful applicant notified	Mid July 2018
Grant claim period	Late 2018 to end March 2021

2. Introduction

The Department for Digital, Culture, Media & Sport (DCMS) announced on 30 March 2018 the outline of an Urban Connected Communities Project as part of the Government's 5G Testbeds and Trials Programme. Further detail is set out at:
https://www.gov.uk/government/publications/5g-urban-connected-communities-project.

This document provides guidance for applicants to DCMS for funding for this project and should be read in conjunction with the published documentation indicated above.

This competition for application for funding is open to public sector local government authorities from across the UK.

3. Funding

A significant proportion of the announced £200m of capital funding for the DCMS 5G Testbeds and Trials Programme is expected to be made available through this competition. The basis of funding is described in the *Urban Connected Communities Project - Overview* document and in the *Expression of Interest* document published on 30 March 2018, which are accessible using the link set out in Section 2 of this paper above. Funding for the project will come from funding to develop and accelerate the adoption of 5G technologies as part of over £1bn of investment in next generation digital infrastructure, through the £31bn National Productivity Investment Fund.

It is envisaged that funding will be made available as grant funding and potentially co-investment and/or loans. The applicant who is selected at the end of this competition will need to follow the process and criteria that will be set out in a DCMS funding agreement to access funding for individual activities under the Urban Connected Communities Project. DCMS may also make additional funding available to the project at a later date.

The Urban Connected Communities Project should aim to complete all DCMS funded activities by 31 March 2021, unless an extension is agreed with the 5G Testbeds and Trials Programme. Non-DCMS funded activities will be expected to continue beyond this date. DCMS will, as a condition of making funding available, require the successful applicant to have an approved plan in place to ensure the sustainability of non-DCMS funded activities beyond the grant funding period.

DCMS funding available under the funding agreement will need to be:

- Complemented with additional financial and non-financial contributions by the public sector partner(s) and/or other project participants (including private sector participants) as agreed with the 5G Testbeds and Trials Programme during the development of the project; and

- Compliant with State Aid rules.

In addition, funding which is disbursed further to other organisations under the Urban Connected Communities Project will need to be compliant with Public Procurement Rules 2015 which implement the Directive 2004/18/EC (which may require a competitive tender process, dependant upon the activity).

Where there are multiple public sector partners working together on the project there must be a lead public sector partner. The lead public sector partner will be responsible for managing other public sector partners and subsequently also other organisations including private sector organisations involved in the Urban Connected Communities Project. We will require all partners involved in the application to sign a partnership agreement prior to award of the DCMS funding agreement.

The 5G Testbeds and Trials Programme will work with the selected public sector partner to agree the form of the project delivery vehicle prior to the award of the funding agreement. We will also agree the processes for the selection of a private sector development partner, and other private sector organisations involved in project delivery. We will expect that a significant proportion of delivery of the Urban Connected Communities Project will be industry led or have a strong industry component.

We will encourage organisations engaged in the delivery of the Urban Connected Communities Project to collaborate with other projects funded by the 5G Testbeds and Trials Programme, and to work on issues identified by DCMS as priority areas. A contribution to the cost of these activities will be available as part of the DCMS funding.

Organisations which are not UK-based may participate in the delivery of the Urban Connected Communities Project but will not be eligible to receive DCMS funding.

4. Eligibility

Your application must satisfy all the following eligibility criteria for this competition:

- Application:
  - The applicant details together with sections 1, 2 and 3 of the application must be submitted as either a single PDF or MS Word document, with standard text having a minimum font size of 11.
  - The submission must conform to the maximum length specifications stated in section 6. Information in excess of this will be disregarded. Hyperlinks referencing further information may be included to inform more detailed understanding post-selection, but will be disregarded during the assessment of applications.
  - Additional information submitted at the request of the 5G Testbeds and Trials Programme must meet any timing, format and length requirements we may specify at the time.
- Project:
  - The project must include either:
    (i) A contiguous urban coverage area with a resident population in the region of at least 500,000; or
    (ii) Multiple urban coverage areas, which together include a resident population of at least 500,000, with a strong rationale for why they are interlinked for the purpose of this project, clearly demonstrating how they will be interconnected to provide a contiguous experience.

- All activities under the Urban Connected Communities Project which are funded by DCMS must be carried out in the UK unless otherwise agreed with the 5G Testbeds and Trials Programme. Exceptions could include, for example, collaborative activities with related overseas projects and organisations where such activities would be mutually beneficial.

- Applications must identify a single lead public sector partner.

- Where there are multiple organisations involved in your application these may include, if appropriate, organisations who will undertake a key role in the Urban Connected Communities Project:

    - Other public sector partners.

    - Local Enterprise Partnerships.

    - Academic and research organisations.

    - Other organisations where the 5G Testbeds and Trials Programme has been consulted in advance (please follow the clarification process set out in section 8 below).

    An organisation not included in an application now will not be precluded from later involvement in delivery of the Urban Connected Communities Project.

We are not expecting public sector partners to form partnerships with private sector organisations at this stage for the delivery of the Urban Connected Communities Project, other than as set out in the above bullet point. Doing so now may create complications for DCMS and the public sector partner to run open competitions to demonstrate value for money at a later stage.

5.   Competition process

The competition process will follow these steps:

- Applications should be submitted by email to 5Genquiries@culture.gov.uk. We will confirm by email the receipt of your application within 2 working days.

- Applications will be assessed against the questions set out in this application guidance, including assessment against eligibility requirements. We may request that applicants also answer clarification questions.

- Eligible applications will be ranked for shortlisting. The top three ranked applications will be invited to a second stage assessment, which will include an interview. Details of the interview stage will be confirmed nearer the time but will be in central London unless advised otherwise. Shortlisted applicants will be provided with a list of questions/topics for the interview and requests for further information to clarify aspects of their applications.

- In exceptional circumstances if there are more than three closely top ranked applications then DCMS may invite additional applicants to interview.

- The assessment of applications will be updated following the interview also taking into account any information provided where requested by DCMS. The highest scoring shortlisted application will be selected as the preferred applicant.

- The applicant lead will be notified of the selection decision.

- DCMS may elect to identify reserve applicants, in case the preferred applicant is unable to complete a funding agreement with DCMS on a timely basis.

Each question response will be assessed and marked on a scale of 1-10:

- 1-2 – Serious concerns: for example, does not meet requirements, and/or raises serious concerns.

- 3-4 – Some concerns: for example, meets some requirements but with gaps and/or some concerns.

- 5-6 – Adequate confidence: for example, meets most/all requirements, but lacks sufficient detail in some areas.

- 7-8 – Good confidence: for example, meets most/all requirements and provides a response that demonstrates a good understanding of the requirements.

- 9-10 – Very good confidence: for example, meets all requirements and provides a detailed response that also exceeds expectations in some areas and/or demonstrates a strong understanding of the requirements.

Following the selection of a public sector partner, we expect that:

- The 5G Testbeds and Trials Programme and the public sector partner organisation(s) will confirm the scope, high level requirements and commercial delivery approaches, including the form of delivery vehicle.

- Subsequently, a DCMS funding agreement will be issued to the public sector partner.

- The funding agreement will allow for specific project development and delivery activities to be agreed with the 5G Testbeds and Trials Programme team throughout the term of the project. Approval of funding for specific delivery activities will require the project partners to agree a business plan or plans with the 5G Testbeds and Trials Programme team.

6. Application structure

The structure is as follows:

- Applicant details.

- Section 1 - The vision (business case):

  - Question 1: What will your vision for the project deliver?

  - Question 2: How will the project contribute to the local economy and/or society?

  - Question 3: How will you ensure that the environment created by the project will support the development of a 5G ecosystem in the UK?

- ○ Question 4: What is your approach to ensuring a commercially sustainable environment after the period of DCMS funding?
- Section 2 - Delivery of the vision (project details):
  - ○ Question 5: What 'early wins' could the project deliver?
  - ○ Question 6: Demonstrate the local commitment to the project.
  - ○ Question 7: What local strengths and experience will you bring to the delivery of the project?
  - ○ Question 8: What is your approach to the delivery vehicle for the project?
- Section 3: Funding and added value:
  - ○ Question 9: What is your outline proposal for financial and non-financial contributions to the project?
  - ○ Question 10: What is your approach to demonstrating the added value and impacts of the project?
- Appendices.

Your submission should be limited to 30 pages maximum, including diagrams, in total for all of sections 1, 2 and 3 together, excluding any cover page, contents table, applicant details and appendices. We suggest that you consider the weighting of questions when reviewing how much information to provide in response to each question. There is no page limit on other sections.

7. Competition questions

Please note that although the Urban Connected Communities Project is referred to as a 'project' from the perspective of the 5G Testbeds and Trials Programme, from the perspective of the public sector partner it will be delivered as a programme with a series of projects underneath this. For the purpose of this application please interpret 'project' as meaning 'programme' from a delivery perspective in the questions below. Applicants should answer all questions.

Applicant information

Please provide the following information:

- Project name.
- Name of application lead organisation.
- Contact details for application lead organisation.
- Name(s) of additional organisations forming part of this application.
- Contact details for additional organisations.

Section 1: The vision (business case) (40%)

Question 1: What will your vision for the project deliver? (12%)

- Describe your vision for the project setting out:

  - Your strategic rationale for the project.

  - The outcomes you want to achieve from the project.

  - The rationale for your approach.

  - How the project meets the aims of the 5G testbeds and Trials Programme as set out in section 2 of the *Overview* document.

- Describe which vertical industry sectors, and cross industry sectors, you will seek to develop initially as part of delivery of the project and which sectors will also be good candidates for future development but not starting initially. Please illustrate your answer with examples of use cases that the project will initially support the development of.

- Identify the local advantages and expertise, including in vertical industry or cross industry sectors, that will be most relevant to the project.

- Describe how the project will enhance the lives of your citizens through the creation of an Urban Connected Community?

- Describe the geographical area the project will cover, including:

  - An outline of the geographic area(s) that the project will cover, subject to later agreement of the vertical industry sectors that you expect to prioritise.

  - Where applicable, the rationale for why physically separate areas are interlinked for the project, clearly demonstrating how they will be interconnected to provide a contiguous experience.

  - Statistics (stating sources and dates published) for (i) the size of the area (square kilometres); (ii) the number of domestic premises and the resident population; (iii) the number of SME businesses and other businesses; and (iv) any other relevant figures available, for example, working population, mobile and fibre broadband coverage metrics.

Question 2: How will the project contribute to the local economy and/or society? (12%)

- Describe existing and planned wider local strategies, initiatives and plans for the local economy, including related to the growth of local businesses, particularly SMEs, that are relevant to the project.

- Identify the economic and other benefits of the project (for example, regeneration and examples of services / programmes where it is expected that the project will lead to measurable improvements and/or benefits). This should include any specific local needs challenges which the project should help address.

- What proportion of the population do you anticipate will experience or be impacted by the project? Give examples of this including how you will maximise the impact of the project on people living in, working in, visiting and/or travelling to the project area.

- Describe your approach or any local connectivity plans[1] to deliver local mobile connectivity, including working with the UK Government's barrier busting taskforce (which is addressing barriers to the deployment of digital infrastructure).

- Describe any other relevant local strategies, initiatives and plans that are specifically relevant to the successful delivery of the project. This should include any other activities to encourage the roll out of full fibre (whether or not they involve working with the DCMS Local Full Fibre Networks Programme).

- Explain how any of the above plans or initiatives and the project will leverage the impacts of the other.

Question 3: How will you ensure that the environment created by the project will support the development of a 5G ecosystem in the UK? (8%)

- Describe your approach to ensuring an appropriate open access basis for organisations to conduct trials and use available infrastructure or services. Please refer to section 2 of the *Overview* document.

- Describe how the project will contribute to developing the UK's capabilities in the emerging 5G environment, particularly in the areas identified in your response to Questions 1 and 2 of your proposal. This should demonstrate a good understanding of relevant industry sector and cross sector requirements and strengths.

- Describe any potential international visibility of specific aspects of your project, for example in developing trade and supply chain links.

- Describe your approach for the identification and dissemination of lessons learned and project outcomes, including to wider 5G Testbeds and Trials Programme participants and [UK5G](UK5G).

- Describe the key features of your delivery and commercial approaches that will be suitable to be replicated by other Connected Community Projects.

Question 4: What is your approach to ensuring a commercially sustainable environment after the period of DCMS funding? (8%)

- Describe your commercial approach to ensuring that the environment will be able to access commercial funding beyond the period of DCMS funding to continue to deliver and grow. This could include:
  - What longer term role you see for the delivery vehicle?
  - Who will own infrastructure and data assets?
  - Your approach to maintaining the availability of any infrastructure, facilities, relevant services and data.
  - How you will attract other trials from initial trial organisations involved in the project and from additional organisations. This may include 5G and non-5G trials.

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[1] See pages 38 and 39 of the Government's 5G Strategy

- ○ How the project could be further developed, scaled and improved beyond the timeframe or outside of the scope of the project as described so far.
- ○ Future sources of funding including from cost savings on the delivery of public services, or income from commercial sources such as fees paid for access to the network or data generated by it.
- Describe your approach, including working with other project partners, to developing an initial business plan for project delivery. (Note that we have used the term 'business plan' here, which is separate from any required business case(s).)

Section 2: Delivery of the vision (project details) (40%)

Question 5: What 'early wins' could the project deliver? (5%)

- Describe any technical or non-technical activities that the project could deliver early, either in Q1 2019 or soon after. Please provide an indication of cost and what sourcing arrangements would be applicable. The aim is to build early momentum of project delivery and to ensure that there is not a lengthy period between announcement of the start of the project and subsequent activities that residents and/or businesses will see. The selected public sector partner will be required to submit a more detailed proposal prior to funding.

Question 6: Demonstrate the local commitment to the project (12%)

- Describe how there is very strong, clear digital leadership of the public sector partners to carry through successful delivery of the proposed project.

- Include a diagram of the organisation structure and describe the relationships between the organisations involved in your application as relevant to the project development. Confirm whether this structure is in place now or when you expect to have the structure in place by.

- Describe the commitment from senior leaders locally to the project, including both from those organisations forming part of your proposal and from any other relevant major local stakeholders. Letters of support should be included in the appendices to your application.

- Describe existing or planned engagement with local individuals, local or wider businesses and other stakeholders that is relevant to any of your answers to this application. Please provide details of timings, scale and outputs of existing engagement.

Question 7: What local strengths and experience will you bring to the delivery of the project? (15%)

- Describe the expected roles and responsibilities of each partner organisation in your application if applicable both in project development and in project delivery and give evidence of their experience in your locality in these areas. (Please read also the description of elements of the Urban Connected Communities Project in section 2 of the *Overview* document).

- Describe what you would expect the roles and responsibilities of a future private sector development partner for the project to be? The potential scope of the private sector development partner is outlined in section 2 of the *Overview* document.

- Describe existing testbed, trial, pilot or similar projects that are relevant to this project, including details of scope, timings, scale and parties involved in delivery. Set out the successes and failures of these projects and the lessons learnt which will be applicable to this project.

- Describe the network and any other infrastructure that will be available for use in the project, and your approach to accessing it. For example, how would you go about discovering and managing ownership and access arrangements for relevant assets that are likely to be utilised as part of providing connectivity solutions.

- Describe the main risks and dependencies of your proposed Urban Connected Communities Project, together with mitigations.

Question 8: What is your approach to the delivery vehicle for the project? (8%)

This question is intended to allow you to describe your thinking on the approach based on the information currently available. The actual approach will be agreed between the 5G Testbed and Trials Programme and the successful public sector partner prior to issue of the funding agreement.

- Describe your views on setting up a special purpose vehicle such as a joint venture for project delivery, potentially involving a private sector development partner. DCMS could potentially take a minority stake to provide DCMS funding and to ensure that the 5G Testbeds and Trials Programme's wider objectives will be recognised on an ongoing basis during delivery of the project.

- Describe any alternative approaches to a delivery vehicle you would propose and how would these provide reassurance about meeting the 5G Testbeds and Trials Programme's wider objectives?

- Identify your preferred approach(es) to the delivery vehicle. Provide an outline timetable taking into account your expected approvals procedures for the setting up of the delivery vehicle.

Section 3: Funding and added value (20%)

Question 9: What is your outline proposal for financial and non-financial contributions to the project? (15%)

We recognise that at this stage it is less likely that organisations will be able to commit to specific contribution amounts.

- Describe what the organisations involved in your application intend to bring to the project, in terms of financial and non-financial contributions as well as leveraging other available resources and assets. Confirm which organisations have agreed in principle to provide additional financial and/or non-financial contributions, subject to later agreement on exact amounts, specific project activities and the level of funding from the 5G Testbeds and Trials Programme.

- Describe where would the organisations involved in your application source financial contributions from, and whether you would expect them to be revenue or capital?

- Describe your approach to getting organisations approvals for additional financial contributions including a summary of approvals processes.

- Describe any criteria or constraints that are likely to have a significant impact on the availability or timing of financial and non-financial contributions.

- There are a number of possible approaches to ensuring funding meets the requirements of State aid, including the Research and Development sections of the General Block Exemption Regulation (651/2014 and 2014/C 198/01)) and/or the Market Economy Operator Principle described in the Commission Notice on the notion of State Aid (2016/C 262/01). Describe your proposed State Aid approach to the project in terms of Commission regulations or precedent.

Question 10: What is your approach to demonstrating the added value and impacts of the project? (5%)

- Tell us what you are intending to or could deliver without government funding, and what difference government funding would make.

- Describe how you will baseline, measure, document and report over time on the value added and the impacts of the project. You will be expected to work with the 5G Testbeds and Trials Programme team on the monitoring and evaluation of benefits.

- Describe any additional areas of added value not set out elsewhere in your application.

Appendices

Please attach (either as part of your main application document or as additional documents):

- Letters of support from each of the organisations listed in your application, signed at a senior level, further to Questions 6 and 9. We would expect these to state, as a minimum:

  ○ Support for participation in and delivery of the Urban Connected Communities Project.

  ○ Confirmation of the roles and responsibilities that the organisation will undertake.

  ○ Acknowledgement of willingness to provide financial and/or non-financial contributions, including the potential nature and likely sources of contributions, and any caveats that apply at this initial stage of project development. We do not require that you commit to specific figures at this stage but an indication of potential amounts against any specific activities will be helpful.

- Any existing documents/brochures, if appropriate, which explain in more detail the local environment, initiatives or other relevant detail. These will not be considered as part of the assessment process but should aim to provide more in-depth background information of the wider context in which the project will form part of.

8. Further information

If you have any questions on the Application Guidance please submit a question to 5Genquiries@culture.gov.uk, with the subject heading of 'UCC Public Sector Partner Clarification Question' at any time up to the date specified in Section 1.

The 5G Testbeds and Trials Programme team will provide a response to your question, and will make copies of answers applicable to all applicants available to organisations who have registered an Expression of Interest.

If you are asking a clarification question that is specific to your organisation's application please state so in your question and the 5G Testbeds and Trials Programme team will provide a response without making the answer available to other applicants. We will clarify your question with you if we think the response should be made available to other applicants.

9. Notices

This document is issued in text format to organisations responding to the Urban Connected Communities Project Expression of Interest. Should you require access to this document in another format (e.g. Braille, large font or audio) please contact us on 020 7211 6000 or 5Genquiries@culture.gov.uk.

All applicants are solely responsible for all their costs and expenses incurred in connection with this selection process at all stages. Under no circumstances will DCMS be liable for any costs or expenses borne by or on behalf of the applicant or any party associated with this selection process.

Information provided in response to this document, including personal information, may be published or disclosed in accordance with access to information regimes, primarily the Freedom of Information Act 2000 (FOIA) and the Data Protection Act 1998 (DPA) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and repealing Directive 95/46/EC (General Data Protection Regulation) OJ L 119/1, 4.5.2016 (GDPR).

If you would want the information that you provide to be treated confidentially, please be aware that, in accordance with the FOIA, public sector organisations are required to comply with a statutory code of practice which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you wish that information to be treated confidentially. If we receive a request for disclosure of that information, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances.

DCMS will process your personal data in accordance with the DPA and the GDPR and, in the majority of circumstances, this will mean that your personal data will not be disclosed to third parties.

Department for Digital, Culture, Media and Sport
www.gov.uk/dcms