



SCHEDULE 6.4
REPORTS

VERSION CONTROL

VERSION NUMBER	DATE	COMMENT
1.0	13 th February 2012	Issued to bidders: Dialogue round 5
2.0	1 st May 2012	ISFT Version

CONTENTS

1	BACKGROUND	1
2	REPORTS	1

SCHEDULE 6.4- REPORTS

1. BACKGROUND

This Schedule 6.4 contains details of the reports that shall be provided by the Supplier in accordance with Clause 37 of this Contract

2. REPORTS

ID	Report Name	Description	Frequency and Coverage Period	Start Date (provision of first report)	Primary Recipients
C1	Build & Roll-Out Report	Report providing detail for Intervention Areas on: <ul style="list-style-type: none"> - Coverage achieved against plan - Details of survey work undertaken - Local authority planning requests - Implementation progress report (including details of superfast and standard broadband geographic coverage achieved against plan) - "Snagging" report – highlight any significant issues that might warrant re-planning or potential solution design variation under change control procedure - Milestone testing and achievement - Summary of design or implementation changes during period - The number of sub 15Mbps lines identified - Any cabinets within the planned deployment phase with over 70% ORMP vs. Surrey IA THP 	Monthly	First Quarter end after Effective Date	Authority
C2	Build Forecast report (3 month build plan)	Report identifying the key network survey, build, commission, test, launch and operate activities that are planned in the next three months, cross-referenced to the implementation plan agreed at contract start	Monthly	One month after Effective Date	Authority
C3	Customer report	Report that identifies: <ul style="list-style-type: none"> - "Retail-Ready" Wholesale Access Products and Services availability (by town/village, post code, Street and house ID) - Names of RSPs offering retail services - Wholesale Access Products and Services - Total new active wholesale connections - Total cancelling wholesale connections - Total numbers of active wholesale connections <ul style="list-style-type: none"> • Split into business/residential (or appropriate proxy) • Split by Geographic take-up • Split by wholesale product type • Split by RSP - Average End User product pricing (this data provided only once 	Quarterly	From Achievement of Milestone 2 (Availability of Wholesale Services)	Authority

		per annum in this C3 report)			
C4	Marketing Report	Report that identifies: <ul style="list-style-type: none"> - Marketing activities undertaken within the reporting period, and planned marketing activities for next three months - PR Generated (e.g. press clippings, broadcast/internet media coverage) - Effectiveness of marketing activities (e.g. AVE - advertising value equivalent; effectiveness of marketing - judge in terms of reach, opportunities to view and CPR - cost per reply / sale; customer survey, brand recognition) 	Quarterly	First Quarter end after Effective Date	Authority
C5	SLA Report	Report that identifies: <ul style="list-style-type: none"> - Aggregated across the Intervention Areas, actual: <ul style="list-style-type: none"> • Access Line Speed in both directions measured at the wholesale level • Data traffic rate available to RSPs during the Busy Hour - Performance against Schedule 2 (Service Requirements) network ordering, installation, availability and support Service Level requirements 	Quarterly	From Achievement of Milestone 2 (Availability of Wholesale Services)	Authority
C6	Financial Report	Report to demonstrate: <ul style="list-style-type: none"> - Supplier expenditure , broken down by types of solution component in the quarter (with a cumulative summary) - Subsidy Payments claimed in the quarter (with a cumulative summary)A summary of any commercial revenue earned in the quarter (with a cumulative summary) - Additional Supplier Expenditure for the purpose of the Authority calculation of Investment Ratios (as defined in Schedule 5.1) in the quarter (with a cumulative summary) - A summary of movements in the Investment Fund in the quarter (as defined in Schedule 5.1) - A list summary of evidence, in accordance with Schedule 5.1, provided by the Supplier to support claims for Subsidy payments in the quarter 	Quarterly	Claim for [First] Milestone Payment	Authority & Framework Authority
C7	State aid Report	<ul style="list-style-type: none"> - State Aid leverage (i.e. % of project funding coming from state aided sources) 	One-off report covering	On achievement	Authority & Framework

		- "Asset Re-use" information (i.e. where existing assets are being leveraged)	entirety of implementation	of final M2 type Milestone	Authority
C8	SME Inclusion	Report to monitor SME supply chain inclusion: <ul style="list-style-type: none"> - Identification of SMEs within the project supply chain - % of <i>total contract value</i> flowing down to SMEs in the supply chain - % of <i>allocated public funds</i> flowing down to SMEs in the supply chain - number of new sub-contractor opportunities arising in previous quarter, and where these were advertised (e.g. "Contracts Finder" website), 	Quarterly	First Quarter end after Effective Date	Authority
C9	Benefits Report	Report to: <ul style="list-style-type: none"> - track benefits of NGA Broadband to local community; and - provide information to support economic impact assessment analysis. 	[Quarterly]	First Quarter end after Effective Date	Authority
C10	Project Accounts	Copy of the Project Accounts with an accompanying short narrative report in accordance with Schedule 5.1	Annual	First anniversary of the Effective Date	Authority