



## Invitation to Tender

### Audit of Radio Transmission Sites in Jersey and the Bailiwick of Guernsey

Issued by Channel Islands Competition and Regulatory Authorities

Date 16 February 2012

#### PART I: OVERVIEW

##### Introduction

1. This document constitutes an invitation from Channel Islands Competition and Regulatory Authorities ("CICRA") to tender for a contract to undertake an audit of the radio transmission sites owned operated or maintained by operators licensed by CICRA.
2. CICRA invite interested companies to tender for a contract to carry out a detailed audit of the sites in 2012 in Guernsey and Jersey and to report on how the non-ionising radiation emissions from each individual site complies with the limits specified by the guidelines published by the International Commission for Non-Ionising Radiation Protection (ICNIRP) and with any radiation emission standards adopted and published from time to time by ETSI and the European Committee for Electrotechnical Standardisation. The successful tenderer will also assess the cumulative effect of shared sites on ICNIRP limits and whether ICNIRP remains the most appropriate standard against which to measure emissions. In addition, the consultant is asked to comment on the continuing appropriateness of the ICNIRP guidelines as the appropriate standard to apply.
3. This invitation to tender is structured as follows:
  - Part I** introduces the contract on offer and describes the timetable and process for submission of tenders.
  - Part II** provides background information on the telecoms market in Guernsey and Jersey and the regulatory regimes within the Islands which the applicant may wish to take into account in drawing up a tender.
  - Part III** describes the scope of the project.
  - Part IV** states the information required by CICRA in order to consider the tender.

## **Submission of the application**

4. The closing date for responses is 7<sup>th</sup> March 2012 and all tenders submitted should be valid for a minimum of 30 days from this date.
5. Proposals must be addressed to Lisa White, CICRA, Suites B1 & B2, Hirzel Court, St Peter Port, Guernsey, GY1 2NH and be delivered to this address before 16:00 hours on the closing date.
6. Applicants must submit two copies of their proposal which should be clearly marked "EMF Audit 2012".
7. Short listed applicants may be invited for a discussion of their proposals. CICRA expect to be able to announce the results of this tender process within four weeks of the closing date.
8. Following the selection of the successful applicant, CICRA will expect to agree a formal binding contract with that applicant within one week of the decision being announced. CICRA reserve the right to include material included in this Invitation to Tender and the material included in the response from the successful tenderer into the terms and conditions of the contract.
9. CICRA will accept no liability for any expenditure incurred by the applicant in preparing a tender, whether or not submitted, and whether or not successful.

## **PART II: BACKGROUND INFORMATION FOR THE TENDER**

### **Regulatory Regime**

10. Article 5 of the Telecommunications (Bailiwick of Guernsey) Law 2001 and Article 16 of the Telecommunications (Jersey) Law 2002 provide for CICRA to include such conditions in a licence as are appropriate. CICRA have included the following condition in licenses issued to certain operators:

*"The Licensee shall ensure that non-ionising radiation emissions from its Licensed Telecommunications Network are within the limits specified by the guidelines published by the International Commission for Non-Ionising Radiation Protection (ICNIRP) and that it complies with any radiation emission standards adopted and published from time to time by the British Standards Institute, ETSI, the European Committee for Electrotechnical Standardisation and any other standards specified by the JCRA or Guernsey's Director General."*

11. The licence also includes a condition that provides for the regulator to undertake any examination, investigation or audit of any aspect of the Licensee's business relating to the Licensed Telecommunications Network or the Licensed Telecommunications Services or its compliance with the Conditions and the Laws, and the Licensee shall provide any assistance requested by the JCRA or Guernsey's Director General in relation to any such examination, investigation or audit. The JCRA or Guernsey's Director General may issue directions with regard to the manner in which such examination, investigation or audit is carried out, including the creation of financial and/or technical specifications or documentation.

12. The last full audit in Guernsey was carried out in 2008 and the results of this audit are set out in OUR 08/13 "Audit of Emissions from Radio Masts" – Information Notice. In Jersey, audits were undertaken during 2008 and 2009 of a significant number of sites and results are published on the CICRA website ([www.cicra.gg](http://www.cicra.gg) or [www.cicra.je](http://www.cicra.je)) which also contains a summary map representing site locations within Guernsey and Jersey. Separately, Ofcom undertook a further, more limited, audit of sites in 2005 and the results of this audit are published on the Ofcom website. Given developments in the telecoms market since these audits, CICRA believe it is now appropriate to undertake a further audit of the radio transmission sites used by the operators for the provision of services in the Jersey and the Bailiwick of Guernsey.
13. CICRA are currently collecting information from the operators with regard to the number of sites used by them and the range of services provided from each site. It is expected that the services provided will be a combination of GSM/DCS1800/3G/Fixed Wireless services and there will be site locations on all the Channel Islands (Jersey, Guernsey, Alderney Sark and Herm), with the majority on Jersey and Guernsey. A recent mobile site register has been published by the OUR (Document OUR 10/06) and can be found on the CICRA website. It should however be noted that additional sites may have been approved since this was published.

### **PART III: SCOPE AND OBJECTIVES OF THE PROJECT**

#### **Objectives**

14. The successful tenderer will be required to undertake a full audit of all sites utilised by operators licensed by CICRA for 2012. In 2013 and 2014 a random audit of 15 sites in both Guernsey and Jersey will be required to be undertaken. In addition the successful tenderer will be required to audit the internal processes and procedures put in place by each licensee in order to ensure compliance, so as to determine the adequacy of these processes and procedures, identify any shortcomings and make recommendations as to any adjustments that might be appropriate (including compliance with any relevant recommendations from any previous audit).
15. The tenderer will be required to assess the cumulative effects of shared sites on ICNIRP limits and examine whether ICNIRP remains the most appropriate standard against which to assess emissions.
16. The tenderer will be required to submit a report to CICRA on each operator's compliance with the licence requirements. Operators will be provided with a copy of the report that relates to its own compliance. An individual report for each site will also be required. Interested parties may wish to contact CICRA for a copy of a site report which will indicate the type of information required from such reports.
17. CICRA will publish such information arising from the audit as is considered appropriate and may present compliance information on its website or in other forums. This may include a summary of the reports and CICRA reserves the right to use any of the material from the findings of the audit and the reports provided by the consultant, as are considered appropriate.

## Scope of the Project

18. In realising the project objectives, the successful tenderer will need to:
  - a. Assess whether it remains appropriate for CICRA to use the ICNIRP guidelines as the standard against which to assess compliance and assess how the ICNIRP guidelines compare to any other appropriate international standard;
  - b. Review the processes and procedures that each operator to be audited has in place to ensure its compliance with its licence conditions;
  - c. Provide an overview of appropriate processes and procedures against which the operators should be benchmarked, based on international best practice and the tenderer's own expert knowledge;
  - d. Provide a report on each operator's processes and procedures, with an opinion on whether these are adequate or not, and if there are deficiencies, identify these and make recommendations as to improvements;
  - e. Carry out detailed measurements at each site at which the operator utilises radio equipment for the provision of its services. This will include measurement of individual operators equipment emissions and an assessment of the cumulative emissions from each site;
  - f. Present the appropriate international standards against which these measurements should be compared;
  - g. Prepare a report of compliance against the standards addressing each individual operator's compliance at each site; and
  - h. Prepare a summary report for CICRA based on the overall level of compliance as well as the individual reports on each operator's level of compliance that are set out above.
  - i. Carry out annual spot-checks of 15 sites in 2013 and 2014 to assess whether these meet the standards outlined above.

It should be borne in mind that certain sites in the Jersey and the Bailiwick of Guernsey are shared by licensed operators and by the emergency services' TETRA network. The TETRA network is not licensed by CICRA and is therefore not included within the remit of this project.

## Timetable

19. CICRA wish to commence work on this project in late April 2012 with a view to publishing the findings in July 2012. The audits in 2013 and 2014 will be undertaken in May of each year with reports being submitted in July of the relevant year.

## Deliverables

20. The successful tenderer is required to produce the following reports (these may be prepared in a modular way that prevents repetition and tenderers are invited to propose an appropriate structure):

- a. An overarching summary report for CICRA on compliance by each operator with the relevant international standards and on the adequacy or otherwise of internal processes and procedures of each operator;
  - b. Individual reports (or modules) for each licensed operator setting out the findings in relation to that operator in a format that is appropriate to be provided to the operator;
  - c. Individual site reports.
21. A draft of the report(s) referred to above will be submitted to CICRA three weeks after the conclusion of the audit. CICRA will provide comments on the document(s) within two weeks of receipt of the draft report(s) and the consultant will be able to finalise the report(s) subject to CICRA approval. Prior to the submission of the final report(s), the consultants may be required to meet with CICRA to discuss any points of clarification necessary.
  22. The consultant will be required to provide two hard copies and an electronic version of the draft and final reports (including each site report).
  23. The work will be conducted in English and all deliverables will be submitted in English.

#### **Qualifications**

24. The consultants should have:
  - a. Substantial experience in undertaking similar work in the radio frequency sector;
  - b. A proven track record in undertaking audits of this nature; and
  - c. Team members who have specific relevant experience of this type of project.

#### **Confidentiality**

25. The successful applicant must agree to a confidentiality agreement covering the firm and the individuals assigned to the project.

#### **PART IV: INFORMATION REQUIRED FROM THE TENDER**

26. The following information is required from the applicant for the tender:
  - a. Demonstration of a clear understanding of the work to be performed. This should include a brief discussion of the approach to be adopted.
  - b. A detailed description of methodology that the tenderer intends to adopt. This should include the envisaged project timetable containing any additional milestones for deliverables that the tenderer specified in response to paragraph 26 as appropriate.
  - c. Information regarding the expertise and experience of the specific people who will carry out the work including full CVs of the staff proposed for the project.

This will also identify the role undertaken by members of the proposed project team.

- d. Description of previous relevant project experience of the organisation.
  - e. Management arrangements for ensuring the successful completion of the project.
  - f. A clear statement that the firm has no existing conflict of interest in relation to the proposed assignment and will not place itself in such a position while retained by CICRA. Tenderers are required to disclose any matter which may give rise to a potential conflict of interest.
  - g. Daily rates of each team member in pounds Sterling (daily rates to be based on 8 hours per day) together with the anticipated number of man days for each team member.
  - h. The total cost of the services tendered for including a breakdown of the person days or effort required (note: VAT is not applicable in the Channel Islands).
27. The applicant is free to supplement the required information, and to provide illustrations or add background details where they are necessary to provide a clear understanding of the proposals or are likely to add materially to CICRA's understanding of the applicant's intentions in providing the service. However, the submission from applicants should be no longer than 20 A4 pages, with supplementary information contained in relevant annexes.
28. The applicant may be invited to clarify submitted information.
29. CICRA require a fixed cost quotation for the work and rates must be fixed for the duration of the project. Travel and related expenses must be included in the quotation along with any other charges. It is expected that staff working on the project will be based for part of the contract in the Channel Islands.
30. The tenderer must define payment terms.
31. Any exchange rate risk will be borne by the applicant.
32. CICRA are not bound to accept any tender received or the lowest tender. Selection will be based on compliance with this request for proposal documentation and, inter alia, the following matters:
- a) Understanding of the issues;
  - b) Approach and methodology proposed and its appropriateness for the the Channel Islands;
  - c) The calibre of the team;
  - d) Previous experience; and
  - e) Value for money.