Request template – SOIL Access Service

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# Introduction

## Purpose

This document serves as a template for sending a request for quotation for SOIL Access Services to EPIM approved SOIL Service Providers.

IMPORTANT!

Before you read this document you should read through the step-by-step description available on EPIM homepage

<https://www.epim.no/epim/main/services/infrastructure-technology/soil/how-to-get-access>

## Intended audience

Staff responsible for procuring SOIL Access Services from SOIL Service Providers on behalf of their organisation.

# Procedure for sending request quota to SOIL Service Providers

## Prerequisites

Before you can send a request for quotation to SOIL Service Providers, you must sign a standard SOIL use policy agreement called “Service Access Agreement for SOIL” towards EPIM. Refer to step 1 and 2 in procedure below available on EPIM homepage:

<https://www.epim.no/epim/main/services/infrastructure-technology/soil/how-to-get-access>.

## Sending the quotation to SOIL Service Providers

After having a signed and valid “SOIL Service Access Agreement” with EPIM you may now send a request for quotation to a selection or all of the available SOIL Service Providers below:

<https://www.epim.no/epim/main/services/infrastructure-technology/soil/approved-soil-service-providers>.

The rest of this document (Chapter 4) is a template request form that can either be used as-is, or incorporated into your internal standard forms, before being sent to relevant SOIL Service Providers. Your organisation decide which SOIL Service Providers that should receive the request, but in general EPIM advices you to send the quotation to all available SOIL Service Providers.

Note that the quotation is a bi-lateral negotiation between your organisation and each SOIL Service Provider, without EPIM involvement.

Replace all text in *blue* below to state your requirements.

# Request template

## Organisational information

Please add the relevant details for your organisation in the “Input” column of the table below.

|  |  |
| --- | --- |
| Company name | *Specify the full name of the company. This should correspond to the company name stated in the signed “SOIL Service Access Agreement for SOIL” you have signed with EPIM* |
| Organisational ID | *Specify the relevant ID in an official company/business register* |
| Organisation register | *Specify website to business register confirming ID provided above. For Norwegian organizations this would be* [*www.brreg.no*](http://www.brreg.no) |
| Procurement contact person(Name/Email/Phone) | *Specify Name, Email and Phone of the person handling this procurement* |
| Other info: | *Use this field to specify other relevant organisational information* |

## Physical SOIL connection address

Below specify the affiliate to be connected to SOIL.

|  |  |
| --- | --- |
| Country | *Specify* |
| City | *Specify* |
| Street address | *Specify* |
| Floor | *Specify if relevant* |
| Gårds/Bruksnummer | *Only required if location is in Norway. Otherwise leave empty.* |
| Other info/requirements: | *Use this field to specify other relevant information you would like to provide the SOIL Service Provider concerning physical SOIL line landing/location.* |

## Communication Line Requirements

|  |  |  |
| --- | --- | --- |
| C1 | The access line between our office and SSP should be provided by the SSP? | *Options: YES/NO**(If “NO” please provide name of your line provider)* |
| C2 | Router at Participant (our end) should be provided by the SSP? | *Options: YES/NO* *(The answer should be NO if you, as Participant, provide the line)* |
| C3 | Connection speed | *Specify relevant connection speed either as Mbps or Gbps* |
| C4 | Maximum latency | *Specify in milliseconds if relevant, otherwise leave empty* |
| C5 | Redundant connection between own office/facility and SSP required? | *Options: YES/NO* |
| C6 | Other relevant info/requirements | *Use this field to specify other relevant input regarding communication line.* |

## SOIL Firewall Requirements

|  |  |  |
| --- | --- | --- |
| F1 | Firewall Capacity? | *Specify your requirement. If unsure we suggest you specify “The SOIL firewall capacity should match our line capacity”.* |
| F2 | Will you use a local Firewall, between your network and the SOIL connection, in addition to the SOIL-Firewall provided by the SSP? | *Options: YES/NO**If YES, please provide firewall brand and type.**This is relevant information to SOIL Service Provider, to ensure compatibility.* |
| F3 | Other relevant info/requirements | *Use this field to specify other relevant input regarding Firewall. Otherwise leave blank.* |

## Public IP Address Requirements

|  |  |  |
| --- | --- | --- |
| IP1 | Will you provide required Public IP address(es) to be used on SOIL?  | *Options: YES/NO**If YES, provide the list or of IP addresses planned to be used.* *If NO, please provide number of public IP addresses required to be provided by the SSP part of the service.* |
| IP2 | Other info/requirements? | *Use this field to specify other relevant input regarding IP addressing and routing. Otherwise leave blank.* |

## Technical Service Desk – Opening Hours Requirements

|  |  |  |
| --- | --- | --- |
| TS1 | What is the required service hours for SOIL Technical Support to be provided by SOIL Service Provider? | *Specify requirements. Examples included below:** *8 and 16 on Norwegian business days*
* *24x7*
* *Other …*
 |
| TS2 | Other info/requirements | *Use this field to specify other relevant input regarding support requirements. Otherwise leave blank.* |

## Other Requirements

|  |  |
| --- | --- |
| O1 | *Specify relevant additional requirements. Otherwise leave blank.* |
| O2 | … |
| … | *…* |