

TORBAY COUNCIL

Part 5 Award Questionnaire

Contract Reference

TSC3624

Contract Title

**PA, Hybrid and Live Streaming Services
for Meetings**

Maximum Period of Contract

7 Years

Return Date

05 August 2024

Return Time

12:00 Noon

Return To

www.supplyingthesouthwest.org.uk

Applicant Name

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Stage Two – Award Criteria

Section A. Grounds for Discretionary Exclusion

Question Number	Site Visit Question (Applicable to Lot 2 Only)	
<p>Question A1 relates to the Site Visit referenced in Section B10 of Part 1 Information and information supplied under Appendix C Floor Plan and Room Layout Lot 2.</p>		
<p>A1.</p>	<p>Site Visit</p> <p>Please confirm you have attended the site visit and considered the room layout and that your submission (including but not limited to your pricing submission in Part 7) is reflective of this.</p>	<p>Choose an item.</p>
	<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass. Where an Applicant has responded No, whether the response is deemed a Fail, will be solely at the Council’s discretion dependent on the justification provided in the Addendum. Where the response is considered a Fail, the tender will be rejected, and the Applicant will be notified accordingly.</p>	
	<p>Site Visit Information: Addendum</p> <p>If you have responded ‘No’ to A1, please provide your justification for this:</p> <ul style="list-style-type: none"> explaining what measures have been taken to ensure the commercial viability of your bid where it pertains to setting up equipment and establishing the room layout within the constraints of a Grade II Listed Building; and demonstrating there will be no material changes to any part of your bid as a result of not attending the site visit in the event you are the deemed to be the successful Applicant. 	

Minimum Requirement

That the Applicant provides a response to this question if they have answered 'No' to the first part of this question.

This question will be evaluated on the basis of pass or fail. In order for the response to be considered a pass it must be fully completed by the Applicant. Completed responses will not be assessed at this stage, but any information provided may be used as part of the broad financial appraisal of the successful Applicant.

Evaluation Criteria

Your response will be evaluated against your ability to demonstrate and evidence that the constraints of the building have been reasonably considered within your proposal to ensure that they are viable and will not be subject to any uplift resultant from a lack of consideration from the available information on the Grade II Listed Building.

Page / Word Limit: Maximum 300 words in Arial 12

Permitted Appendices and Supplementary Information

The inclusion of Appendices and Supplementary Information is not permitted.

Response:

Section B. Lot 1 Method Statements

Applicants are required to submit Method Statements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification, Section B1.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Method Statement Number	Method Statement	% Score
B1	<p>Lot 1 Equipment and Room Layout</p> <p>Please note: Only respond to this question where you are bidding for Lot 1</p> <p>Please provide written details of what equipment you will supply to meet the mandatory requirements and how that equipment will be suitable to be used in the room.</p> <p>Applicants must also outline how the equipment will support the meeting to be live streamed via Torbay Council's YouTube Channel and how the hearing impairment system will accommodate Bluetooth and non-Bluetooth users.</p> <p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>This question has a minimum non-weighted score of 3. The Applicant must satisfactorily demonstrate the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the requirements, with evidence to support the response.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:</p> <ul style="list-style-type: none"> • That all equipment requirements as listed in Section B1.1 of the Specification will be provided. 	30.00%

	<ul style="list-style-type: none"> • How the hearing impairment system which will accommodate Bluetooth and non-Bluetooth users and streaming via the Torbay Council YouTube channel. • How the equipment will support live streaming functionality. • How the equipment will support hybrid meetings via the Council’s Zoom or Microsoft Teams accounts. <p>If all the core requirements listed above have been sufficiently evidenced, then a higher score may be achievable by demonstrating and evidencing that the following additional contract specific requirements can be delivered within the contract:</p> <ul style="list-style-type: none"> • Additional benefits to the Council or public attending the meetings either in person, remotely via hybrid function or viewing the live stream. <p>Page Limit: Maximum 2 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>You may provide the following in support of your response:</p> <ul style="list-style-type: none"> • Room layout showing equipment. • Details of the microphones proposed. 	
<p>Response:</p>		
<p>B2</p>	<p>Lot 1 Contingency Plan and Maintenance Arrangements</p> <p>Please note: Only respond to this question where you are bidding for Lot 1</p> <p>Please describe what your contingency plan is to ensure that meeting can remain on schedule in the event of any issues arising.</p> <p>Please outline what your maintenance arrangements are for the equipment.</p>	<p>10.00%</p>

Minimum Requirement

That the Applicant provides a response to this question.

Evaluation Criteria

Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:

- Contingency plan is robust and ensures that the meeting can go ahead on time (wherever possible) and any disruptions are kept to a minimum.
- There is a regular schedule for repairs and maintenance of the equipment provided and spare equipment is carried by the Supplier.
- How your organisation will ensure that a local recording is made as a backup should the internet fail.

Page Limit: Maximum 2 pages A4 in Arial 12

Permitted Appendices and Supplementary Information

The inclusion of Appendices and Supplementary Information is not permitted.

Response:

Section C. Lot 2 Method Statements

Applicants are required to submit their responses to the following Method Statements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification, Section B2.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it clearly relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Method Statement Number	Method Statement	% Score
B4	<p>Lot 2 Proposed Solution</p> <p>Please note: Only respond to this question where you are bidding for Lot 2</p> <p>Please describe your proposed solution for the room layout and demonstrate how your proposed solution will meet the evaluation criteria of this method statement. When providing a response to this method statement, please also describe how you will work with Torbay Council on the planning permission required for any changes needed to the Banking Hall.</p> <p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>This question has a minimum non-weighted score of 3. The Applicant must satisfactorily demonstrate the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the requirements, with evidence to support the response.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:</p> <ul style="list-style-type: none"> • That all equipment as listed in Section 2.1 of the Specification will be provided. • The hearing impairment system will accommodate Bluetooth and non-Bluetooth users and streaming via the Torbay Council YouTube channel. • The equipment will be interoperable with the PA System. 	25.00%

	<ul style="list-style-type: none"> • The equipment will support live streaming functionality; and • The equipment will support hybrid functionality using Torbay Council’s Zoom or Microsoft Teams account. • How you will work with Torbay Council on the planning permission required for changes to the Banking Hall. <p>If all the core requirements listed above have been sufficiently evidenced, then a higher score may be achievable by demonstrating and evidencing that the following additional contract specific requirements can be delivered within the contract:</p> <ul style="list-style-type: none"> • Additional benefits to the Council or public attending the meetings either in person, remotely via hybrid function or viewing the live stream. <p>Page Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>You may provide the following in support of your response:</p> <ul style="list-style-type: none"> • Plan of proposed solution/room layout. • Details of the microphones proposed. 				
<p>Response:</p>					
<p>B5</p>	<table border="1"> <tr> <td data-bbox="354 1335 1291 1637"> <p>Lot 2 Staff Training</p> <p>Please note: Only respond to this question where you are bidding for Lot 2</p> <p>Please describe how you will train our IT staff to use, and trouble shoot the equipment and what ongoing support you will provide.</p> </td> <td data-bbox="1291 1335 1495 1637" style="text-align: center; vertical-align: middle;"> <p>5.00%</p> </td> </tr> <tr> <td colspan="2" data-bbox="354 1637 1495 1917"> <p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:</p> </td> </tr> </table>	<p>Lot 2 Staff Training</p> <p>Please note: Only respond to this question where you are bidding for Lot 2</p> <p>Please describe how you will train our IT staff to use, and trouble shoot the equipment and what ongoing support you will provide.</p>	<p>5.00%</p>	<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:</p>	
<p>Lot 2 Staff Training</p> <p>Please note: Only respond to this question where you are bidding for Lot 2</p> <p>Please describe how you will train our IT staff to use, and trouble shoot the equipment and what ongoing support you will provide.</p>	<p>5.00%</p>				
<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:</p>					

	<ul style="list-style-type: none"> • Clear programme of training is in place with understanding how to trouble shoot common issues with a support contact number to be available to contact with any problems. • What guides and reference documents will be available. <p>Page Limit: Maximum 2 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>You may provide the following in support of your response:</p> <ul style="list-style-type: none"> • Training Plan
<p>Response:</p>	
<p>B6</p>	<p>Lot 2 Maintenance and Warranties</p> <p>Please note: Only respond to this question where you are bidding for Lot 2</p> <p>Please detail your maintenance plan for the equipment.</p> <p>Please provide written details of your warranties for the equipment and how quickly equipment can be repaired/replaced if there is a fault.</p> <p style="text-align: right;">10.00%</p> <p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:</p> <ul style="list-style-type: none"> • Robust maintenance plan is in place which includes provision of replacement equipment as and when required and includes details of what support is provided under the contract. • The response includes contingency for replacing units if required to ensure that there is no break in service and the meetings can go ahead. <p>If all the core requirements listed above have been sufficiently evidenced, then a higher score may be achievable by demonstrating and evidencing that</p>

the following additional contract specific requirements can be delivered within the contract:

- Additional benefits to the Council may be suggested which are covered by the contract but not specifically referenced in the requirements. This must include details of any additional costs e.g. integration into Mod.Gov

Page Limit: Maximum 3 pages A4 in Arial 12

Permitted Appendices and Supplementary Information

You may provide the following in support of your response:

- Maintenance Plan

Response: