

Part 2 Specification

Contract Reference

TSC3624

Contract Title

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

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A Overall Scope and Nature of the Requirement

A1 Overall Requirement

A1.1 Torbay Council requires PA, hybrid and live streaming equipment for our public meetings.

A1.2 Live streaming will be hosted on Torbay Council's YouTube channel:
<https://www.youtube.com/@torbaycouncil/streams>

A1.3 The contract will be divided into two lots comprised of the following:

Lot 1 – Council Meetings

A1.4 Torbay Council is seeking to enter into a contract with a supplier for the provision of a hired service for Public Address (PA) and live streaming (via Torbay Council's YouTube Channel with the ability to provide hybrid functionality as requested) equipment for our Council meetings.

A1.5 The Successful Supplier must provide one member of staff to be present at each meeting to manage the equipment.

A1.6 The meetings are currently being held in either the Forum or Burdett Room at the Riviera International Conference Centre, Chestnut Avenue, Torquay, TQ2 5LZ. Applicants should note that this venue is liable to change during the term of this contract.

A1.7 The rooms used in the Riviera International Conference Centre can be viewed using the following links:

- The Forum: **<https://www.rivieracentre.co.uk/rooms/forum/>**
- The Burdett Room: **<https://www.rivieracentre.co.uk/rooms/burdett-room/>**

A1.8 Please see Appendix B Floor Plan and Room Layout Lot 1 for further details on the rooms.

Lot 2 – Committee Meetings

A1.9 Torbay Council is seeking to purchase PA, recording, live streaming and hybrid equipment for our Committee Meetings.

A1.10 The meetings are currently held at the Banking Hall, Town Hall, Castle Circus, Torquay, TQ1 3DR.

A1.11 Please see Appendix C Floor Plan and Room Layout Lot 2 for details.

A1.12 There is an expectation that the equipment will have the ability to be moved to another venue at a later time if required.

B Core Requirements

This section sets out the Authority's core requirements for this Contract, which Applicants are required to demonstrate within their response that they are capable of meeting

Applicants are required to establish within any variant bid how they will meet these requirements, in order for the Authority to be able to appropriately assess their offer.

In order to achieve any threshold set in relation to award evaluation criteria Applicants are required to establish within the relevant responses how they will meet these requirements.

B1 Lot 1 Council Meetings Specific Requirements

B1.1 This requirement includes:

- microphones for 40 delegates
- a Chairman's microphone
- a radio microphone
- associated PA equipment
- a hearing impairment system.
- a laptop for presentations on an ad hoc basis
- live streaming equipment to include:
 - adequate number cameras and associated stands to cover the meeting participants
 - a laptop capable of streaming via an encoder such as Open Broadcaster Software (OBS) or equivalent and be able to support connecting to Torbay Council's Teams and/or Zoom Account whilst livestreaming to the Council's YouTube Channel, be able to show logo on live stream prior to start and during any adjournments as well as providing a back-up of the livestream.
 - a switcher (if required for rapid switching between cameras for hybrid and live stream).

B1.2 Applicants will be expected to identify the required number of cameras and other associated equipment as part of their tender response.

B1.3 The hearing impairment system must accommodate Bluetooth and non-Bluetooth users and associated PA, livestreaming and hybrid functionality using the Council's Zoom or Teams accounts and streaming via the Torbay Council YouTube channel.

B1.4 It is expected that regular maintenance of the equipment will be provided as well as the availability of additional equipment to replace any parts that don't work on the day and a local recording made as a back-up should the internet fail.

B1.5 The supplier must be capable of moving the equipment to an alternative venue within Torbay where required.

B1.6 The successful Supplier must be able to meet all the requirements of Lot 1 with all equipment being set up and tested at least one hour prior to the meeting.

- B1.7 Access to the meeting room will be from 9 am on the day of the meeting, unless agreed in advance with the venue, where access the day before may be permitted.
- B1.8 Council meetings start at 5.30 pm until 9.30 pm at the latest (except Annual Council which starts at 11.00 am and lasts approximately one hour and is then adjourned until 5.30 pm that day). Where there is deviation from the standard timings, the successful supplier will be informed at the earliest opportunity.
- B1.9 Access will be provided to the venue the following day to take down equipment.
- B1.10 The successful Supplier will book their equipment for all the meeting dates required for the Council meeting. These dates may be subject to change, any revisions will be agreed with the Head of Governance Support, the Supplier and the Council's room hire venue. Five working days' notice will be provided for cancellation of meetings or change of dates.
- B1.11 Where meetings are held on consecutive days (or on the same day for Annual Council) a reduced set up fee is expected to be applied to the cost of the second or subsequent meeting.

B1.12 Scheduled Council meeting dates:

*Note these dates are subject to change, some may be cancelled, and additional meetings may be added.

2025/2026	2026/2027
15 May 2025 – The Forum (or larger room if venue other than the Riviera International Conference Centre is used) - Annual Council meeting (11am and 5.30 pm)	14 May 2026 – The Forum (or larger room if venue other than the Riviera International Conference Centre is used) - Annual Council meeting (11am and 5.30 pm)
24 July 2025	23 July 2026
11 September 2025	17 September 2026
11 December 2025	10 December 2026
5 February 2026	4 February 2027
12 February 2026	11 February 2027
26 February 2026	25 February 2027

- B1.13 The first meeting post award of the Contract, the successful Applicant will be expected to set up the meeting the day before to ensure adequate time for testing.

B2 Lot 2 – Committee Meetings Specific Requirements

B2.1 This requirement includes:

- wireless microphones for 20 delegates
- a Chairman's microphone (wireless)
- a roving handheld wireless microphone
- a hearing impairment system
- two 98-inch fixed screens of sufficient quality to show presentations and the hybrid meeting to members of the committee and the public
- a laptop for presentations
- 34-inch monitor screen; and
- live streaming equipment to include:
 - adequate number cameras and associated stands to cover the meeting participants
 - a laptop capable of streaming via an encoder such as Open Broadcaster Software (OBS) or equivalent and be able to support connecting to Torbay Council's Teams and/or Zoom Account whilst livestreaming to the Council's YouTube Channel, be able to show logo on live stream prior to start and during any adjournments as well as providing a back-up of the livestream.
 - a switcher (if required for rapid switching between cameras for hybrid and live stream).

B2.2 The hearing impairment system must accommodate Bluetooth and non-Bluetooth users and associated PA, livestreaming and hybrid functionality using the Council's Zoom or Teams accounts and streaming via the Torbay Council YouTube channel.

B2.3 It is expected that maintenance of the system will be provided, and a local recording made as a back-up should the internet fail. The Supplier will also be required to facilitate the initial set up of the equipment in the Banking Hall.

B2.4 The equipment would be managed by an in-house IT person who would be trained by the successful Supplier to use and troubleshoot the equipment. At least eight people shall be trained by the Supplier as soon as the equipment is installed and provided with suitable guides and reference documents, together with a contact phone number for queries when using the equipment – there must be a contact number available from 9 am until 10 pm Monday to Friday to deal with any problems.

B2.5 This lot will be used for most of the Council's public meetings and the contract must not restrict the number of meetings that the equipment can be used for.

B2.6 The successful Applicant will be expected to work with Torbay Council on the planning permission required for changes to the Banking Hall (a Grade II Listed Building) which will need to be made to accommodate the new equipment, including

recommending layout and location of equipment such as cameras, speakers, screens and operator kit.

- B2.7 Applicants will be invited to undertake a site visit in respect of Lot 2 in order for them to assess the space and recommend the most suitable layout for the meeting tables and equipment. This will enable them to submit a plan of their recommended solution to be considered as part of the evaluation process. Applicants will be expected to identify the required number of cameras and other associated equipment as part of their tender response.

B3 Not Used

B4 Not Used

C Additional Requirements

This section covers any requirements that are not essential to the delivery of the contract but would be nice to have.

The ability to meet some or all of the contract specific requirements or offer further services in addition to meeting the core requirements, will attract a higher score.

C1 Social Value

- C1.1 The Council is committed to its responsibilities under The Public Services (Social Value) Act 2012. Therefore, the Council is seeking Participants who will add value to the Agreement by providing additional community benefits (above the services described within this specification).
- C1.2 The Council is committed to a performance and evidence based approach to Social Value.
- C1.3 Further information on the Council's approach to Social Value and resources to support you in your submission are available to bidders in Part 6 Social Value Requirement, Appendix G Do's and Don'ts for Social Value Bids, Appendix H The Torbay TOMs Framework.

C2 Contract Specific Requirements Lot 1 and Lot 2

- C2.1 Benefits to the Council or public attending the meetings either in person, remotely via hybrid function or viewing the live stream.
- C2.2 Possible integration into Mod.Gov. where agendas and other documents relating to public meetings are stored.

C3 Further Services Offered

The Applicant will be expected to suggest as part of its response to the Evaluation Questions any additional products or services that they may be able to offer as part of this Contract or any other added value that their offer might be able to bring to the Authority. Applicants are expected to build any such offers into their submissions regardless of whether specific questions are asked along these lines or not.