**Milton Keynes Council Coroners Court, Registration Area and Council Chambers Audio Visual equipment specification – Response Document**

1. Council Chambers, Lounge, & Group room requirements

1.1 Council Chamber - Microphones

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| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 1.1 | * Wireless portable (desk based as per current system) microphone system which permits 65 participants to contribute * Capability to block out interference from other wireless sources (no interference from Wifi, mobile signal or electrical) * Clearly indication as to who is speaking and when microphone is active or passive * Allows chairperson to control which microphone(s) are live at any one time * Off line charging capability * Integration of system with existing roving/lapel microphones * Secure features to prevent unauthorised monitoring. To include ability to turn off audio link to connected rooms for discussion of confidential items. * Headphone audio output (for hard of hearing) * Fully compatible with digital video systems * Compatible with existing hearing loop system in Council Chambers * Microphone system with push button capacity for secure electronic voting (verification of voter identity) * Functionality to provide real time display of decisions and printable record | E |  |

1.2 Council Chambers, Lounge, and Group Rooms – Sound system

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 1.2. | * New equipment compatible with hearing loop system, existing speaker system in Chamber and audio links to connected rooms (x3) | E |  |

1.3 Council Chamber– Presentation system

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| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 1.3.1 | * Digital presentation system capable of displaying traditional presentations and videos * Links to existing display screens/monitors in the public gallery, lounge and group rooms and mobile screens. * Allows ‘plug and play’ device mirroring * Capable of being set up/operated in an area without A/C | E  E |  |
| 1.3.2 | (x1) Small mobile/fixed monitor to display presentation at top table/Diasys | E |  |
| 1.3.3 | Presentation system compatible with our ambitions for future webcasting | D |  |
| 1.3.4 | (x1) additional portable TV screen for Chamber | D |  |

1.4 Council Chambers – Sound/video recording

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 1.4.1 | Effective audio recording system, with ability to pause, rewind and fast forward  Easy access to recordings | E |  |
| 1.4.2 | Video and audio systems which **enable** future webcasting & streaming of council meetings | E |  |
| 1.4.3 | Recording capability linked to online committee management system (current system CMIS) | D |  |

1.5 Council Chambers - Cameras

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 1.5 | * Fixed digital cameras (x3) to allow recording of HD quality images * Picture quality sufficient to enable future webcasting | D |  |

1.6 IT requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 1.6.1 | Updated software to support any new systems and any required licences | E |  |
| 1.6.2 | Re programming/software upgrade of existing Creston & Extron systems to support use of new equipment | E |  |
| 1.6.3 | Warranties for each piece of equipment | E |  |
| 1.6.4 | Staff training to use any new equipment | E |  |

1.7 Others requirements – Chambers and Group rooms

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 1.7.1 | Hearing loop | D |  |
| 1.7.2 | Facility to time speakers, linked to display screens/monitors | E |  |
| 1.7.3 | Passes User Acceptance Testing | E |  |
| 1.7.4 | Installation of any new equipment | E |  |

2. Coroners Area requirements

2.1 Coroners Court - Microphones

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 2.1 | * Wireless portable (desk based) microphone system. * Microphone system must be capable of operating as two independent systems in Coroners Court 1 and 2. These two rooms are divided by a partition wall which can be opened to make one room. * Must permit 20 participants total to contribute – 10 participants in Coroners Court 1 and 10 participants in Coroners Court 2. * Capability to block out interference from other wireless sources (no interference from Wifi, mobile signal or electrical) * Clear indication as to who is speaking and when microphone is active or passive * Allows chairperson to control which microphone(s) are live at any one time in both rooms * Off line charging capability * Secure features to prevent unauthorised monitoring. To include ability to turn off audio link to connected rooms (Jury Room 2) for discussion of confidential items. * Headphone audio output (for hard of hearing) * Fully compatible with digital video systems * Compatible with hearing loop system in court | E |  |

2.2 Coroners Court – Sound system

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 2.2.1 | New equipment compatible with microphones and AV equipment | E |  |
| 2.2.2 | New equipment compatible with hearing loop system, speaker system and audio links to adjoining rooms | E |  |
| 2.2.4 | Conference call facilities | E |  |

2.3 Court Room– Presentation system

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 2.3.1 | * Digital presentation system capable of displaying traditional presentations and videos for evidence * Large wall mounted screens for display – size dictated by room position and visibility * Allows ‘plug and play’ device mirroring * Capable of being set up/operated in an area without A/C | E  E  E  E |  |
| 2.3.2 | Secure audio/visual links to both prison and hospital | E |  |
| 2.3.3 | Video and audio presentation system suitable for webcasting and live streaming | E |  |
| 2.3.4 | Live news feed capability | E |  |

2.4 Coroners Court - Cameras

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 2.4. | * Fixed digital cameras to allow recording of HD quality images * Picture quality sufficient to enable future webcasting | E |  |

2.5 IT requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 2.5.1 | Updated software to support any new systems and any required licences | E |  |
| 2.5.2 | Warranties for each piece of equipment | E |  |
| 2.5.3 | Staff training to use any new equipment | E |  |

2.6 Coroners Court – Sound/video recording

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 2.6 | Effective audio recording system, with ability to pause, rewind and fast forward  Easy access to recordings | E |  |

2.7 Coroners Court – Other requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 2.7.2 | Surveys and site visit | E |  |
| 2.7.3 | Passes User Acceptance Testing | E |  |
| 2.7.4 | Installation of any new equipment | E |  |
| 2.7.5 | Wifi connectivity | E |  |
| 2.7.6 | Electronic smartboard | E |  |

3. Registration Area requirements

3.1 Ceremony Room - Microphones

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 3.1 | * Wireless portable microphone system which permits 4 participants to contribute * Capability to block out interference from other wireless sources (no interference from Wifi, mobile signal or electrical) * Off line charging capability * Headphone audio output (for hard of hearing) * Fully compatible with digital video systems * Compatible with hearing loop system in room | E | Ceremony room  Connected to the camera system |

3.2 Ceremony Room – Sound system

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 3.2.3 | * Wireless recording system, with ability to pause, rewind and fast forward for all ceremonies with easy access to recordings. * Compatible with microphones and AV equipment hearing loop system and speaker system | E |  |

3.3 Ceremony Room – Presentation system

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 3.3.1 | * Digital presentation system capable of displaying traditional presentations and videos * Large wall mounted screens for display – dictated by room position and visibility * Allows ‘plug and play’ device mirroring * Capable of being set up/operated in an area without A/C | E  E  E |  |
| 3.3.2 | Video and audio presentation system suitable for webcasting and live streaming | E |  |

3.4 Ceremony Room - Cameras

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 3.4 | * Fixed digital cameras to allow recording of HD quality images * Picture quality sufficient to enable future webcasting | E |  |

3.5 IT requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 3.5.1 | Updated software to support any new systems and any required licences | E |  |
| 3.5.2 | Warranties for each piece of equipment | E |  |
| 3.5.3 | Staff training to use any new equipment | E |  |

3.6 Registration Area – Other requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 3.6.2 | Surveys and site visit | E |  |
| 3.6.3 | Passes User Acceptance Testing | E |  |
| 3.6.4 | Installation of any new equipment | E |  |
| 3.6.5 | Wifi connectivity | E |  |

4. MaintenanceServices for Audio Visual Equipment and Conference System at the Civic Offices (Council Chamber, Group Rooms, Registrars and Coroners Areas)

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| --- | --- | --- | --- |
| **No.** | **Requirement** | **Essential / Desirable** | **Comments  to demonstrate essential criteria is met** |
| 4 | Ongoing maintenance service for all AV and PA equipment and conference system within the Civic Offices, of any new equipment essential to delivering the essential solutions within this document.  Ongoing support/call out for systems for service and breakdown (equipment failure)  KPIs for response times:   1. Calls logged and responded to in 15 minutes 2. Technical Telephone Response in 15 minutes 3. Engineers on site for 8 working hour response 4. Callouts resolved in 24 hours 5. “Like for like” loan equipment supplied within 24 hours   Preventative maintenance/service inspections at six month intervals (twice a year) for all equipment.  At the conclusion of each inspection, Preventative Maintenance Reports to be sent within 7 days detailing full equipment checks, the general condition of the  system,  and recommendations of current integrity of the system and possible improvements or enhancements in the future, to include cost saving suggestions.  The price submitted for the cover should exclude any visit to rectify faults, call outs, parts & labour and upgrades. This will be invoiced at the prevailing rates giving preferred supplier rates for labour and materials. | E |  |