

RECORD OF CABINET PORTFOLIO HOLDER DECISION

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Decision Ref. No.	PH029
Decision made by	Portfolio Holder for Climate, Access and Engagement
Decision Title	Award of Contract Audio Visual Equipment for Council Chamber
Key decision? • Expenditure/savings/income over £50K and/or • significant impact 2 or more wards	Yes
Date of decision (same as date form signed)	25 February 2021
Name and job title of Officer requesting the decision	Natasha Taylor (Democratic Services Manager)
Officer contact details	ntaylor@melton.gov.uk
Decision	1. To award the contract for the Council Chamber AV Equipment and enter into any necessary documentation to effect the award of the contract subject to Council approval of Capital funding on 24 February 2021.
Background	<p>The Council equipment is now 8 years old, the equipment is discontinued, obsolete and unsupported. Ad-hoc repairs and make-do solutions have been carried out for some years, but there is a risk that certain elements of the equipment could fail at any time and it is no longer considered fit for purpose.</p> <p>The Council has also received complaints from members of the public attending meetings that the sound quality was poor making it difficult to hear and follow debate.</p> <p>The current pandemic restrictions have resulted in video conferencing and remote participation becoming widely used for Council and Committee meetings. The Regulations which allow for remote meetings to take place came into effect in April 2020. They apply to meetings held up to 6th May 2021.</p> <p>In spite of significant lobbying of Government by interested organisations there has been no commitment to extend the current Remote Meetings Regulations beyond 6th May 2021.</p>

Although it currently seems likely that most Statutory meetings will return to the Council Chamber post 6th May 2021 there is significant evidence of the benefits of broadcasting council meetings in terms of access to the democratic process and decision making, the ability to livestream meetings has now become a necessity regardless of the meeting format/setting. The current system is not compatible with livestreaming meetings.

Some meetings will continue to be able to take place remotely and therefore it is advisable that any new system includes the option of being able to conduct hybrid meetings (where some participants attending in person whilst others join remotely).

In addition to the issues with regards to the operation and reliability of the existing system highlighted above, since its installation there has been significant advancements in technology and functionality of Meeting/Conference Audio Visual systems.

Market research through Soft Market Testing was conducted in September 2020 which formed the basis for the Specification used for the procurement. The procurement was a joint exercise involving Democratic Services, ICT and Property. Oversight of the procurement process was provided by Welland Procurement.

The following elements formed the basis of the minimum requirement in the specification:

- The ability to enable up to 40 individuals to wirelessly participate in a delegate meeting with push to talk functionality. One controlling set with Chairman's functions.
- Suitable and fit for purpose amplification, speakers and sound control equipment to ensure volume levels can be harmonised and levelled between participants and background noise and feedback is or can be automatically or manually eliminated.
- A compatible 'hearing loop' system with ability to deal with exempt business.
- Audio and video fixed position cameras to provide multiple static views of the whole Council Chamber.
- Audio and video recording capability with timestamping and synching between audio and video feeds without the need for post recording manipulation.
- Synchronised audio and visual live streaming capabilities.
- Option to run and broadcast hybrid meetings with some members joining remotely and some members joining in person through integration with Zoom, MS Teams or other Unified Communications platforms.
- Projector and screen (or other suitable alternative display equipment) for Council Chamber 1 - Display equipment must be suitable for audio and visual presentations and suitable for the size, dimensions, layout of the room.
- Full training programme.

	<ul style="list-style-type: none"> • All equipment must be easy to setup, configure and operate with minimum training or familiarisation. • The Council's ideal warranty options on the equipment and solution to include provision for faulty equipment and provision of technical support due to failure of equipment. It is expected that as a minimum calls to report faults made between 8am and 6pm would receive a response within 3 hours. Faulty equipment to be replaced within 24 hours with like for like or suitable alternative. Issue resolution to be within two (2) working days of first contact. If this is not achievable please outline what your warranty standards/equipment replacement contact. • Installation of all equipment into meeting rooms with all ancillary cabling and enabling works to deliver a fully functional flexible, fit for purpose AV capability as outlined in this specification • Maintenance contract <p>The evaluation was completed with reference to the award questionnaire, with response scores calculated in accordance with the following weightings:</p> <p>60% Quality 40% Price</p> <p>2 Satisfactory references were also received from recent contracts delivered by the preferred supplier. The preferred supplier also provided a demonstration of the functionality of the equipment before the final decision to award was taken.</p> <p>In order to meet the deadlines for the requirement of the Council Chamber for the upcoming election, the proposed contract start date will be 15 March 2021, with implementation to be completed by 31 March 2021.</p> <p>Award of contract decision is subject to the approval of the inclusion in the Capital Programme for 2020/21 which will be presented to Council on 24 February 2021.</p>
<p>Reason for Decision/Main Considerations</p>	<p>The supplier has been procured in compliance with the Council's Contract Procedure Rules, and all necessary due diligence has been carried out by the Council Officers.</p> <p>REDACTED is the recommended option based on the collective quality, price and responses given within the tender. The evaluation and moderation phase undertaken by Officers scored them highest in comparison to other tenders submitted.</p> <p>Formal award will take place following expiry of the call-in period.</p>
<p>Alternative options rejected</p>	<p>5 tenders were received which were either outside the budgeted works, or did not comply with the requirements set out in the procurement documentation and were therefore rejected and eliminated from the process; they were notified via ProContract on the 22nd and 25th January 2021 (following approval from the</p>

	<p>Chief Officer as per 15.5.4 of the Contract Procedure Rules).</p> <p>6 valid tenders were received, which were scored against evaluation criteria. The selected bidder scored highest in the evaluation/moderation process.</p>
<p>Legal implications</p> <p>Officer/Date provided: Assistant Director for Governance and Democracy (Monitoring Officer) 23/02/21</p>	<p>The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1). The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations</p> <p>Contact Procedure Rules: Rules 8.0 "Procurements Valued between £50,000 and the Current Goods and Services OJEU Threshold": The procurement followed an open, advertised process via ProContract and Contracts Finder, in compliance with these Rules.</p>
<p>Financial implications</p> <p>Officer/Date provided: Corporate Services Manager 23/02/21</p>	<p>The contract value is REDACTED for the supply and install of the equipment, which is within the capital allocation of £80k approved by Council at its meeting on the 24th February 2021.</p> <p>This programme is being funded from capital receipts and therefore any underspend against the allocated budget will mean a reduced amount is drawn for the reserve.</p> <p>The contract value for maintenance is REDACTED per annum and included in the revenue budget for 2021/22.</p>
<p>Procurement implications</p>	<p>This contract was advertised on the Contracts Finder (published on 8th December 2020) and advised that award of the contract would follow an open procedure subject to the relevant approvals.</p> <p>On publication of the Contract Notice, organisations were asked to register their interest via the Council's "ProContract" e-Sourcing portal, where Tender documents were available.</p> <p>The tender was "live" for 42 calendar days.</p> <p>Award of the contract will be dependent on satisfactory due diligence checks being received:</p> <ul style="list-style-type: none"> - Insurance certificates - Health and safety policy <p>Following this Decision being taken, notification letters will go out to the bidders concerned. Following satisfactory due diligence being received, award details will be published on Contracts Finder and the Council's Contract Register.</p>
<p>Other implications</p>	<p>The following checks have been carried out in relation to the contract provider:</p>

	<ul style="list-style-type: none"> - Insurance certificates - Health and safety policies 			
Background papers considered	Procurement Summary Report - EXEMPT			
List consultees (Where applicable)		Name	Outcome	Date
	Ward Councillors	N/A		
	Human Resources	N/A		
	Equalities Communications	N/A N/A		
Confidential Decision? (The decision will be published in its entirety unless it contains exempt information as described in Section 1.4 of the Council's Access to Information Rules)	<p>Information in relation to the successful bidder and value of contract to be redacted before publication in accordance with Chapter 3, Part 3 MBC Constitution Access to Information Rules - Information relating to the financial or business affairs of any particular person (including the authority holding that information).</p> <p>The Background Paper - Procurement Summary Report is commercially sensitive (under the Freedom of Information Act 2000 with 2012 updates) and therefore exempt in its entirety.</p>			
Call In Waived by Scrutiny Committee Chair? (Under urgency Procedures) Where urgency procedures used please provide approved urgency notice	No			
Has this been discussed by Cabinet Members?	Yes			
Cabinet Portfolio Holder Signature	<p>Ajfreer approved by email 25.02.21</p> <p>25/02/2021</p>			
Declarations/conflict of interest?				

ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.

FOR DEMOCRATIC SERVICES USE ONLY		
Form Received	25.02.21	
Date published to all Councillors	25.02.21	
Call In Deadline	02.03.21	