

Ref: CR2020/21/065

NRS Audio Visual Procurement Specification

Version 2.0; 25th February 2021

Author: Sandy Kerr (Head of IT, Forest Research)

Contents

1. Summary 3

2. Budget, Q&A and Deadlines 3

3. Procurement Scope 4

4. Further Considerations..... 4

5. Audio Visual Requirements 5

 Flexible Working / Collaboration Space..... 5

 Lecture Room 6

 'Nice to Haves' 6

Appendix A Floor Plans & Measurements..... 7

1. Summary

As part of an ongoing move towards greater flexible working, reducing travel and supporting wider external collaboration and networking, Forest Research (FR) is looking to create a series of flexible workspaces at our Northern Research Station office¹ that will facilitate interactive meetings (both small and large) and support high-quality event streaming and broadcasts: Building redevelopment and refurbishment work is currently being undertaken in support of these aims, and we need to equip the new workspaces with a complete audio/visual (A/V) system.

2. Budget, Q&A and Deadlines

The maximum budget for this procurement is £100,000 (excluding VAT). FR has no obligation to procure from this exercise. A virtual Q&A session will be held on the **afternoon of Monday 8th of March 2021**. Bidders should advise as soon as possible if they wish to attend this session. The **deadline for submission of bids is 14.00hrs on Friday 12th March 2021**.

Bidders should advise no later than 17:00hrs on 8th March 2021 if they require a site visit to complete their submission. Site visits are subject to FR's Covid-19 protocols (and any internal protocols the bidder must observe) and require at least two days' notice to arrange. We make no guarantees we can support these visits, and if necessary, these may take place after the award. In this scenario, the successful bidder has the option to decline the work and FR reserves the right to (a) award the contract to the next most suitable bid or (b) re-tender.

It is a requirement that as much as possible of the AV equipment is delivered to the NRS site by 31st March 2021.

Bidders should provide, as part of their bid submission:

- A detailed description of their proposed solution and how it fulfils the requirements.
- An itemised pricing schedule with detailed price breakdowns.
- A full technical diagram of the solution.
- A wiring diagram of the proposed solution, including cable runs.
- A map of the equipment placement to include the optimum layout for mobile screens in the different room use scenarios.
- Any requirements of FR that may not have been considered.
- Any assumptions.
- An example risk assessment & method statement for installation work
- An indication of supply and installation timescales for the solution proposed, including identifying equipment deliverable by 31 March 2021.
- Examples of previous work and / or testimonials.

¹ Northern Research Station, Roslin, Midlothian EH25 9SY

3. Procurement Scope

This procurement includes the design, supply, installation and configuration of all audio-visual equipment, cabling etc. necessary to deliver an audio-visual solution that meets our requirements. The successful bidder must work collaboratively with the FR Information Technology team, the main building refurbishment contractor, our electrical contractors, and our architects to ensure the solution integrates fully with the environment and wider infrastructure. The onus will be on the successful bidder to establish and maintain these relationships after introductions have been made.

In addition, the successful bidder must provide a set of documentation to include full system information, warranty and component product supplier details, and user and technical operating manuals. They must also provide training on the use of the system to both end-users and the FR IT team.

Bidders should provide a quotation for one-year support and maintenance plan for the delivered solution. It will be at FR's discretion if they wish to take up this plan. Ideally, this will be within the maximum project budget specified in section (2). As the implemented AV solution may be utilised at short notice or on an ad-hoc basis, we would expect any support agreement to cater for this, and to incorporate a service credit regime if response / fix targets are not met.

The following items are outside of the scope:

- Installation of structured cabling, which will be undertaken by our contractors. Network access points have been clearly marked on the floor plans provided in Appendix A. Bidders should proceed on the basis that these locations are fixed, but if absolutely necessary, we can consider additional locations or increase the number of ports.
- Installation of electrical cables, sockets, switches etc. These will be undertaken by FR's electrical contractor. Note that socket points have been clearly marked on the floor plans provided in Appendix A. Bidders should proceed on the basis that these locations are fixed, but if absolutely necessary, we can consider additional locations or increase the number of sockets.
- We do not expect bidders to undertake plastering, painting and redecorating etc.; however, bidders should ensure they tidy up after themselves and where possible, leave the area in the same aesthetic condition they found it. If bidders are unable to do this, they must notify FR that this is the case prior to commencing work.

4. Further Considerations

Bidders should be aware that we are currently unable to advise what stage the building refurbishment will have reached at the time of award of this contract. As such, construction may have just started, or indeed may have already been completed by the time work on the AV solution begins. This risk will be absorbed by FR; but to help avoid this, it is critical that bidders carefully study the floor plans and measurements in Appendix A, and where possible design a solution that is compatible with these.

As an organisation with a keen focus on Health and Safety, the proposed solution should not introduce any hazards and should incorporate an effective cable management system.

5.Audio Visual Requirements

Flexible Working / Collaboration Space

1. A set of flexible collaboration spaces will be created. Flexible in the sense that it can be one large room or be divided into three smaller spaces, depending on requirements.
2. Both ends of the space will have a large fixed visual display with live audio-visual streaming capability and integrated (possibly ceiling mounted) microphones for audience, presenter and attendees. The middle room / space will also have a fixed display to support video conferencing, of a maximum size of 90". These must integrate with existing IT services (Office 365), while also being compatible with online streaming services for live event broadcasting (such as YouTube). One end of the room will be designated as the primary display, based on discussions with FR and the successful bidder.
3. Equipment must be compatible with all common video conferencing services used by FR (MS Teams, Zoom (guests only), WebEx (guests only) and GoToMeeting (guests only). FR should not incur any costs for new proprietary service(s) as a result of the technology proposed; therefore, the A/V equipment proposed must be vendor agnostic.
4. It must be possible to use this space in an extended fashion, i.e. it provides a functional space when the three rooms are merged into one (for large events for example). A suitable camera(s) and mount(s) should be included in any proposal. These may be fixed or mobile. Ideally, cameras will feature auto focus technology and have a wide field-of-view to cater for the widest range of events possible.
5. Two mobile screens with comparable capabilities are also required for this area.
6. Mobile podium with device storage / shelving and microphone capability to integrate with FR IT infrastructure and above services.
7. As few cables as possible.
8. Ability to stream both presenter and presentation on single (Picture-in-Picture) / multiple / different screens and ability to switch modes easily and on an ad-hoc basis.
9. Good, clear audio with voice re-enforcement to hear incoming video streams. This should consist of speakers in each room, which can be combined to make a single speaker system when hosting large events across multiple rooms. Ideally, automatic routing of the audio feed to the appropriate room / layout.
10. An effective hearing assistance system must be included in the design.
11. If possible, displays should be touch capable and fully interactive.
12. We must be able to connect all types of devices i.e. the A/V equipment should support the broadest range of ports – PC, Mac and general devices such as DVD players etc. This must be easy to operate, and not dependant on removable adapters or users manually switching between inputs.

NRS AV Procurement Specification

13. A Blu-ray player will be required.
14. An enclosed AV trolley(s) to keep everything tidy, with simple connectivity to power and other IT services. There must be no mess of wires.
15. There must be the ability to connect a range of devices wirelessly to the A/V setup. This must be easy to accomplish and should not require additional software or changes to existing infrastructure.
16. A large tabular touchscreen to display and manipulate topographic imagery and mapping. A mobile option would be preferred.
17. A simple control unit that is not complicated for non-technical users, possibly more than one (for each room perhaps). Ideally, some sort of 'auto switch' solution.

Lecture Room

This will take the place of the former library at NRS. The requirements listed above will apply with the exception that it only requires one fixed screen and one additional mobile display. Please note this space is also quite large and can be subdivided in two. For small events, only the library is used, while for larger events, a partition wall can be removed to allow additional seating in the staff dining area.

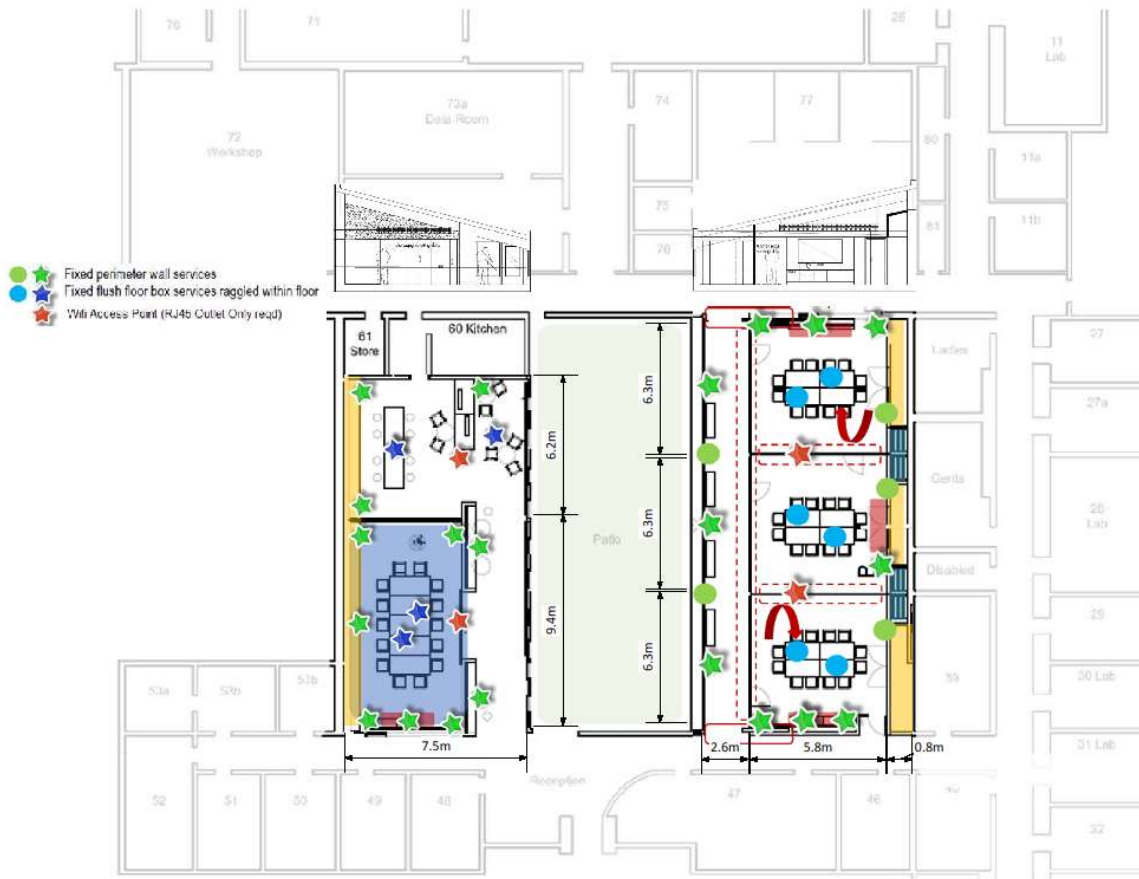
'Nice to Haves'

- Motorised mounts for display screens to allow screen height to be varied.
- Provision of video recording facility.
- Provision of Digital Signage capability for use on all installed / portable displays.

Appendix A Floor Plans & Measurements

NRS Building Changes early 2021 – Central Flexible Spaces – Network & Power Outlet requirements

Updated 14th Jan 2021 – Gordon M



Pink rectangles represent fixed displays.

The Flexible Collaboration Space is on the right of the diagram.

The Lecture Theatre on the left.

Side elevation of the rooms is visible at the top end of the diagram.