



**AWARD QUESTIONNAIRE RESPONSE
GUIDANCE, EVALUATION AND MARKING
SCHEME FOR**

**ELECTRONIC PREPARATION AND
PRESENTATION OF EVIDENCE (EPPE)**

REFERENCE NUMBER

PR 12/2016

ATTACHMENT 3

Technical Evaluation

Scoring Definitions

Responses to each of the technical questions will be scored out of ten (10), with ten (10) denoting an excellent standard of response and zero (0) an unacceptable level of response.

If a score of zero (0) is awarded to a response to one (1) or more questions the Authority shall reject the Tender.

The table below provides a more detailed description of the scoring definitions.

Assessment	Score	Interpretation
Excellent	10	Exceeds the requirement and offers significant additional benefits and added value. Excellent demonstration by the Supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the Services, with comprehensive and compelling evidence to support the response.
Good	8	Satisfies the requirement and offers some minor additional benefits or added value. Good demonstration by the Supplier of the relevant ability, understanding, experience skills, resource & quality measures required to provide the Services, with strong evidence to support the response.
Acceptable	6	Satisfies the requirement. Demonstration by the Supplier of the relevant ability, understanding, experience, skills, resource & quality measures to provide the Services, with satisfactory evidence to support the response.
Minor Reservations	4	Some minor reservations of the Supplier's relevant ability, understanding, experience, skills, resource & quality measures required to provide the Services, with limited evidence to support the response.
Serious Reservations	2	Serious concerns about the Supplier's relevant ability, understanding, experience, skills, resource & quality measures required to provide the Services, with very limited evidence to support the response.
Unacceptable	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Supplier has the ability, understanding, experience, skills, resource & quality measures required to provide the Services, with little or no evidence to support the response.

Technical Questions

Lot 1: Presentation Packages

E01 - Development of Presentation Packages

Weighting 20%

How will your organisation design and develop presentation packages?

- Describes how your organisation will transform Source Material into an accurate, dynamic representation of that data and ensure that it is easily understandable.
- Describes how your organisation will package the data in order that it is easily searchable and has the capability to be fully interactive.
- Describes how your organisation will conduct validation checks on the Source Material received and the accuracy of the completed presentation package.

Please upload your response with filename “Your Organisation Name_E01”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E02 - Provision and Training of an EPPE Technician

Weighting 10%

How will your organisation ensure the EPPE presentation package is presented effectively?

- Demonstrates that your organisation can provide a suitably skilled EPPE technician who has the capability to operate all elements of a presentation package.
- Describes how your organisation will deliver training in the operation of a presentation package to those nominated by the Contracting Body.

Please upload your response with filename “Your Organisation Name_E02”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E03 - Systems and Compatibility Requirements

Weighting 15%

How will your organisation meet the compatibility requirements for presentation solutions?

- Describes how your organisation will ensure that presentation solutions are compatible with the ICT infrastructure of the Contracting Body and other authorities/organisations nominated by the Contracting Body; e.g. HMCTS.
- Describes how your organisation will ensure that the quality of Source Material will be retained in any products developed and demonstrates what capability your organisation has to enhance the quality of Source Material.

Please upload your response with filename “Your Organisation Name_E03”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E04 - Project Management

Weighting 15%

How will your organisation provide added benefit to the design of presentation packages and service delivery?

- Describes how project management and technical advice will be delivered and how it will aid in the identification of effective value for money solutions for the Contracting Body.
- Demonstrates that your organisation remains up-to-date with technological developments in relevant fields and can continue to deliver innovative solutions to Contracting Body requirements.

Please upload your response with filename “Your Organisation Name_E04”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E05 - Security

Weighting 10%

How will your organisation meet the required standards of security for this Framework Agreement?

- Develops a detailed proposal setting out proposed solutions for meeting the full requirements of the security schedule.

Please upload your response with filename “Your Organisation Name_E05”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E06 - Technical Support

Weighting 10%

How will your organisation deliver technical support services?

- Demonstrates that your organisation has a clear fault resolution process.
- Demonstrates that your organisation can provide remote and on-site technical support within the required timescales.
- Demonstrates the undertaking of appropriate back-up and testing arrangements for any product developed.

Please upload your response with filename “Your Organisation Name_E06”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E07 - Customer Service

Weighting 10%

How will your organisation ensure that all Staff associated with delivery of Services behave in a professional and courteous manner?

- Demonstrates that your organisation has a robust code of conduct that requires a high standard of professionalism from all Staff.

Please upload your response with filename “Your Organisation Name_E07”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E08 - Business Continuity Planning

Weighting 10%

How will your organisation ensure it can continue to deliver and effective Service in the event of unexpected incidents?

- Demonstrates that your organisation maintains secure backups and copies of work in progress and Contracting Body Source Material
- Demonstrates that your organisation can maintain continuity of Service in the event of unexpected Staff absence
- Demonstrates that your organisation has robust processes in place to manage and minimise the impact of unexpected events on Service delivery.

Please upload your response with filename “Your Organisation Name_E08”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

Lot 2: Hardware Provision

E9 - Development of a Presentation Solution

Weighting 15%

Does your organisation have the capability to provide a range of audio/visual solutions to meet differing presentation requirements?

- Describes how your organisation will deliver solutions that are tailored to meet the requirements of different presentation environments e.g. courtrooms with different layouts.
- Describes how your organisation would liaise with the Contracting Body and third party organisations, such as other government departments, in order to develop a strategy for presenting the required material.
- Describes how your organisation will produce and implement a timetable for installation, testing and removal of the equipment provided.
- Demonstrates that your organisation has the capacity to deliver multiple presentation solutions to a range of different Tribunal locations.

Please upload your response with filename “Your Organisation Name_E10”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E10 - Systems and Compatibility Requirements

Weighting 15%

How will your organisation meet the compatibility requirements for hardware provision?

- Describes how your organisation will ensure that technical solutions are fit for purpose and compatible with all routine and normal forms and formats of media that the Contracting Body wishes to present.
- Describes how your organisation will deliver solutions that integrate with equipment that is already in-situ.
- Demonstrates the capability to provide electronic tablet devices with a range of functions and access security.

Please upload your response with filename “Your Organisation Name_E11”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E11 - Provision of a Technician for Tablet devices

Weighting 15%

How will your organisation provide on-site technical support for the use of tablet devices?

- Describes how the technician will monitor tablet usage and respond to technical issues.

- Describes how the technician will maintain on-site back-ups of the material contained on tablet devices.
- Demonstrates how your organisation will make arrangements for the secure on-site storage of tablet devices.
- Describes how the technician will deliver training to participants in Tribunal proceedings.

Please upload your response with filename “Your Organisation Name_E12”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E12 - Project Management

Weighting 10%

How will your organisation provide added benefit to the design of presentation solutions and service delivery?

- Describes how project management and technical advice will be delivered and how it will aid in the identification of effective value for money solutions for the Contracting Body.
- Demonstrates that your organisation remains up-to-date with technological developments in relevant fields and can continue to deliver innovative solutions to Contracting Body requirements.

Please upload your response with filename “Your Organisation Name_E13”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E13 - Security

Weighting 15%

How will your organisation meet the required standards of security for this Framework Agreement?

- Develops a detailed proposal setting out proposed solutions for meeting the full requirements of the security schedule.

Please upload your response with filename “Your Organisation Name_E14”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E14 - Technical Support

Weighting 10%

How will your organisation deliver technical support services?

- Describes how your organisation will arrange installation and testing of equipment in order to ensure the service is ready at the required time.
- Demonstrates that your organisation can provide remote and on-site technical support within the required timescales.

- Demonstrates that your organisation has a clear fault resolution process.
- Demonstrates that your organisation will make appropriate arrangements for the removal of equipment.

Please upload your response with filename “Your Organisation Name_E15”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E15 - Customer Service

Weighting 10%

How will your organisation ensure that all Staff associated with delivery of Service behave in a professional and courteous manner?

- Demonstrates that your organisation has a robust code of conduct that requires a high standard of professionalism from all Staff.

Please upload your response with filename “Your Organisation Name_E16”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E16 - Business Continuity Planning

Weighting 10%

How will your organisation ensure it can continue to deliver and effective Service in the event of unexpected incidents?

- Demonstrates that your organisation maintains secure backups and copies of work in progress and Contracting Body Source Material
- Demonstrates that your organisation can maintain continuity of Service in the event of unexpected Staff absence
- Demonstrates that your organisation has robust processes in place manage and minimise the impact of unexpected events on Service delivery.

Please upload your response with filename “Your Organisation Name_E17”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

Lot 3: Scanning

E17 - Provision of a Scanning Solution

Weighting 20%

How will your organisation deliver scanning solutions?

- Describes how your organisation will collate and order the Source Material and develop a digital file architecture.
- Demonstrates that the product will incorporate comprehensive search functionality and can be used as a tool for data interrogation
- Describes how your organisation will ensure that the product is developed in accordance with any instructions provided; e.g. correctly indexed, hyperlinked etc.
- Describes how the completeness and quality of scanned products will be checked against the quality of original documents.
- Describes how your organisation will conduct validation checks on the Source Material received and the accuracy of the completed product.

Please upload your response with filename “Your Organisation Name_E17”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E18 - Systems and Compatibility Requirements

Weighting 20%

Please detail your organisation’s capacity and capability to perform work for the Contracting Body

- Daily scanning capacity, maximum capacity and the time required to complete volumes of work reaching this capacity.
- Number and grade of staff who would be dedicated to service of the contract and how they are allocated.
- Demonstrates the capability to scan a wide range of document types.
- Demonstrates the capability to provide pagination and hyperlinking options.
- Describes how your organisation will undertake a document separation and re-formatting exercise.
- Describes how your organisation will ensure that scanning solutions are compatible with the ICT infrastructure of the Contracting Body and other authorities/organisations nominated by the Contracting Body; e.g. HMCTS.

Please upload your response with filename “Your Organisation Name_E18”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E19 - Project Management

Weighting 15%

How will your organisation provide added benefit to the delivery of scanning solutions?

- Describes how project management and technical advice will be delivered and how it will aid in the identification of effective value for money solutions for the Contracting Body.
- Demonstrates that your organisation remains up-to-date with technological developments in relevant fields and can continue to deliver innovative solutions to Contracting Body requirements.

Please upload your response with filename “Your Organisation Name_E20”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E20 - Security

Weighting 15%

How will your organisation meet the required standards of security for this Framework Agreement?

- Develops a detailed proposal setting out proposed solutions for meeting the full requirements of the security schedule.

Please upload your response with filename “Your Organisation Name_E21”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E21 - Technical Support

Weighting 10%

How will your organisation deliver technical support services?

- Demonstrates that your organisation can provide remote and on-site technical support within the required timescales.
- Demonstrates that your organisation has a clear fault resolution process.
- Demonstrates that your organisation has a robust code of conduct that requires a high standard of professionalism from all staff.

Please upload your response with filename “Your Organisation Name_E22”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E22 - Customer Service

Weighting 10%

How will your organisation ensure that all Staff associated with delivery of Service behave in a professional and courteous manner?

- Demonstrates that your organisation has a robust code of conduct that requires a high standard of professionalism from all Staff.

Please upload your response with filename “Your Organisation Name_E23”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E23 - Business Continuity Planning

Weighting 10%

How will your organisation ensure it can continue to deliver and effective Service in the event of unexpected incidents?

- Demonstrates that your organisation maintains secure backups and copies of work in progress and Contracting Body Source Material
- Demonstrates that your organisation can maintain continuity of Service in the event of unexpected Staff absence
- Demonstrates that your organisation has robust processes in place manage and minimise the impact of unexpected events on Service delivery.

Please upload your response with filename “Your Organisation Name_E24”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

Lot 4: Videoconferencing

E24- Identification and Provision of a Videoconferencing Solution

Weighting 20%

How will your organisation deliver video conferencing solutions to a range of possible scenarios?

- Demonstrates that your organisation has the capability to provide solutions to a range of possible scenarios.
- Describe how your organisation will assist the Contracting Body in identifying a cost effective solution to requirements.
- Demonstrates that your organisation can provide technical support in the manner required.

Please upload your response with filename “Your Organisation Name_E25”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E25 - Systems and Compatibility Requirements

Weighting 15%

How will your organisation meet the system and compatibility requirements for videoconferencing solutions?

- Describes how installation and testing arrangements will be arranged and carried out.
- Demonstrates the capability to provide audio/visual alteration.

Please upload your response with filename “Your Organisation Name_E26”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E26 - Premises

Weighting 15%

How will your organisation provide a suitable videoconferencing suite?

- Demonstrates the capability to provide videoconferencing suites across a range of domestic and international locations.
- Demonstrates the capability to provide locations that meet the requirements for privacy and access to facilities.
- Demonstrates the capability to provide a technician to operate and monitor the videoconference session and address technical issues.

Please upload your response with filename “Your Organisation Name_E27”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E27 - Project Management

Weighting 15%

How will your organisation provide added benefit to the delivery of scanning solutions?

- Describes how project management and technical advice will be delivered and how it will aid in the identification of effective value for money solutions for the Contracting Body.
- Demonstrates that your organisation remains up-to-date with technological developments in relevant fields and can continue to deliver innovative solutions to Contracting Body requirements.

Please upload your response with filename “Your Organisation Name_E28”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E28 - Security

Weighting 15%

How will your organisation meet the required standards of security for this Framework Agreement?

- Develops a detailed proposal setting out proposed solutions for meeting the full requirements of the security schedule.

Please upload your response with filename “Your Organisation Name_E29”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E29- Customer Service

Weighting 10%

How will your organisation ensure that all Staff associated with delivery of service behave in a professional and courteous manner?

- Demonstrates that your organisation has a robust code of conduct that requires a high standard of professionalism from all staff.

Please upload your response with filename “Your Organisation Name_E30”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E30 - Business Continuity Planning

Weighting 10%

How will your organisation ensure it can continue to deliver and effective service in the event of unexpected incidents?

- Demonstrates that your organisation maintains secure backups and copies of work in progress and Contracting Body Source Material
- Demonstrates that your organisation can maintain continuity of service in the event of unexpected Staff absence
- Demonstrates that your organisation has robust processes in place manage and minimise the impact of unexpected events on service delivery.

Please upload your response with filename “Your Organisation Name_E31”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

Lot 5: Multimedia Editing

E31 - Provision of an Editing Solution

Weighting 20%

How will your organisation ensure the accuracy of edited recordings?

- Describes how your organisation will ensure that recordings are edited in accordance with the instructions provided.
- Describes how your organisation will conduct validation checks on the Source Material received and the accuracy of the completed product.

Please upload your response with filename “Your Organisation Name_E31”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E32 - System and Compatibility Requirements

Weighting 15%

How will your organisation deliver multimedia editing solutions?

- Demonstrates that edited recordings will incorporate a user interface with a range of operational functions.
- Demonstrates the capability to edit all normal and routine file/codec formats of source material provided by the Contracting Body.
- Demonstrates the capability to convert source material into a range of other formats.
- Describes how your organisation will ensure that the quality of edited recordings is not diminished from that of the original.

Please upload your response with filename “Your Organisation Name_E32”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E33 - Project Management

Weighting 15%

How will your organisation provide added benefit to the delivery of video editing solutions?

- Describes how project management and technical advice will be delivered and how it will aid in the identification of effective value for money solutions for the Contracting Body.
- Demonstrates that your organisation remains up-to-date with technological developments in relevant fields and can continue to deliver innovative solutions to Contracting Body requirements.

Please upload your response with filename “Your Organisation Name_E34”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E34 - Security

Weighting 15%

How will your organisation meet the required standards of security for this Framework Agreement?

- Develops a detailed proposal setting out proposed solutions for meeting the full requirements of the security schedule.

Please upload your response with filename “Your Organisation Name_E35”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E35 - Technical Support

Weighting 15%

How will your organisation deliver technical support services?

- Demonstrates that your organisation can provide remote and on-site technical support within the required timescales.
- Demonstrates that your organisation has a clear fault resolution process.

Please upload your response with filename “Your Organisation Name_E36”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E36 - Customer Service

Weighting 10%

How will your organisation ensure that all Staff associated with delivery of service behave in a professional and courteous manner?

- Demonstrates that your organisation has a robust code of conduct that requires a high standard of professionalism from all staff.

Please upload your response with filename “Your Organisation Name_E37”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

E37 - Business Continuity Planning

Weighting 10%

How will your organisation ensure it can continue to deliver and effective service in the event of unexpected incidents?

- Demonstrates that your organisation maintains secure backups and copies of work in progress and Contracting Body Source Material
- Demonstrates that your organisation can maintain continuity of service in the event of unexpected Staff absence
- Demonstrates that your organisation has robust processes in place manage and minimise the impact of unexpected events on service delivery.

Please upload your response with filename “Your Organisation Name_E38”. Your response must be no more than 2 sides of A4, minimum font size 10. Any material exceeding this page length shall be discounted from the evaluation.

Commercial Evaluation

Lot 1: Presentation Packages – Weighting 30%

Scenario: Complex money laundering operation

Using case material provided by a Contracting Body casework team, illustrate the movement of money between the various parties involved in fraudulent activity, for example, insurance brokerage, finance company etc., in an animated sequence. This shall show the geographic location of the key parties/premises involved and illustrate the 'route' the money has taken between these parties. This should have the facility to include annotations and images, such as transaction amounts, company logos, pictures, directional arrows and the ability to overlay linked documents, such as bank statements.

In this scenario there are four (4) key parties involved and approximately fifty (50) exhibits that require linking to the presentation. The exhibits are held in paper format and will need to be converted to an electronic format.

This requirement shall include the services of an EPPE technician to operate the presentation package.

Please ensure you complete all the sections in the table below on the relevant attachment:

Service Description	Price (£)	How Calculated
Design and Development Services		
Project Management – design advice and assistance (including meetings with contracting body's)		
Equipment installation/testing/site visits		
EPPE Technician		
Technician Training		
Technical Support – remote		
Technical Support – on site (please clarify any graduated rates related to urgency of requirement)		
Total		

Lot 2: Provision of Hardware – Weighting 70%

The provision of an audio/visual display solution suitable for the display of evidential material in a courtroom setting; the presentation must be easily viewable by all parties present, including judge, jury, prosecution and defence counsel. The solution must be tailored to suit the design and layout of the courtroom and may require a site-inspection. The requirement includes all relevant peripherals.

The presentation package to be displayed will be provided by another supplier and the Supplier must ensure this is compatible with its own equipment.

The equipment must be capable of displaying different images for different viewers e.g. judge and jury.

Training of an employee of the Contracting Body in operation of the equipment is required.

The Tribunal is scheduled to last for one (1) week.

Please ensure you complete all the sections in the table below:

Service Description	Price (£)	How Calculated
Hardware		
Server		
Data Screens/monitors		
Speakers		
Support Services		
EPPE Technician		
Technician Training		
Technical support - remote		
Technical Support – on-site		
Site visit to inspect venue		
Installation of equipment		
De-rigging of equipment		
Total		

Lot 3: Scanning – Weighting 70%

The Supplier shall be required to undertake a document separation exercise and produce a digital file for each individual document. These files shall then be arranged in a logical folder architecture with a consistent naming convention, with related documents grouped into sub folders. The file architecture will contain comprehensive search functionality. The Source Material consists of a number of different formats, as detailed below.

The requirement consists of fifty thousand (50,000) pages of evidence in the following format:

- Forty Thousand (40,000 pages) A4 black and white – assortment of stapled and non-stapled document bundles
- Five Thousand (5,000) pages A4 colour
- One Thousand (1000) pages A3 – black and white
- One Thousand (1000) A3 colour
- Four x five hundred page (4 x 500) bound, hardback books – two (2) x A4, two (2) x A5
- One Thousand (1000) Photographs.

The evidential material consists of ninety (90) witness statements, five hundred (500) documentary exhibits and twenty (20) transcripts of interview. These documents shall be hyperlinked to appropriate indices. The exhibits and interview transcripts shall be hyperlinked to references in the body of the witness statements; the contractor shall be required to identify appropriate references and hyperlink accordingly.

The scanned material shall incorporate Optical Character Recognition functionality in order to allow searches by key word or phrase.

Please ensure you complete all the sections in the table below:

Service Description	Price (£)	How Calculated
Scanning: A4 black and white		
Scanning: A3 black and white		
Scanning: A4 colour		
Scanning: A3 colour		
Scanning: bound documents and journals		
Document separation exercise		
Development of searchable file architecture		
Project management advice		
Total		

Lot 4: Video Conferencing – Weighting 40%

The provision of a video conference service between a remote location and a specified Tribunal centre in the UK in the following circumstances. The Supplier shall provide a range of options for each scenario if such are available; detailing the cost of each separately. For the purposes of the evaluation please assume that each of the requirements is one (1) hour in length.

- A domestic address in the UK with no internet capability to a Tribunal centre equipped with a video conferencing suite
- An overseas domestic address, with internet capability, to a Tribunal centre equipped with a video conferencing suite
- A UK business address with a video conferencing suite in-situ to a Tribunal centre equipped with a video conferencing suite
- A UK domestic address and a Tribunal centre, neither of which have video conferencing facilities.

Please ensure you complete all the sections in the table below:

Activity	Price (£)	How Calculated
Videoconferencing session - UK domestic address (no internet capability) to UK Tribunal centre (with video conferencing suite)		
Videoconferencing session - Overseas domestic address (internet enabled) to UK Tribunal centre (with video conferencing)		

suite)		
Videoconferencing session - UK business address with video conferencing suite to Tribunal centre (with video conferencing suite)		
Videoconferencing session - UK domestic address (no internet capability) to UK Tribunal centre (no video conferencing capability)		
Equipment/software testing fee		
Equipment Hire (including installation)		
Technical support - remote		
Technical support on site		
Provision of software		
Total		

Lot 5: Multimedia Editing – Weighting 60%

To produce edited versions of recordings of three (3) witness interviews; based on amendments set out in accompanying interview transcripts.

The sections of footage to be edited must be removed entirely from the recordings; both audio and visual elements. The edited recordings must be produced in DVD format and allow the user to navigate between scenes both during play and from a menu function.

There is also a requirement that the subject of one (1) of the recordings is pixelated in order that identity is disguised.

Each of the recordings contains approximately fifteen (15) required edits.

Please ensure you complete all the sections in the table below:

Activity	Price (£)	How Calculated
Editing of footage to remove audio and visual content		
Development of a navigation function		
Pixcellation		
Technical Support		
Total		

Map of Authority Regions

Suppliers are required to indicate to which of the Authority regions detailed below they can provide the required Service.



Authority Area	Constituent Counties/Regions	Supplier Coverage
Wales	Dyfed Powys	
	Gwent	
	North Wales	
	South Wales	
East Midlands	Derbyshire	
	Leicestershire	
	Lincolnshire	
	Northamptonshire	
	Nottinghamshire	
Eastern	Cambridgeshire	
	Essex	
	Norfolk	
	Suffolk	
London	London	
Mersey Cheshire	Cheshire	
	Merseyside	
North East	Cleveland	
	Durham	
	Northumbria	
North West	Cumbria	
	Greater Manchester	
	Lancashire	
South East	Kent	
	Surrey	
	Sussex	
South West	Avon and Somerset	
	Devon and Cornwall	
	Gloucestershire	
Thames and Chiltern	Bedfordshire	
	Berkshire	
	Buckinghamshire	
	Hertfordshire	
	Oxfordshire	
Wessex	Dorset	
	Hampshire and Isle of Wight	
	Wiltshire	
West Midlands	Staffordshire	
	Warwickshire	
	West Mercia	
	West Midlands	
Yorkshire and Humberside	West Yorkshire	
	North Yorkshire	
	South Yorkshire	
	Humberside	