**Market Engagement Event for:- Audio/Visual Equipment for use in Coroner’s Court**

Please Note:- ***This is a market engagement exercise and not a tender exercise.***

**About Bristol City Council**

Bristol is a thriving city in the South West of England with a population of over 437,500.  Bristol City Council is a unitary authority with an elected Mayor and is the seventh largest English City outside London. It is a rapidly growing city, with a young and diverse population, a successful economy and a commitment to protecting the environment.

Bristol City Council provides a wide range of services, from schools, libraries and leisure centres to housing and refuse collection. Whether you call it commissioning, procurement, purchasing, contracting, tendering or buying we spend over £360 million a year on obtaining a vast range of supplies, services and works from the external market.

We currently have Audio/Visual equipment for use in our Coroner’s Court to meet our responsibilities set out in the Ministry of Justice – Guide to Coroner Services, specifically Section 8.8 that advises:-

8.8 Must a witness attend the inquest? If the witness lives in England or Wales they must attend if they are asked to. In many cases the evidence of a witness may be vital in establishing the facts of the death. A witness may either be asked to attend the inquest voluntarily or receive a formal summons to do so. It is an offence not to attend and the coroner can impose a fine or prison sentence. In exceptional circumstances the coroner may allow someone to give evidence from behind a screen, or by video link, if he or she decides that it would improve evidence, allow the inquest to go ahead more quickly or would protect a particularly vulnerable witness who may be at risk of harm from others. If the witness lives abroad he or she does not have to attend to give evidence. However, the coroner may decide to accept written evidence from the witness.

Bristol City Council would like to undertake a review of our current Audio/Visual equipment on behalf of the Coroner’s Services and ask that in the first instance interested suppliers submit via email to [Susan.Matthews@bristol.gov.uk](mailto:Susan.Matthews@bristol.gov.uk) a written response to each of the points below.

Responses are required no later than midday on Xx XX 2018;

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Please complete the following:

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| --- | --- | --- | --- |
| Company Name:- |  | | |
| Company Address:- |  | | |
| Company Website:- |  | | |
| Contact Details (name and job role):- | | Email Address | Telephone Number |
|  | |  |  |

**Statement of Requirements**

Please complete the column titled ‘supplier response’

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Requirement** | **Statutory or Non Statutory** | **Supplier Response** |
| 1 | **Audio Amplification (Court 1 only)**  Bristol City Council requires a High-quality balanced audio, with no feedback, muffling, etc.  It is essential that this is easy and intuitive to operate for staff with little or no AV experience and or IT skills.  Whilst not a definitive list key outputs are the ability for individuals to be clearly heard in all areas of the court; & the inclusion/option for Hearing aid loop.  Your attention is particularly drawn to ensuring that your responses acknowledge and include the following key requirements:-   * Details of the supply and maintenance, including warranty & future proofing; * Call out and Response times for all fixes; | Statutory |  |
| 2 | **Audio recording (Courts 1 & 2)**  Bristol City Council requires a quality audio recording - at least 320kbps, ideally lossless.  It is essential that this is easy and intuitive to operate for staff with little or no AV experience and or IT skills.  Each audio recording(s) require a date and time-stamp/record. In addition the  person speaking must be recorded/ noted on the system.  Recordings must be able to be integrated with the Coroners software solution which is currently supported by Civica. – Independent recordings also need to be captured.  Recordings need to be accessible from Bristol City Council, networked pc’s.  Recordings available to download to CD-ROM or memory stick, or audio file to be emailed.  Recordings held on Bristol City Council network drive and backed-up each day, as per Bristol City Council backup regime  Your attention is particularly drawn to ensuring that your responses acknowledge and include the following key requirements:-   * Details of the supply and maintenance, including warranty & future proofing; * Call out and Response times for all fixes; | Statutory |  |
| 3 | **Video conferencing**  Bristol City Council is interested in alternative solutions for witnesses to be able to give video evidence remotely from a Coroner approved venue. It is essential that the video is of high-quality (at least 720p, but ideally 1080p) and audio (at least 320kbps, but ideally lossless)  It is essential that this is easy and intuitive to operate for staff and or members of the public with little or no AV experience and or IT skills.  The capabilities for recording audio and video are to be as per court audio recordings  Video to be displayed to the wider court (at least 720p, but ideally 1080p)  Audio to be heard by the wider court, through the amplification / PA system  Available from last three versions of Microsoft Internet Explorer, Microsoft Edge, Google Chrome, Apple Safari and Mozilla Firefox | Non-Statutory but identified as adding value to the service |  |
| 4 | **Evidence presentation**  Witnesses able to present evidence to the wider court (for examples photo, video, electronic document, paper document via document camera) in-person or remotely.  It is essential that this is easy and intuitive to operate for staff and or members of the public with little or no AV experience and or IT skills.  The solution must include the physical inputs for VGA, DVI, HDMI, Mini Display Port, USB-C, Mini USB and Lightning  Whilst not an exhaustive list the accepted and ability to display all formats of file:  AAC; ALAC; FLAC; MP3; M4A; WAV; WMA; 3GPP; 3GPP2; AVI; F4V; FLV; MPEG; QuickTime; WMV; All Microsoft Office file extensions; All Apple Pages, numbers and keynote extensions & All Google Docs extensions | Non-Statutory but identified as adding value to the service |  |