

**Higher Education Funding  
Council for England (HEFCE)**

**Room Display Equipment**

**Specification of Requirements**

24 February 2015

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# SECTION 1

## Introduction

This document defines the equipment required by Higher Education Funding Council for England (HEFCE) for various rooms in its new offices.

### 1.1 Background

The Relocation of the Bristol Office (ROBO) programme for HEFCE arises from the end of the current Northavon House lease.

This specification details the standard requirements for the display equipment and facilities within various meeting rooms and work areas within the planned new office buildings.

### 1.2 Scope and Constraints

This requirements document describes the meeting room displays and associated installation service. This covers the provision at both of HEFCE's new offices. The specification relates to all the hardware and the installation of such within each room as specified.

Suppliers are required to note the following mandatory requirements:

- The chosen supplier is to liaise and provide full co-operation with the new building's Mechanical and Electrical (M&E) and Fit-Out suppliers to ensure that the infrastructure and display equipment is installed and commissioned in a timely and efficient manner. Details of the M&E and Fit-Out suppliers to be provided to the winning supplier of this tender.

### 1.3 Business Impact Factors

The potential for any this equipment to impact the business, beyond being that of an inconvenience, is noted as minimal. The supplier, within a maintenance contract, is to facilitate service levels as required to ensure that the service meets HEFCE's business requirements, and that any support issues raised are dealt with in a timely manner and within the agreed SLA between the supplier and HEFCE.

The office on-boarding is scheduled to take place by May 2015, with installation of all equipment to take place prior to this date.

### 1.4 Existing Facilities

#### Audio- and Video-Conferencing (AV/VC)

Extensive use is made within HEFCE of conferencing facilities, using a range of equipment and services, but primarily using a mix of PolyCom fixed and mobile equipment (HDX video conferencing equipment speakers, telephone conferencing phones, etc.).

A list of existing AV/VC equipment is included with this specification. It is intended, where possible, to re-use the existing equipment as part of the new office fit out.

### 1.5 Structure of Document

The remainder of this document is structured as follows:

- Section 2 describes HEFCE’s future meeting room and work area requirements defined on a per meeting room basis within each location;
- Section 3 describes Containment and Room Readiness;
- Section 4 describes Supporting Services;
- Section 5 describes Commercial Requirements.

## 1.6 References

Table 1.1 below lists the reference documents accompanying this Specification of Requirements.

<b>Ref</b>	<b>Title and Description</b>	<b>Notes</b>
001	List of existing HEFCE AV/VC equipment	Included in “HEFCE List Of AV & VC Equipment To Be Possibly Re-Used.docx”
002	Ground floor plan for Nicholson House (showing room names and possible furniture layout)	Included in “AV Tender - NH And WH Floor Plans Showing AV-VC Requirements Per Room.zip”
003	Ground floor and 1st floor plans for Westward House (showing room names and possible furniture layout)	Included in “AV Tender - NH And WH Floor Plans Showing AV-VC Requirements Per Room.zip”
004	Ground floor plan for Nicholson House (showing basic floor plan with no furniture and room dimensions)	Included in “AV Tender - NH And WH Floor Plans Showing AV-VC Requirements Per Room.zip”
005	Ground floor and 1st floor plans for Westward House (showing basic floor plan with no furniture and room dimensions)	Included in “AV Tender - NH And WH Floor Plans Showing AV-VC Requirements Per Room.zip”
006	M&E Plans for both Nicholson House and Westward (showing A/C ducting, ceiling grid etc.)	Included in “M&E.ZIP”
007	Electrical Plans for both Nicholson House and Westward House	Included in “Electrical Designs.zip”

**Table 1.1 - References**

## SECTION 2

### Requirements

As part of the ROBO Project HEFCE requires each of its meeting rooms to be appropriately equipped in order to both exploit the increased functionality and flexibility now available from modern systems, and also to improve control over total operating costs. This is to be supplied and installed with an associated maintenance contract. In taking advantage of modern technology, HEFCE anticipates supporting its future AV/VC communications to:

- Optimise the use of the new meeting rooms and their subsequent layout;
- Provide state of the art communication and collaboration facilities.

#### 2.1 Functional Requirements

This section sets out a description of the functionality for each meeting room / area requiring designated display facilities. This description includes:

- The core equipment required in each case;
- Where the equipment is to reside;
- The capabilities of the equipment from a user perspective.

##### General

###### Floor Boxes

HEFCE is to make available floor boxes in all meeting rooms as required, in which the successful supplier is to install an interface plate to deliver HDMI, VGA, Audio and powered USB connectivity. The standard requirement is for one floor box in the centre of the room (under the meeting table) and one floor box / wall socket at the screen location so that wired presentations can be made from a device to the screen.

###### Wireless / Wired Presentations

Along with the option of a wired solution for presentations to the local display screen from a floor box under the table, HEFCE is providing the means to cater for wireless presentations, conducted within meeting rooms. HEFCE anticipates that a wireless connection to the local display screens is likely to be the preferred option adopted by users bringing their devices into the meeting rooms. The wired option would be a fall back in the event that the wireless presentation system is unavailable.

#### 2.2 Nicholson House

(Refer to Nicholson House Ground Floor Plan).

##### Break Out Area (Holly)

The supplier is to provide a wall-mounted 47" High Definition (HD) monitor with in-built Freeview for HEFCE staff to watch television in this break out area. HEFCE is to provide an aerial feed to the designated area. There may also be a requirement for PC content from a central source to be output to this screen on occasions such as promoting events, etc.

### **Reception Area**

The supplier is to provide a wall-mounted 47" High Definition (HD) monitor with in-built Freeview. HEFCE is to provide an aerial feed to the designated area. There may also be a requirement for PC content from a central source to be output to this screen on occasions such as promoting events etc.

### **OFFA Office**

The requirement is to cater for presentations from a range of devices including PC's, laptops, and mobile devices such as tablets and iPads. The supplier is to provide a wall-mounted 42" High Definition (HD) monitor with integrated speakers for audio output. This should have multiple HDMI inputs to accommodate additional device inputs. There is also a requirement for an HD video conference system in this room so that video conference calls can occur.

## **2.3 Westward House**

(Refer to Westward House Ground and First Floor Plans).

### **Meeting Rooms (Willow, Rowan, Maple and Elm)**

The requirement is to cater for presentations from a range of devices including PC's, laptops, and mobile devices such as tablets and iPads. The supplier is to provide a wall-mounted 47" High Definition (HD) monitor with integrated speakers for audio output. This should have multiple (minimum 2) HDMI inputs to accommodate additional device inputs.

The screen should also have a shelf located underneath it so that in the event that at a future date, HEFCE wishes to implement a HD video conference system, the shelf to support it is already there.

### **Meeting Rooms (Elder, Yew, Lime, Poplar, Aspen, and Hawthorn)**

Initially no fitted screens are required in these rooms and the floor boxes will be blanked by HEFCE.

### **Corporate Communications Area**

The supplier is to provide a 42" HD monitor with in-built Freeview for Corporate Communications team (not decided whether this would be fixed to wall or on a trolley). HEFCE is to provide an aerial feed to the designated area. There may also be a requirement for PC content from a central source to be output to these screens on occasions such as promoting events etc.

### **Chill Out Areas (1 x Ground Floor and 1 x 1<sup>st</sup> Floor)**

(Refer to Westward House Ground Floor and 1<sup>st</sup> Floor Plans)

The supplier is to provide a wall-mounted 60" HD monitor with in-built Freeview for HEFCE staff to watch television in this Chill Out area on both the Ground and 1<sup>st</sup> floors. HEFCE is to provide an aerial feed to the designated area. There may also be a requirement for PC content from a central source to be output to these screens on occasions such as promoting events etc.

### **Chill Out Areas**

In conjunction with both of the above two Chill Out areas, the supplier is to propose a simple PC-output solution, which enables HEFCE to drive content from a HEFCE-supplied centralised PC to the screens in the Chill Out area on both floors. No scheduling software, nor automated control, is required as HEFCE staff administer this manually and switch the source via each screen's remote control, on an as-required basis.

## 2.4 High Level Equipment Specification

This section sets out a High-level Equipment Specification for each meeting room / area with designated AV facilities. This includes, without specifying the exact make and model, the AV components required and the minimum performance criteria in each case (e.g., MUST support 720p HD video, 22 kHz audio and RS232 control) for each room, in order to achieve the functionality described in the previous section. The budgetary cost for on-site maintenance support is also to be provided.

### Nicholson House

Please Note: it is expected that professional grade audio and video cables are specified and deployed across these installation works so as to ensure the integrity and quality of all signals.

#### Holly Break out Area

- 1 x 47" HD monitor with on-board Freeview tuner;
- 1 x Wall mount bracket for the above;
- Professional coax cable and connector & wall-plate for aerial connectivity.

(HEFCE to provide an active Freeview coax feed at the screen location)

QTY	EQUIPMENT DESCRIPTION
1	47" Commercial LCD HD monitor with on-board Freeview
1	Tilting mounting bracket for the monitor
1	Associated professional cables and connectors and accessories for installation

**Table 2.1 - Required Components for Holly Break Out Area**

#### Reception area

- 1 x 47" HD screen with integrated speakers and in-built Freeview;
- 1 x Wall bracket for the above screen;
- Associated professional cables and connectors and accessories for installation.

QTY	EQUIPMENT DESCRIPTION
1	47" HD LED Commercial Display Screen with integrated speakers and on-board Freeview
1	Flat Universal wall-mount bracket for screen
1	Associated professional cables and connectors and accessories for installation

**Table 2.2 - Required Components for Reception Area**

#### OFFA Office

- 1 x 42" HD screen with integrated speakers;
- 1 x Wall bracket for the above screen;
- 1 x Audio-Visual floor plate (installed under table and the installed in the centre of the room) containing single VGA, Audio, HDMI and USB power for PC connectivity to the screen and laptop interaction with the screen;
- 1 x HD videoconferencing system with Pan/Tilt/Zoom or Digital Zoom camera and microphone which supports H.323 / IP and preferably SVC;
- Associated professional cables and connectors and accessories for installation.

<b>QTY</b>	<b>EQUIPMENT DESCRIPTION</b>
1	42" HD LED Commercial Display Screen with integrated speakers
1	Flat Universal wall-mount bracket for screen
1	AV Floor plate – with VGA, Audio, HDMI & USB power
1	Polycom Group 300-720p with Eagle-Eye Acoustic Camera & integrated microphone
1	Associated professional cables and connectors and accessories for installation

**Table 2.3 - Required Components for OFFA Office**

**Westward House**

Please note: it is expected that professional grade audio and video cables are specified and deployed across these installation works so as to ensure the integrity and quality of all signals.

**Chill Out Area (Ground Floor)**

- 1 x 60" HD monitor with on-board Freeview tuner;
- 1 x Wall mount bracket for the above;
- Professional coax cable, and connector and wall-plate for aerial connectivity;
- 1 x Cat 6 HDMI receiver;
- 1 x 0.5m HDMI cable;
- 1 x 0.8m Cat 6 patch cable.

(HEFCE is to provide an active Freeview coax feed and 1 x shielded Cat 6 data socket, at the screen location.)

<b>QTY</b>	<b>EQUIPMENT DESCRIPTION</b>
1	60" Commercial LCD HD monitor with on-board Freeview
1	Tilting mounting bracket for the display screen
1	Cat 6 (STP) HDMI receiver
1	Short HDMI cable
1	Associated professional cables and connectors and accessories for installation

**Table 2.4 - Required Components for Ground Floor Chill Out Area**

**Chill Out Area (First Floor)**

- 1 x 60" HD monitor with on-board Freeview tuner;
- 1 x Wall mount bracket for the above;
- Professional coax cable, and connector and wall-plate for aerial connectivity;
- 1 x Cat 6 HDMI receiver;
- 1 x 0.5m HDMI cable;
- 1 x 0.8m Cat 6 patch cable.

(HEFCE is to provide an active Freeview coax feed and 1 x shielded Cat 6 data socket, at the screen location.)

<b>QTY</b>	<b>EQUIPMENT DESCRIPTION</b>
1	60" Commercial LCD HD monitor with on-board Freeview
1	Tilting mounting bracket for the display screen
1	Cat 6 (STP) HDMI receiver
1	Short HDMI cable
1	Associated professional cables and connectors and accessories for installation

**Table 2.5 - Required Components for First Floor Chill Out Area**

**PC Content / Digital Signage Distribution (Chill out Area First floor)**

The supplier may assume that the main PC or signage Player and distribution system to be located in a central location and communications room.

HEFCE is to provide a rack shelf and power for the main AV distribution system and also the Shielded Cat 6 infrastructure cable.

The supplier is to ensure that a local image (within the communications room) can be viewed and also that the solution has the scope to add a couple of additional screens in the future.

- 1 x HDMI distribution amplifier;
- 1 x 2m HDMI cable;
- 2 x 0.8m Cat 6 patch cable.

(HEFCE to provide a space, power and location for the distribution unit and also the CAT 6 (shielded) infrastructure to support the signage system).

<b>QTY</b>	<b>EQUIPMENT DESCRIPTION</b>
1	HDMI over Cat 6, distribution amplifier
1	2m HDMI cable
1	Associated professional cables and connectors and accessories for installation

**Table 2.6 - Required Components for First Floor PC Signage Chill Out Area**

**Meeting Rooms (Elder, Yew, Lime, Poplar, Aspen, and Hawthorn)**

There are no requirements for these rooms.

**Meeting Rooms (Willow, Rowan, Maple and Elm)**

For each of the above meeting rooms:

- 1 x 47" HD screen with integrated speakers;
- 1 x Wall bracket for the above screen;
- 1 x Audio-Visual floor plate (installed under table and installed in the centre of the room) containing single VGA, Audio, HDMI and USB power for PC connectivity to the screen and laptop interaction with the screen;
- 1 x bracket to house possible CODEC in future.

<b>QTY</b>	<b>EQUIPMENT DESCRIPTION</b>
1	47" HD LED Commercial Display Screen with integrated speakers
1	Flat Universal wall-mount bracket for screen
1	AV Floor plate – with VGA, Audio, HDMI and USB power

QTY	EQUIPMENT DESCRIPTION
1	Camera and VC mounting system
1	Associated professional cables and connectors and accessories for installation

**Table 2.7 - Required Components for Willow and Rowan Meeting Rooms**

## SECTION 3

### Containment and Room Readiness

This section sets out the Containment and Room Readiness requirements for each meeting room / area with designated audio-visual facilities. The requirements listed below are not a definitive list and therefore are subject to minor changes upon tender contract award. This information is primarily for the benefit of the building contractor so that rooms and areas may be suitably constructed and prepared to receive the audio-visual facilities in each case.

#### 3.1 Nicholson House

Please note: It is assumed that the Nicholson House Building is constructed with both ceiling and floor voids, provided by a standard, raised computer floor and suspended ceiling, consisting of ceiling tiles.

##### Holly Break out Area

- 1 x 13amp DSSO, flush fitted into the wall behind the display screen and at height of approx. 2m;
- 1 x Coax cable presented via wall plate and connected to a live aerial feed.

#### 3.2 Westward House

Please note: It is assumed that this building is constructed with both ceiling and floor voids, provided by a standard, raised computer floor and suspended ceiling, consisting of ceiling tiles.

##### Chill Out Areas

Each Room requires the following:

- 1 x 13amp DSSO, flush fitted into the wall behind the display screen and at height of approx. 2m;
- 1 x Coax cable presented via wall plate and connected to a live aerial feed;
- 1 x Cat 6 STP (shielded twisted pair) cable, terminated in RJ-45 wall socket and run back to main signage distribution PC.

##### Videoconferencing Room (Single or Dual Screen)

Each Room requires the following:

2 x 4-compartment floor box:

- 1 x FB located at the table location;
- 1 x FB at the Equipment cabinet location.

The floor box is to contain:

- 1 x 13amp DSSO;
- 1 x compartment containing approx. 4 x data sockets;
- 1 spare compartment – for AV connection plates.

Consideration given below as to the structural requirements for each room:

- 2 x 13amp DSSO flush fitting sockets installed behind the LCD screen;
- 2 x RJ-45 LAN sockets installed behind the LCD screen;
- The wall on which the LCD screen and VC equipment is located, to ideally be reinforced with 12 or 15mm plywood, or if the wall is constructed of double skin plasterboard reinforcement will not be necessary;
- 1 x 50 x 50mm UPVC trunking installed in the central wall location, for cable access to screen, camera and codec;
- The trunking to be installed within the cavity wall & run from floor void to approx. Height of 1.7M AFF (above fixed floor).

## SECTION 4

### Support and Integration

This section sets out details about maintenance and integration details related to the AV/VC equipment.

#### 4.1 Maintenance

The supplier is to operate a maintenance service, supervisory and administrative tools to allow, inter alia:

- Fault management;
- Configuration management;
- Administrative management;
- Performance management;
- Security management.

#### Service Level Management

HEFCE expects that the agreed level of service is provided and that any agreed changes to service are delivered as agreed. HEFCE expects the use of the ITIL Service Level Management process to provide the monitoring, management and metrics used for comparing the achieved level of service against the agreed one. This provides input into the service review required for communication to the users of the services.

Service management is expected to include, but is not limited to:

- Service performance, quality, integrity and security;
- Business alignment, liaison, advice and guidance;
- Security and access management;
- Incident and problem management;
- Management reporting, including support service usage and costs to users;
- Management of assets to maximise utilisation and minimise costs;
- ICT management processes;
- ICT policies;
- Value creation and service improvements.

## **SECTION 5**

### **Commercial Requirements**

#### **5.1 Contract Term**

The initial contract is expected to be for 12 months, with an option to extend for 12 months, and an option to extend for a further 12 months. Notification of extension of the contract is to be 3 months before the contract end date.

#### **5.2 Data Protection**

The service provider is to comply at all times with all data protection legislation applicable in the UK from time to time.