

Change Control Note 1
Webcasting of CQC & HWE Meetings
CQC AM 001

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| CCN 001 | TITLE: Webcasting of CQC & HWE Board Meetings CQC AM 001 | ORIGINATOR: Jacqueline Burn |
| DATE 3 rd January 2017 | CHANGE EFFECTIVE FROM: 1st January 2017 to 31 st December 2017 | |
| RECOMMENDATION FOR CHANGE by [REDACTED] | | |
| <p>REASON for CHANGE –</p> <p>This contract change note is to enable CQC to exercise the option to extend the contract for a further 12 months as provided for in the contract; The contract with Public-I is for the webcasting of CQC monthly Board meetings and Healthwatch England quarterly meetings.</p> | | |
| <p>FULL DETAILS OF THE CHANGE</p> <p>The current contract expired on 31st December 2016 but has a provision to extend for a further 12 months.</p> <p>There is however, a slight change to the scope of the original contract. A decision has been made by the Board to no longer 'live' broadcast the monthly CQC board meetings as well as HWE's quarterly meetings. These will now be recorded and the content uploaded later on CQC's intranet. This is not considered to be a material change to the contract scope.</p> <p>[REDACTED]</p> <p>Revised requirements for the 12 month extension agreed with Public-I are as follows:</p> <p>Provider to supply a dedicated team to manage and deliver the webcast services this is likely to include:</p> <p>1. <u>CQC REQUIREMENT</u></p> <ul style="list-style-type: none"> • night before set up and testing • in advance venue coordination and management • in advance site survey • kit to include a minimum of 15 touch to talk mics, 1 mic stand, PA system for a room of 100 • table covers • CQC Backdrop to be assembled • branded name plates • 1 or 2 camera people • remote cameras • lighting • branding | | |

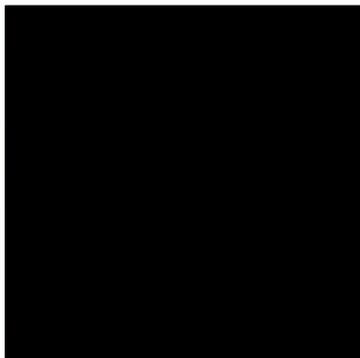
- filming and editing of the workshop session
- crew to set up and turn the room over the lunch session ready for a filmed workshop in the afternoon and run the sound, vision and webcast and interactive Q and A
- interaction with Twitter
- ability to deliver the above at any location across England
- flexibility to respond to changing requirements both in advance and on the day
- Provide a dedicated team and a proactive approach to project and technical management along with clear lines of communication through the project
- Provide systems, procedures and timescales in support of the project and in response to any urgent requests for services or technical assistance.
- An out of hours and emergency procedure to manage any contingency including loss of infrastructure.
- We plan to hold eleven meeting per year – the majority of these will be held at our London office with the exception of 1 or 2 which may be held regionally
- Generally meetings last 2.5 to 3 hours
- The provision of the original recording for off- site editing

Healthwatch England Requirement

- Day to day contact via email and telephone to discuss the format and times of the webcast of the Healthwatch England Committee meetings
- Supply branded name-plates for the Committee Members (est. 20 per event)
- Design and host a microsite
- Location capture for post event video on demand production – double check with pi
- Location sound system to include up to 20 push-to-talk microphones and 1 hand held microphones for audience interaction
- Presentation audience relay, typically two Plasma screens
- Presentation Committee relay, typically three low screen in middle of 'U' shape table layout to allow all members to view material
- Presentation support – PC running PowerPoint – main /back up & seamless graphic switcher / controller.
- Presenters remote controls
- All crew, travel, accommodation (where appropriate) and subsistence to install, manage and run the delivery
- Supply a captioning service for inclusion in the video on demand production
- Produce a video on demand file manage uploading to client YouTube channel
- Produce a tagged agenda list to allow viewers to navigate meeting
- Incorporate live captioning service
- Provide a transcript of the meeting
- We plan to hold four meetings per year regionally

CQC's reduced price per event inclusive of travel and accommodation is [REDACTED] (excluding vat)

CQC have [REDACTED] events scheduled for 2017 on the following dates:



Healthwatch reduced price per event inclusive of travel and accommodation is [REDACTED] (excluding vat)

Healthwatch England have [REDACTED] events scheduled for 2017:

Dates not yet agreed

The existing PO's will be increased to accommodate the 12 month extension

TIMETABLE FOR IMPLEMENTATION

N/A

IMPACT OF THE CHANGE

The impact of the change does not affect the original Terms and Conditions as these will still apply to the extension.

Charges:

The overall total contract extension value for 01/01/2017 to 31/1/2/2017 is £ 78,828 including vat

IC approved the 1 year extension on 19th Dec 2016

DATE OF EXPIRY OF CCN 001:- 31st December 2017

SIGNATURE BY CQC

Date

SIGNATURE BY Public-i

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|------|
| Date |
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