Financial Reporting Council (FRC) Desk and Meeting Room System

Summary

The Financial Reporting Council (FRC) is seeking to implement a software solution that will allow staff to be able to book a desk or a meeting room when required.

Background

The FRC is the UK regulator for auditors, accountants and actuaries. We set the UK's Corporate Governance and Stewardship Codes and promote transparency and integrity in business. Our work is aimed at investors and others who rely on company reports, audit and high-quality risk management.

The organisation has decided to move from the current fixed desk setup to a more flexible arrangement and has decided to introduce a desk booking system for the first time as a result. The new system should allow the organisation to make better use of the office work stations through the hot desking arrangement. A desk booking system is needed to provide staff with the assurance that they will have desk when they arrive in the office.

The current meeting room booking system is a standalone application that runs on our Intranet site and operates separately to our outlook calendars and can be cumbersome to use. One of the key features of the system is the ability to create daily reports so that the various teams know what setup is required in each room. The reports are used by the Facilities Team and the IT Team to ensure the rooms are prepared as per the booking.

The FRC operates in one location, across one floor in London.

The budget for this is dependent on equipment purchased and service fees offered. Expected implementation is December 2019.

Software Solution

The new software solution will need to have the following functionality:

Desk Booking System

1.   The System should be able to cope with a minimum of 240 Desk and be scalable.
2.   The System should work with Microsoft Office365 emails and calendars
3.   The solution will ideally be cloud based (i.e. not based on premise) within the UK
4.   We would require evidence that the solution is secure
5.   The system should be intuitive and easy to use
6.   The system should allow different parameters to be set if needed
7.   The system should work with Window 10 clients and the latest version of MS Office
8.   Users should have the ability to check in
9.   Ideally the users should be able to book desk via a smart device (Phone or Tablet)
10. The system should allow users to book desk for half a day to a maximum period (to be agreed)
11. The system should have the ability to cancel a booking if the user has not checked in a set time e.g. 10:00am or 2:30pm
12. The system should offer the user desks within their area first and other free desks second

13. The system should allow the user to filter desks based on requirements e.g. sit/stand desk, dual screen, etc
14. The system should be able to produce management reports to include usage, peak demand times, low demand times, trends etc.

Meeting Room System

1. The system should be able to cope with a minimum of 20 Rooms and should have the ability to book up to 50 rooms/resources
2. The rooms should be bookable in 15-minute slots
3. Preparation time should be added automatically when IT or Catering is included in the booking
4. Booking should be added to Calendars automatically and any updates to the meeting should apply to the necessary resource or attendees
5. We have adjacent rooms that can be opened up to create a larger space. The system should be able to cope with this
6. The system should be able to offer different layouts for some rooms e.g. theatre style, classroom style etc.
7. Users should be able to search for rooms based on size of people attending the meeting, IT equipment required etc
8. The system should be able to accommodate re-occurring meetings and highlight clashes etc
9. The system should be able to generate Management reports including usage, cancellations, IT requests and Catering requests

Update 28/10/2019

If you would like to be considered please return via email to contractsfinder@frc.org.uk confirming that you are able to meet the criteria above along with a summary of your proposal and estimated costs broken down into:

- Installation
- Equipment
- Annual licence/support costs

Update 28/10/2019

The desk booking system and meeting room system should be the same system and cope with 300-400 users

Desk Booking System
- Staff will make their own desk booking but the system will need to allow a for a couple of super users who can do this as well
- Staff members locations should be discoverable by other staff on the online system
- Requests do not need to be approved although the system to should allow for some staff only to book in certain areas/zones
- The system should have the flexibility in "rule setting" but is expected that
  o staff should be able to book one month in advance;
  o staff should be able to book consecutive days as well as intermittent days if needed;
  o Existing desk booking to be cancelled if a user has not checked in

- o Limit to number of consecutive workdays a user can book the same workstation
- o Some staff may be allocated a workstation which should be permanently allocated that that individual but may be released when not needed/used
- Workstations should be distinguished between a sit/stand desk and non.

Meeting Room System

- The System should work with Microsoft Office365 emails and calendars
- Bookings can be made all staff as a participant as well as administrative staff on behalf of a participant
- As with the desk booking system the, it is expected that there will be a couple of super users who are able to override and change bookings if necessary
- Requests do not need to be approved