



# Request For Quote (RFQ)

AV Support for Cornwall and  
Isles of Scilly Skills Hub Isles of  
Scilly online event

Date 27 February 2023

Sustainable Growth and Development

Economy and Skills

## **1. Cornwall Council Directorate of Economic Growth and Development**

1.1 Our role is to maximise the potential for the economic growth and development of Cornwall as we take forward delivery of the strategic economic plan and adoption of the Local Plan and ensure that our housing meets current and future needs. We also work closely with the Council's Chief Operating Officer (the Council's section 151 Officer) to ensure that the financial gap faced by Cornwall Council is reduced through Council tax growth and business rates. We work in partnership with the Local Enterprise Partnership (LEP), our local communities, businesses and stakeholders to grow Cornwall's economy together, ensuring that we understand and reflect their needs and ambitions in our actions and our approach.

1.2 Economy and Skills. We work alongside Cornwall and Isles of Scilly Local Enterprise Partnership (LEP) to maximise the sustainable economic development of Cornwall. Our Service Director is the Chief Executive Officer of the LEP and we collectively support the LEP Board to create and implement the Cornwall and Isles of Scilly Strategic Economic Plan. The plan encompasses a culture strategy to inform planning and development decisions for Cornwall and the Isles of Scilly, alongside a £1bn investment programme to contribute towards overall growth and employment

## **2. Background**

2.1 The Cornwall Council, on behalf of The Cornwall and Isles of Scilly Skills Hub, are looking to appoint an experienced supplier of audio and visual technology, with a small amount of graphics production, to facilitate a live streamed event aimed at businesses on the Isles of Scilly. The event will be broadcast live on Tuesday 28 March 2023.

2.2 The event is to be staged at the Health & Wellbeing Innovation Centre in Truro and will be led by the Cornwall and Isles of Scilly Skills Hub with the aim of promoting the benefits of investing in skills development and engaging islands businesses with the Skills Hub service.

2.3 The aim is to create a 'magazine show' style event with onsite hosts conducting a series of in-situ and online interviews, introducing pre-recorded packages and conducting audience participatory activity. The ability for keynote speech/presentations delivered live or online should also be an option.

2.4 In addition to being broadcast live to an online audience, will also be

Specification for AV Services

recorded for future use.

2.5 A recording of a similar event we delivered in 2021 can be found [here](#), for your reference.

### **3. Event Details**

3.1 Event timing: 10am-12pm

3.2 Venue: Perranporth Conference Suite, Health & Wellbeing Innovation Centre, Treliske, Truro, Cornwall TR1 3FF

3.3 Dimensions of the room are 99.1 Sq.m / 1066.3 Sq.ft - ceiling height 2.8 m

### **4. This section is intentionally blank**

### **5. Requirements**

**The requirement is for the provision of:**

#### **5.1 Staging**

5.1.1 Low level staging to accommodate screen backdrop and furniture.

5.1.2 Stage furniture – low level table and seating for 4 people.

5.1.2 Perspex lectern for potential presentations.

#### **5.2 Screens**

5.2.1 Digital screen backdrop to show content and allow for changing backdrops throughout the event – size to accommodate staging outlined above.

5.2.2 Full LED Screens – minimum 60 inch – to include:

- On stage screen between presenters showing online interviewees & recorded packages
- Out of shot screen facing presenters showing broadcast
- Additional screen to show audience participation activity

#### **5.3 Audio**

5.3.1 6 x label microphones for interviewees/host

5.3.2 Audio equipment for sound onsite and for online audience

5.4 Stage Lighting – sufficient for broadcast quality images - battery and/or wireless capability required

## Specification for AV Services

## 5.5 Connectivity

- 5.5.1 Ability to have interviewees or speakers to join remotely via stable link – supplier to suggest.
  - 5.5.2 Viewed feed onsite and for online audience, i.e. ability to switch from camera filming at location to online content/interview
  - 5.5.3 Vimeo premium stream link for online audience
  - 5.5.4 Split screen ability
- 5.6 Sufficient cameras to sustain video feed (minimum x 3)
- 5.7 Recording of the event and editing of individual packages, e.g. interviews.
- 5.8 Editing of the recording into a minimum of 4 packages of 5 minutes each. This may be subject to change post event in agreement with the successful tenderer.
- 5.9 Crew to set up and rehearse (27 March), event delivery and support, pack down (28 March)
- 5.10 Provision of advice and support for programme development, rehearsal and testing of online links (e.g. stability of interviewees connections)

**6. Budget**

The total maximum budget available for this commission is £7,000 (exc VAT) and inclusive of all expenses.

**Tenders that exceed the total budget will be deemed non-compliant and will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 11 and will reflect the degree to which there is a saving on the maximum budget.

**7. Tender and commission timetable**

The timetable for submission of the response, completion of the programme are set out below.

| <b>Milestone</b>            | <b>Date</b>   |
|-----------------------------|---------------|
| Request for Quote published | 27/02/2023    |
| Deadline for Clarifications | 5pm, 03/03/23 |

## Specification for AV Services

|                                    |               |
|------------------------------------|---------------|
| Deadline or Clarification response | 5pm, 04/03/23 |
| Deadline for quote submissions     | 5pm, 10/03/23 |
| Evaluation of submissions          | 13/08/23      |
| Contract Award                     | 14/03/23      |

## 8. General conditions

### 8.1 Equality and Diversity (see also Enclosure 1)

Cornwall Council is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful tenderer will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation. The tenderer will be required to provide a copy of their Equality and Diversity Policies/Practices if successful in securing this contract.

### 8.2 Environmental Policy (see also Enclosure 1)

Cornwall Council is committed to sustainable development and the promotion of good environmental management. It is expected that the successful tenderer will be committed to a process of improvement with regard to environmental issues. The tenderer will be required to provide a copy of their Environmental Policies/Practices if successful in securing this contract.

### 8.3 Data Protection (see also Enclosure 1)

The contractor will comply with its obligations under Data Protection Legislation (DPL), being the UK Data Protection Legislation and the General Data Protection Regulation (GDPR) and any other directly applicable European Union legislation relating to privacy.

The tenderer will be required to provide a copy of their Data Protection policy and privacy statement if successful in securing this contract

**8.4 Conflict of Interest.** Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, please confirm within your tender submission whether, to the best of your knowledge, there is any conflict of interest

## Specification for AV Services

between your organisation and Cornwall Council that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Cornwall Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

### 8.5 Publicity (if required)

## 9. Tender submission requirements

Please include the following information in your Tender submission.

### 9.1 Covering letter (two sides of A4 maximum) to include:

- a. A single point of contact for all contact between the tenderer and Cornwall Development Company during the tender selection process, and for further correspondence.
- b. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.
- c. Confirmation that the tenderer has Equality and Diversity, Environmental and Data Protections policies in place and, if successful, supporting documentation will be provided as evidence.
- d. Confirmation that the tenderer holds current valid insurance policies as set out in Enclosure 1, if successful, supporting documentation will be provided as evidence.
- e. Conflict of interest statement.
- f. If you are the successful tenderer you agree to the terms and conditions in Cornwall Council's standard consultancy agreement/terms and conditions by signing the agreement/terms and conditions. (Enclosure 1)

### 9.2 Example of two previous project in which the provision of services for a

Specification for AV Services

similar broadcast event have been undertaken. These examples should highlight:

9.2.1 The client

9.2.2 Fulfilment of the specified brief

9.2.3 Approximate cost

9.2.4 Key similarities between the project and the proposed commission, to include details of supplier advice and support to the organisers on programme development and performance.

9.3 Cost for provision of Section 5

## 10. Tender clarifications

Any clarification queries arising from this RFQ which may have a bearing on the offer should be raised by email to:

[kirsty@ciosgrowthhub.com](mailto:kirsty@ciosgrowthhub.com) in accordance with the Tender and Commission Timetable in section 7.

Responses to clarifications will be anonymised and provided to all those that have been requested to provide a response to this RFQ.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Cornwall Council unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

## 11. RFQ evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the RFQ. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

|   |            |
|---|------------|
| Ref 9.1 Covering Letter   |            |
| Acceptable covering letter including confirmation of the requirements detailed at 8.1 | Pass/ Fail |
| Ref 9.2   | Marks      |

## Specification for AV Services

|  |                           |
|--|---------------------------|
| <p>Example of two previous project in which the provision of services for a hybrid conference event have been undertaken. These examples should highlight:</p> <ul style="list-style-type: none"> <li>• The client</li> <li>• Fulfilment of the specified brief,</li> <li>• Approximate cost</li> <li>• Key similarities between the project and the proposed commission, to include details of supplier advice and support to the organisers on programme development and performance.</li> </ul> | 30 per example (60 total) |
| Ref 9.3 Budget   | Marks                     |
| <p>A <b>fixed fee</b> for this work (exc VAT) including travel and other expenses</p> <p>The lowest bid will be awarded the full 40 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 40 x lowest bid / bid</p>  | 40                        |

## 12. Assessment of the Tender

The reviewer will award the marks depending upon their assessment of the applicant's tender submission using the following scoring to assess the response:

| Scoring Matrix for Award Criteria |            |   |
|-----------------------------------|------------|---|
| Score                             | Judgement  | Interpretation  |
| 100%                              | Excellent  | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80%                               | Good       | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.          |
| 60%                               | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.                                |

## Specification for AV Services

|     |                      |  |
|-----|----------------------|--|
| 40% | Minor Reservations   | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.   |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.   |
| 0%  | Unacceptable         | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, Cornwall Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Cornwall Council is not bound to accept the lowest price or any tender. Cornwall Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Cornwall Council's internal procedures and Cornwall Council being able to proceed.

### **13. Award**

Any contract awarded as a result of this tender process will be in accordance with the attached Cornwall Council standard terms and conditions (see Enclosure 1).

### **14. RFQ returns**

Please submit the Tender document by email by 17:00 on Friday 10 March 2023 to

[kirsty@ciosgrowthhub.com](mailto:kirsty@ciosgrowthhub.com)

## Specification for AV Services

with the following wording in the subject box: "Tender response to [enter your company name here] Strictly Confidential"

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

**15. Disclaimer**

The issue of this documentation does not commit Cornwall Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Cornwall Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Cornwall Council and any other party (save for a formal award of contract made in writing by or on behalf of Cornwall Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Cornwall Council or any information contained in Cornwall Council's publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Cornwall Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Cornwall Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Cornwall Council liable for any costs or expenses incurred by tenderers during the procurement process.

**16. Enclosures**

1. Cornwall Council's standard consultancy agreement