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Description automatically generated Framework Agreement for**

**Webcasting Services**

**REF** **EPHF001\_Webcasting**

**Introduction**

On the 15th of September 2022 Braintree District Council let a four-year national framework agreement for Webcasting Services.

**Scope of Services**

* Supply and management of all products and services necessary to comprise a complete solution to allow the live Webcasting and viewing of archived meetings
* Supply and management of Audio-Visual equipment for all sizes of meeting rooms and conference spaces suitable for both in person and remote / Hybrid attendees
* All levels of System training
* Support and help documentation
* System upgrades and security compliance

**Why Use This Agreement?**

* Removes the need for a separate above threshold / FTS procurement process thereby significantly reducing timescales.
* Simple and easy to use. Choose either Direct Award or Further Competition
* Pre-agreed terms and conditions.
* Market leading suppliers have been assessed for their financial stability, professional and technical capability and experience.
* Limited number of suppliers per lot to simplify your selection process.
* This framework is free for Public Sector Bodies to use and offers national coverage.

**Who Can Use This Agreement?**

This agreement is available to all UK Public Sector Bodies. Please see the Contract Notice on The Essex Procurement Hub website [www.ephframeworks.org](http://www.ephframeworks.org) for further details. If you are not sure, please contact us.

**How to Use This Framework Agreement**

To make sure you comply with the framework and UK Procurement Legislation, please follow the following steps.

1. Decide whether this is a one-off requirement or whether this is a longer-term agreement. If longer term, up to 4 years is allowed for. Above 4 years is allowed for in certain circumstances. However, please check with your legal team first.
2. There are two options to call off this framework, either by Direct Award or running a Mini-Competition.

Option 1 – Direct Award

If the participant authority can justify best value by directly awarding a contract within this framework, then a call off on this basis can be made.

Option 2 – Mini-Competition

Alternatively a ‘mini-competition’ between all suppliers within the applicable lot can be used. Participants/Users of this framework should submit a full specification of their requirements to each Supplier under the relevant Lot, and select the bidder who offers the best value for money solution.

Once the Public Sector Body has evaluated the mini-competition, an award notification should be sent to all suppliers and, if applicable, a standstill period.

1. Due to the complexities of the services and the wide potential diversity of requirements, this Framework does not include any pre-priced elements.
2. See section “Awarding under the agreement.

**Contact Details of Suppliers**

|  |  |  |  |
| --- | --- | --- | --- |
| Public-I Group Limited | | VP-AV | |
| Name: | Sarah Gusterson | Name: | Iain Steele |
| Phone: | 01273 821 282 | Phone: | 01264 723400 |
| E-mail: | info@public-i.info | E-mail: | info@vp-av.co.uk |
| Website: | https://www.public-i.tv/ | Website: | https://vp-av.co.uk |

**Awarding under the Agreement**

Public Sector Bodies wishing to award a contract under this framework agreement may use their own documentation, or the EPP Call-off order form, referencing clearly to this agreement EPHF001\_Webcasting.

Public Sector Bodies wishing to utilise this framework must advise EPP before undertaking a Direct Award or Mini Competition by completing and returning the Access Form – Appendix A – to EPP at [ephframeworks@braintree.gov.uk](mailto:ephframeworks@braintree.gov.uk).

Once an award has been made, Public Sector Bodies must then complete the Award Notification Form – Appendix B – and return it to EPP at ephframeworks@braintree.gov.uk. They must also publish a Contract Award Notice on Contracts Finder.

**Due Diligence**

Framework suppliers must hold the following insurances as a minimum:

* Employer’s Liability Insurance: £10,000,000
* Public Liability Insurance: £10,000,000
* Professional Indemnity Insurance: £5,000,000

Public Sector Bodies are responsible for ensuring that its own due diligence requirements are met, including that Suppliers hold the insurances required by the PSB for their individual call-off contracts. Public Sector Bodies may contact EPP for information on latest annual checks carried out but must carry out any other due diligence or checks beyond the above list at the Call-Off stage if deemed necessary to meet own requirements and internal governance.

**If You Require Further Information;**

|  |  |
| --- | --- |
|  | **E:** Email us at [ephframeworks@braintree.gov.uk](mailto:ephframeworks@braintree.gov.uk) |
|  |  |
|  | **T:** Call us on 01376 551414 and ask for Procurement |
|  | **W:** Visit our website at [www.ephframeworks.org](http://www.essexprocurementhub.org/) |
|  | **S:** Follow us on LinkedIn [@EPH Frameworks](http://www.linkedin.com/company/essex-procurement-hub/) |

Public Sector Bodies having any difficulties with contracts placed under this Agreement which cannot be solved simply, should contact us for assistance.

**Appendix A – EPP Framework Access Form**

Public Sector Bodies wishing to utilise this framework must advise EPP before undertaking a Direct Award or Mini Competition by completing and returning this form EPP via [ephframeworks@braintree.gov.uk](mailto:ephframeworks@braintree.gov.uk). Alternatively, please complete this form via [this link](https://www.braintree.gov.uk/xfp/form/651).

|  |  |
| --- | --- |
| **Framework name and reference** |  |
| **Lot/Sub-lot number to be used** |  |
| **Please indicate if you are planning to Direct Award or carry out a Mini-competition** | **Direct Award Mini-Competition** |
| **Estimated Contract Start Date** |  |
| **Estimated Contract Duration** |  |
| **Do you require a copy of the generic Framework Terms and Conditions and order form?** | **Yes No** |
| **Declaration:**  By submitting this form, I confirm that our organisation wishes to access the below indicated framework agreement, and that in doing so, it will act in accordance with the relevant User Guide and will follow the current procurement regulations where applicable.  I shall not make any use of any information provided other than for accessing the framework. Any information provided will only be shared with stakeholders reasonably required to receive it.  I acknowledge that any purchases made under this framework agreement will form a contract directly between us the purchaser, and the individual framework contractor. | |
| **Name of Your Organisation** |  |
| **Your Name** |  |
| **Your E-mail** |  |
| **Signature** |  |

Tick this box if you would not like to join our mailing list. You will only hear from us a few times a year, to advertise new Frameworks that have been let, or any changes to existing Frameworks.

**Appendix B – EPP Award Notification Form**

Public Sector Bodies must complete the following details on contract award:

|  |  |
| --- | --- |
| **Framework name and reference** |  |
| **Awarded Supplier** |  |
| **Supplier Contact Name** |  |
| **Value of Contract** |  |
| **Lot/Sub-lot number** |  |
| **Direct Award or Mini-competition** | **Direct Award Mini-Competition** |
| **Contract Start Date** |  |
| **Contract Completion Date or number of years awarded, or please state if this is an ad-hoc requirement** |  |
| **Name of Your Organisation** |  |
| **Your Name** |  |
| **Your E-mail** |  |
| **Signature** |  |

**Please return this form via e-mail to:** [ephframeworks@braintree.gov.uk](mailto:ephframeworks@braintree.gov.uk). Alternatively, please complete this form via [this link](https://www.braintree.gov.uk/xfp/form/652).