

ERC sneak through another extension to Webcasting contract !!

Posted by RM64 - 04 Jul 2019 19:25

Would appear ERC have extended Webcasting contract for another year but wanted to keep it quiet !!!

----- Original Message -----

From: "Grossart, Alison";

Sent: Wednesday, 26 Jun, 2019 At 11:37

Subject: Webcasting

Thank you for your Freedom of Information enquiry of 13 June 2019. Â Please find the responses to your questions detailed below.

Â

Would appreciate if you can update me on the current Webcasting contract -

Q When is it due for renewal?

++++ A.June 2020. +++++

Q Have any discussions/negotiations etc taken place regarding renewal/supplier?

A.No.

Q Who is involved in any discussions/negotiations etc taking place regarding renewal/supplier?

A.Officers from Democratic Services, IT and Procurement who will agree the tender specification.

Q Who decides/agrees the scope of webcasting?

A.Councillors have already decided the scope of webcasting as per Council decision in December 2018.

Â The technical aspects will be decided by the officers.

Q Who decides/agrees the cost of webcasting?

A. Cost will be based on the specification set out in the tender. There will be a tender evaluation process where criteria will be set to allow tenderers to submit bids.

Yours sincerely,

Sharon Dick

HEAD OF HR & CORPORATE SERVICES

----- Original Message -----

From: "Dick, Sharon"

Cc: "Grossart, Alison"

Sent: Tuesday, 2 Jul, 2019 At 15:13

Subject: FOI/19/172 - WEBCASTING

Thank you for your Freedom of Information enquiry of 28 June 2019. Please find the responses to your questions detailed below.

Q. The original contract was for 3 years?

A. Yes

Q The contract was extended in 2018? (can you say how much this cost)

A. Â£10,951

Q How long was this extension for?

A.The extension was for 12 months.

Q When was the June 2020 extension agreed and how much did this cost?

+++ A.The extension was agreed on 4 June 2019 and cost Â£10,951. +++++

Yours sincerely,

Sharon Dick

Sharon Dick

Head of HR and Corporate Services

Department of Corporate and Community Services

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Re: ERC sneak through another extension to Webcasting contract !!

Posted by RM64 - 21 Jul 2020 16:19

Corporate procurement

Exemption from Contract Standing Orders

In order to comply with Contract Standing Orders all requirements for goods, works or services which are not covered by a relevant contract or framework must be subject to a quotation or tendering exercise.

Where the total value over the life of the requirement is above Â£10,000 but under Â£50,000 for goods and services and above Â£20,000 but under Â£150,000 for works a Quick Quote is required.

Where the total value over the life of the requirement for goods & services is above Â£50,000 for goods and services and above Â£150,000 for Works a tender exercise is required and your Procurement Category Manager should be contacted.

We do acknowledge that in some circumstances it may not always be prudent to carry out such exercises and this has been reflected in Standing Order 15 of Contract Standing Orders with the introduction of an exemption clause for contracts meeting certain criteria.

Clause 15 i / ii / iii - The Council may exempt from competition, any contract for works, goods or services which, in the opinion of the Director of the procuring department is

(i)urgently required to minimise risk of personal injury or damage toproperty,

(ii) a contract to which special circumstances apply (iii) of a proprietary nature.

This form must be completed for all requests under 15 i /ii/ iii. Additionally, where there is a value of Â£100,000 or more (goods and services) and Â£200,000 or more (works) you are also required to submit a report to Cabinet or appropriate committee for approval prior to entering into the contract.

Please note exemptions cannot be given for a value in excess of the EU procurement threshold, (Â£189,330 for goods & services / Â£4,733,252 million for works). Please contact your Category Manager to discuss the most appropriate tender route.

Exemptions will not be granted unless all information is completed, and clear justification can be provided.

Web addresses and search dates must be included along with any other relevant information which will demonstrate your findings.

Please allow 5 working days for a response.

Supplier Name

Public-i

Total Cost (all elements to be included for the period of the exemption with a clear breakdown of costs

given showing split between goods, works and services)

Goods Â£

Works Â£

Services Â£48000

Total Â£48000

Description of the requirement & justification for request

If we have to go to the market and the current supplier is unsuccessful there will be a requirement for them to access Council HQ to remove their equipment and for the new provider install their equipment.

Under the current circumstances there is no guarantee that either the existing or any new supplier would be prepared to let staff come into the building to carry out the works.

Remaining with the existing supplier will guarantee continued provision.

Please confirm if this is a one off purchase or a recurring requirement

Recurring Requirement

Please indicate the time period the exemption has to apply for all recurring requirements

30th of June 2020 for a period of 3 years until 29th June 2023 with the option to extend for a further 1 year period

15 i " is this exemption urgent in nature to minimise risk of personal injury or damage to property.

No

15 ii - Is this exemption for special circumstances (such as an urgent need to fulfil an ongoing Council

function otherwise incapable of performance.

Yes – see above

15 iii - Is this exemption for Proprietary works, goods or services. (E.g. goods manufactured and sold only by the owner of the patent, formula, brand name, or trademark associated with the product)?

No

Where the exemption value is £100,000 or more (goods and services) / £200,000 or more (works) – please provide details of the Cabinet or appropriate committee where this will be reported including the date and attach a copy of the report.

N/A

You must not enter into a contract until approval has been granted by Cabinet or appropriate committee.

Please note that if an exemption is granted and if required, Cabinet or relevant committee approval is granted, there is a requirement to:

- 1) Enter into a direct contract or Service Level Agreement drawn up between the Council and the contractor (where appropriate).
- 2) Publish an award notice.

Contact should be made with your Procurement Category Manager following approval to ensure these tasks are completed.

An exemption may not be given until the direct contract/ SLA has been approved by your Procurement Category Manager.

This is an audit action.

Please confirm you have considered a direct contract/ SLA and if not please detail your reasons for this.

A direct bid will be issued which will include SLA's

Name of person requesting exemption:

Eamonn Daly

Authorised signatory:

Eamonn Daly

Date of request:

20 May 2020

Name of person approving this exemption:

Signature of approver

Completed forms should be returned to

This e-mail address is being protected from spambots. You need JavaScript enabled to view it

€ Requests will be reviewed by the Chief Procurement Officer and/or the Chief Officer Legal and Procurement.

Please allow 5 working days for response.

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Re: ERC sneak through another extension to Webcasting contract !!

Posted by RM64 - 21 Jul 2020 16:25

From: Daly, Eamonn

Sent: 17 February 2020 16:47

To: Husband, Murray

Cc: Dick, Sharon

Subject: webcasting contract

Â

Hi Murray

Â

Just flagging up that the current webcasting contract is scheduled to end on 29 June and we will need to make arrangements to renew/retender.

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As you know you now hold the budget for this contract.

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I donâ€™t think our requirements for the new contract will be any different to what we have in place at the moment, other than that I would like to combine the separate webcasting and maintenance/support contracts into a single contract.

Â

Based on contract amounts we are looking at a Quickquote. Iâ€™ve spoken to procurement and I am happy to work with them to pull everything together subject to letting you run your eye over it when I think we are good to go.

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Let me know how you want to play it.

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Thanks

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Eamonn

Eamonn Daly

Democratic Services Manager

Department of Corporate and Community Services

From: Daly, Eamonn

Sent: 18 February 2020 12:25

To: Husband, Murray

Cc: Dick, Sharon ; Fordyce, Vanessa

Subject: FW: webcasting contract

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Hi Murray

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Just following up on my previous email below.

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Vanessa in procurement has looked back to when the contract was awarded and it actually wasn't a quickquote " It was a Route 2 tender.

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On that basis she is suggesting that there might need to be a bit more IT involvement as compared to the quickquote route.

Â

She is going to do a bit more digging to check which other suppliers are out there and is going to send me some information on options going forward.

Â

One of the factors to take into account will be the potential installation costs were we to move to another company rather than stay with public-i.

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You will have the ongoing lease/maintenance costs in the budget but I suspect no provision has been made in the event we were to move company.

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I will be in touch once I hear further from Vanessa.

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Eamonn

Eamonn Daly

Democratic Services Manager

Department of Corporate and Community Services

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Fordyce, Vanessa

25/02/2020 09:11

Hi Eamonn,

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Had a look at this but there doesn't seem to be a viable framework route for this purchase.

Â

Based on research on public contract Scotland and depending on the value / budget you have to spend it will either be a quick quote or route 2 tender. It is likely it will be a route 2 tender for this though.

Â

It looks like the current contract for this ends on the 30th of June this year therefore you will need to move quickly with getting the new tender documents prepared and issued.

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I can send you a copy of the previous documentation if this would assist.

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Vanessa Fordyce

Procurement Category Manager

Corporate Procurement Section

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Re: ERC sneak through another extension to Webcasting contract !!

Posted by RM64 - 21 Jul 2020 16:31

From: Daly, Eamonn

Sent: 12 March 2020 11:41

To: Fordyce, Vanessa ; Dillon, Clare

Subject: webcast contract

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Vanessa/Claire

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Hereâ€™s the updated copy of the webcasting QQ.

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Iâ€™ve gone through the technical questions from the last time we tendered and pulled some of them into the spec which I have highlighted in green.

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Iâ€™d welcome your comments/advice on whether you think we are going in the right direction and on the percentages in the award criteria.

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Thanks

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Eamonn

Eamonn Daly

Democratic Services Manager

Department of Corporate and Community Services

From: Fordyce, Vanessa

Sent: 19 May 2020 10:10

To: Daly, Eamonn

Subject: RE: webcast contract

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Hi Eamonn,

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I don't know if now due to the current continued lockdown you are planning to seek an exemption for this contract, in the event we got a new supplier for this they I don't know how safely they would be able to install new equipment / train staff etc.

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Clare Dillon still hasn't come back to me with regards to the specification from an ICT perspective, I would need to see the specification fully completed in order to review the technical questions etc to ensure they are all still relevant.

Â

I have looked over the document and made some amendments, can you please advise on your thoughts around this contract and if a quick quote can be issued at this time.

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Vanessa Fordyce

Procurement Category Manager

Corporate Procurement Section

From: Daly, Eamonn

Sent: 19 May 2020 12:48

To: Fordyce, Vanessa

Subject: RE: webcast contract

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Hi Vanessa

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One of the things that applies to the current contract is that the price we have is based on the provision of a set number of hours per year.

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It is currently 30 hours.

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Based on the Council decision that only meetings of the full Council and planning hearings are webcast we can maybe specify that we are looking for 20 hours per annum but that the contract will be flexible

enough for us to purchase additional hours?

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This might mean that the annual cost would be less.

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I have no doubt that the hourly rate for purchasing additional hours will be higher than the rate for those included in the spec so the danger is that if the Council were to decide to webcast more meetings at some point and we needed to purchase extra hours this would be more a more expensive way of doing it than just keeping the number of hours at the current 30.

Â

What do you think?

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Eamonn

Eamonn Daly

Democratic Services Manager

Department of Corporate and Community Services

From: Fordyce, Vanessa

Sent: 19 May 2020 13:18

To: Daly, Eamonn

Subject: RE: webcast contract

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Hi Eamonn,

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Do you have 5 minutes to have a chat regarding this I can call you on skype if thatâ€™s working for you?

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Vanessa Fordyce

Procurement Category Manager

Corporate Procurement Section

Tel 0141 577 8655 / 07741701469

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From: Daly, Eamonn

Sent: 19 May 2020 13:22

To: Fordyce, Vanessa

Subject: RE: webcast contract

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Hi Vanessa

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Just about to stop for lunch but will be back on at 2 if you want to call me then.

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Skype or Teams are both OK

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Eamonn

Eamonn Daly

Democratic Services Manager

Department of Corporate and Community Services

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From: Fordyce, Vanessa

Sent: 19 May 2020 13:23

To: Daly, Eamonn

Subject: RE: webcast contract

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I am on another call at 2 but will call you via skype as soon as that one is finished.

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Vanessa Fordyce

Procurement Category Manager

Corporate Procurement Section

Tel 0141 577 8655 / 07741701469

From: Daly, Eamonn

Sent: 19 May 2020 13:23

To: Fordyce, Vanessa

Subject: RE: webcast contract

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No problem

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Speak to you then

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Eamonn

Eamonn Daly

Democratic Services Manager

Department of Corporate and Community Services

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From: Fordyce, Vanessa

Sent: 19 May 2020 15:37

To: Daly, Eamonn

Subject: RE: webcast contract

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Hi Eamonn,

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I spoke with Debbie and she is happy to review an exemption for this contract given the current circumstance and based on the lack of people on the market.

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Can I ask you complete the attached exemption form for this contract and return it to myself I will then add anything if I need to and send onto Debbie for approval on your behalf.

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I will also pull together a direct bid document to be sent to Public I following the approval of this exemption from the information we have gathered so far and send this onto yourself. Â

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Vanessa Fordyce

Procurement Category Manager

Corporate Procurement Section

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Re: ERC sneak through another extension to Webcasting contract !!

Posted by RM64 - 21 Jul 2020 16:34

From: Daly, Eamonn

Sent: 20 May 2020 10:09

To: Fordyce, Vanessa

Subject: RE: webcast contract

Morning Vanessa

I had a good chat with Kisoran from public-I this morning.

I did impress on him that the bad people in procurement had wanted me to go out to the market but I had

managed to convince you that in the current circumstances it would be good if we were able to do a direct bid.

He is really appreciative and will try and reflect that in the price he gives us.

Clearly the longer the contract the better the price â€“ he says 3 years is optimum in terms of discount.

Iâ€™ve asked him to reduce the number of hours but to increase the length of the archive from 6 to 12 months so he says they might cancel each other out.

Iâ€™ve also asked him to incorporate the separate maintenance agreement into the contract so that it is a single contract â€“ just like we did with the 2 Democracy Counts contracts.

Iâ€™ll give you a call later.

Eamonn

Eamonn Daly

Democratic Services Manager

Department of Corporate and Community Services

Fordyce, Vanessa

20/05/2020 10:58

Hi Eamonn,

Thatâ€™s great I will pull together what I can for the direct bid today and we can review and get Clare to add anything from an IT perspective.

Vanessa Fordyce

Procurement Category Manager

Corporate Procurement Section

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Re: ERC sneak through another extension to Webcasting contract !!

Posted by RM64 - 21 Jul 2020 16:40

From: public-i

Sent: 24 May 2020 01:51

To: Daly, Eamonn

Subject: RE: Webcasting Renewal 2020

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Eamonn,

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It was good talking with you the other day.

Further to our conversation here are some details for you to consider.

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Iâ€™ve managed to get you a 3-year price, paying annually, for a little less than your current agreement and with an indefinite archive period.

This means that your content will remain on the site with all the associated contextual information for as long as you are a client of Public-i.

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You will note the optional years are different though.

This is due to an updated pricing policy which does not allow us to offer the same discount for optional years if the length of term is different.

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So, the prices below include the following;

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1x F750 Webcasting Encoder (leased)

1x Connect Software License

3x Sony D80 SD Cameras (leased)

Up to 30 SD hours of content p/a

24-month archive period on all content

Full Webcasting SLA of encoder and cameras

Bronze Maintenance Package for your microphones (Televic and TOA)

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Years 1-3 (3-year term):Â£11,687 p/a Â Â Â Â Â Â

(webcasting: Â£10,837 p/a + Bronze maintenance: Â£850 p/a)

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PLUS

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Optional Year 4 (1-year term):Â Â£13,907 Â Â Â Â Â Â Â Â Â Â Â Â

(webcasting: Â£13,057 p/a + Bronze maintenance: Â£850 p/a)

Optional Year 5 (1-year term):Â Â£13,907 Â Â Â Â Â Â Â Â Â Â Â Â

(webcasting: Â£13,057 p/a + Bronze maintenance: Â£850 p/a)

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OR

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Optional Year 4 & 5 (2-year term):Â Â£12,731 p/a Â Â Â Â Â Â

(webcasting: Â£11,881 p/a + Bronze maintenance: Â£850 p/a)

Â

OR

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Optional Years 4-6 (3-year term):Â Â£11,687 p/a Â Â Â Â Â Â

(webcasting: Â£10,837 p/a + Bronze maintenance: Â£850 p/a)

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I shall leave this with you for a while and look forward to hearing back in due course.

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Kind regards,

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Kisoran Moodley

Client Contracts Manager

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Re: ERC sneak through another extension to Webcasting contract !!

Posted by RM64 - 21 Jul 2020 16:55

From: Daly, Eamonn

Sent: 27 May 2020 09:55

To: Fordyce, Vanessa

Subject: FW: Webcasting Renewal 2020

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Morning Vanessa

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Please see below the email I have received from public-i.

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I have gone back to ask for clarification on the archiving.

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In the text of the email Kisoran has said we will get unlimited archiving for as long as we are public-I customers (this is new â€œ at the moment we only have 6 months) but in the bulleted list it says archiving for 24 months.

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Iâ€™ll get back in touch once he gets back to me.

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Eamonn

Eamonn Daly

Democratic Services Manager

Department of Corporate and Community Services

Fordyce, Vanessa

27/05/2020 10:14

Hi Eamonn,

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Do you have a copy of the finalised direct bid document yet so we can send this to public I in order to get an official quote from them?

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Vanessa Fordyce

Procurement Category Manager

Corporate Procurement Section

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From: Daly, Eamonn

Sent: 26 June 2020 16:29

To: Fordyce, Vanessa

Subject: webcasting contract

Vanessa

Just had a chat with Kisoran from public-i.

The end of July is the end of their financial year and he is keen to make sure that our contract is included in this year's books and not carried over into the next financial year.

Could you see if you can get Clare to look over this early next week so we can get the document out the door.

It would be good if we can get everything tied up by 10 July.

I have said that depending on when we were able to issue the document the turnaround time would be tight but he is OK with that.

I am on leave now until 20 July but as I'm not going anywhere will be happy to do stuff during my holidays if it helps to progress things.

I won't be on emails every day so if you want to message me on to let me know there is something for me to look at in my inbox I can go in and check.

Thanks

Eamonn

From: Fordyce, Vanessa

To: Dillon, Clare

Cc: Daly, Eamonn

Subject: FW: webcasting contract

Date: 29 June 2020 09:17:01

Importance: High

Hi Clare,

Please can you action the outstanding requirements for Eamonn for the webcasting direct bid as a matter of urgency.

As you can see the company now need this tied up asap.

Please review the document in the previous emails that have been sent to me and return it to myself once you feel the requirements from an IT perspective have been updated.

Vanessa Fordyce

Procurement Category Manager

Corporate Procurement Section

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