**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 time-scales.
* Simple and easy to use - clients specify their own individual requirements, using their own contract documents. Choose either Direct Award or Mini Competition and only complete a single page form after award.
* Pre-agreed over-arching terms and conditions. Please see the website [www.ephframeworks.org](http://www.ephframeworks.org), or contact [ephframeworks@braintree.gov.uk](mailto:ephframeworks@braintree.gov.uk) for full details.
* Quotations from market leading Companies that have been assessed for their financial stability, professional and technical capability and experience.
* Limited number of suppliers to simplify your selection process.
* Public Sector Bodies do not pay EPH for the use of the Frameworks.
* EPH has over 12 years' experience providing successful frameworks for Public Sector Bodies across the UK.

**Who Can Use This Agreement?**

This agreement is available to all Public Sector Bodies in the UK. Please see the Contract Notice on the EPH (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 of 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 against this framework, then a call off on this basis can be made.

**Option 2- Mini competition**

Alternatively, a mini competition between the suppliers can be used. Participants/Users of this framework should submit a full specification of their requirements to each Supplier under the relevant 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. Send the ‘Access Requirement Form’ – Appendix A back to the Essex Procurement Hub via [ephframeworks@braintree.gov.uk](mailto:ephframeworks@braintree.gov.uk)

**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 should use their own documentation, referenced clearly to this agreement EPHF001\_Webcasting and return the access form (Appendix A) to Braintree District Council.

**Ethics and Best Practice**

The pricing and details provided under this agreement are commercially confidential and should not be shared with any third party.

In particular, prices should under no circumstances be shared with other suppliers on or off the agreement, in an attempt to improve the price, or for any other reason.

If You Require Further Information;

|  |  |
| --- | --- |
|  | Email us at [ephframeworks@braintree.gov.uk](mailto:ephframeworks@braintree.gov.uk) |
|  |  |
|  | Call us on 01376 552525 and ask for Procurement |
|  | Visit our website at [www.ephframeworks.org](http://www.essexprocurementhub.org/) |
|  | 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 - Access Requirement**

Public Sector Bodies wishing to utilise this framework should notify Braintree District Council by returning this form. The information requested is ESSENTIAL for contract monitoring purposes.

|  |  |
| --- | --- |
| Chosen Supplier |  |
| Supplier Contact Name |  |
| Value of Contract |  |
| Direct Award or Mini competition? | Direct Award Mini-Competition |
| Contract Start Date |  |
| Contract Completion Date or number of years awarded to, if a one-off, please state this |  |
| We 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 |  |
| Contact Name |  |
| Contact E-mail |  |
| Signature |  |

**Please return this form via e-mail to:** [ephframeworks@braintree.gov.uk](mailto:ephframeworks@braintree.gov.uk)

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.