

General specification

We are seeking an audio-visual installation for our Council chamber to support formal meetings in person as well as hybrid meetings with a mix of remote and in-person attendees. The successful supplier must design, supply and install an AV system that meets the following requirements / outcomes:

1. Wireless microphone system with 25 separate microphones.
2. Enough speakers within the chamber for those not sitting next to a microphone to hear the debate.
3. Microsoft Teams and Windows 10 compatibility at minimum. We would also expect the system to work for all video conferencing services available on our network (e.g. Zoom), but emphasis is placed here on Microsoft Teams given the Council's current reliance on this service.
4. The Council's ICT systems are provided by Cornwall Council and the network is secured. We would expect any contractor to be able to work within these constraints and with the ICT team at Cornwall to resolve any issues.
5. Suitable for hybrid meetings, i.e. people within the chamber should be able to see/hear meeting attendees who have joined via video call and be seen/heard by those remote attendees.
6. Hardware and software that integrates all of the various elements of the audio-visual system to allow the easiest possible user experience.
7. Basic functionality should be easy to use so that councillors, officers and third-party users of the chamber can benefit from the installation without the need for technical support.
8. Reliable livestreaming connection to YouTube and other online video services which are widely accessible by the public. Emphasis is placed here on YouTube as this is the current online video resource used by the Council.
9. The ability to record and store a copy of meetings on the council's network.

10. Acoustic dampening of the chamber to reduce the echo within the chamber making it easier to hear and be heard in all meetings (with or without the use of microphones).
11. A minimum of 2 large (max: 75 inch) monitors/TV screens. The screens should be set up to support presentations via PowerPoint (or equivalent) as well as video conferencing via Microsoft Teams (or equivalent).
12. One camera to provide a high definition (1080p minimum) wide-angle view of the chamber with the ability to pan and tilt. The aim is to give those in remote attendance (or simply watching online) the ability to see the attendees at the meeting.
13. Any works to the chamber should be reversible and cause minimal damage, respecting the Wesleyan Chapel's listed building status.
14. Full off-site testing and trial of the whole system prior to transport and installation on Scilly. Once installed on Scilly, the system should be ready to use and full training provided and no specialist knowledge required by the end user.
15. 1 day on-site training in the system operation for 3 members of the Council staff
16. Suitable storage and racking for hardware.

Price for equipment, labour, travel, freight and subsistence.