



**Subject:** Increase in the contract value for the provision of Webcasting Council Meetings

**Report of:** Director, Digital and Customer Services

**Relevant Cabinet Member:** Cllr Jayne Francis, Cabinet Member for Digital, Culture, Heritage & Tourism and Cllr Yvonne Mosquito, Cabinet Member for Finance & Resources

**Relevant O & S Chair(s):** Cllr Akhlaq Ahmed, Chair of Resources OSC and Cllr Albert Bore, Chair Coordinating OSC

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Are specific wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No – All wards affected
If yes, name(s) of ward(s):		
Is this a key decision?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, add Forward Plan Reference:		
Is the decision eligible for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, provide exempt information paragraph number or reason if confidential :		

## 1 Executive Summary

- 1.1 This report provides details of a previous Planned Procurement Activity Report for Webcasting Council Meetings that was approved by cabinet on the 18<sup>th</sup> of January 2022, the estimated value was £400,000 over a 5 year period.
- 1.2 An open procurement exercise has been conducted and the contract value is £499,038.

- 1.3 This report is being presented to Cabinet for a decision because the contract value following an open procurement exercise exceeds the Planned Procurement Activity Report by 20%, this is a requirement of the Council's Constitution.

## **2 Recommendations**

That Cabinet

- 2.1 Further to an open procurement competition, approves an additional budget of £99,038 to allow the Council to progress to the contract award stage and subsequent installation of the Webcasting hardware and software.

## **3 Background**

- 3.1 A Planned Procurement Activity Report was approved by Cabinet on the 18th January 2022 for the provision of Webcasting Council Meetings. The estimated value was £400,000 (£200,000 for installation and £40,00 per year for maintenance and support). This was for a 3 year contract with the option to extend for 2 x 12 month periods.
- 3.2 The estimated value was based on a market testing exercise that was concluded in October 2021.
- 3.3 On the 21 February 2022 the contract was advertised on Find a Tender Service, Contracts Finder and on [www.finditinbirmingham.com](http://www.finditinbirmingham.com). The process followed was an open procurement in line with Regulation 27 of the Public Contract Regulations 2015.
- 3.4 A robust evaluation has been carried out by the evaluation panel undertaken by officers from Information Technology & Digital and Legal & Governance, supported by Corporate Procurement Services.
- 3.5 The evaluation criteria were set at Quality 45%, Social Value 20%, Price 30% and demonstrations 5%.
- 3.6 The evaluation has now been concluded and the winning bidder has a 5 year contract value of £499,038.
- 3.7 The contract value following is 24.75% over the estimated value in the Planned Procurement Activity Report.
- 3.8 The Council's Constitution Part D – Finance, Contract and Procurement Rules, 3.4 Tolerances for Operation states "a decision must go to cabinet where the estimated total value of the contract exceeds the figure stated in the Planned Procurement Activities Report by 20% or £500,000 (whichever is the lower)"
- 3.9 The reason for the increase costs is due to the changes in the market since the original market test was conducted. As a result of Covid-19 the cost of Hardware has increased due to micro chop shortages. There was a global slowdown in the production of equipment. The slowdown resulted in high demand and less availability. Resulting in equipment prices becoming more expensive due to rising costs. The proposed Webcasting solution has additional functionality that will allow

for future proofing voting and the streaming of meetings in all committee rooms to consider any future covid lockdowns and changes in legislation.

#### **4 Options considered and Recommended Proposal**

- 4.1 To award the contract – this is the recommended option as the contract will enable the webcasting of Council meetings ensuring a transparent and open process for decision making.
- 4.2 Not to award the contract – the Council would need to extend the interim webcasting and streaming arrangements. This option is not recommended as it would mean the City continuing to use aging equipment with lower quality than the proposed solution and with an increased likelihood of failure. Arrangements in committee rooms are very basic with no facility for electronic voting

#### **5 Consultation**

- 5.1 The details were included in the Planned Procurement Activity Report approved on the 18th January 2022. The same continues to apply.

#### **6 Risk Management**

- 6.1 The details were included in the Planned Procurement Activity Report approved on the 18th January 2022. The same continues to apply.

#### **7 Compliance Issues:**

##### **7.1 How are the recommended decisions consistent with the City Council's priorities, plans and strategies?**

- 7.1.1 The contract award will enable the webcasting of Council meetings ensuring a transparent and open process for decision making.

##### **7.2 Legal Implications**

- 7.2.1 Under Section 1 of the Localism Act 2011, the Council has the power to enter into the arrangements set out in this report, which are within the remit and limits of the general power of competence in Sections 2 and 4 of the Localism Act 2011.

##### **7.3 Financial Implications**

- 7.3.1 The budget required for the Webcasting of Council Meetings over 5 years would be £499,038.
- 7.3.2 NWoW will fund 300k implementation and the £40K p/a rental/support costs will come from existing service budgets.

##### **7.4 Procurement Implications (if required)**

- 7.4.1 The report concerns the increase in budget for the Webcasting of Council Meetings, an open procurement process has been conducted in line with Regulation 27 of the Public Contract Regulations 2015.

## **7.5 Human Resources Implications (if required)**

7.5.1 Not Applicable

## **7.6 Public Sector Equality Duty**

7.6.1 The requirements of the Equality Act 2010 will be specifically included in the Contract to comply with, the Act.

## **8 Background Documents**

8.1 Appendix A – Planned Procurement Activity Report, 18<sup>th</sup> January 2022.

**BRIEFING NOTE ON PLANNED PROCUREMENT**  
**ACTIVITIES CABINET – 18<sup>TH</sup> JANUARY 2022**

<b>Title of Contract</b>	<b>Webcasting Council Meetings</b>
<b>Contact Officers</b>	<b>Director / Assistant Director:</b> Peter Bishop/Rob Connelly (AD Governance) <b>Client Officer:</b> Sharon Richards <b>Procurement Officer:</b> Barry Greenwood
Briefly describe the service required	The provision of Webcasting Infrastructure and Services in the Council House. This includes web streaming and webcasting Council meetings at the Council House, including the refresh of existing Audio Visual (AV) hardware systems and infrastructure.
What is the proposed procurement route?	To undertake an open procurement process advertised on Find a Tender, Contracts Finder and <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a> .
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The previous contract with Civico expired in June 2021. This was not renewed as the Council House was no longer in use due to the refurbishment. The infrastructure that is owned by the Council is now very old and no longer supported.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Has the In-House Preferred Test been carried out?	N/A, as this is the replacement of a hardware required to provide webcasting services in the Council House. Cannot be provided in house.  Voyager search undertaken. Specialist technology is required for this solution and there is no contract currently in place with a supplier which could be utilised.
How will this service assist with the Council's commitments to Route to Zero?	Implementing technology to support hybrid meetings and streaming of meetings for City Council, Cabinet and committees contributes to reducing the number of journey's required relating to those meetings (reduction in traffic).
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service. However, the service is required because formal meetings have been webcast in Birmingham since 2012 and has become the norm during the pandemic. Members are expecting a full webcasting service on return to the Council House in May 2022.
What budget is the funding from for this service?	This is funded by ITDS capital monies.
Proposed start date and duration of the new contract	The proposed start date is 1 <sup>st</sup> May 2022 for a period of 3 years with the option to extend for further 2 x 12-month periods.