

AV Equipment Brief

Client name	Real Ideas Organisation	Project	AV equipment
Point of contact	Claire Honey	Author of brief	Claire Honey
Deadline for response	Friday 15 th January 2021	Project completion	Ongoing relationship

About the client

At Real Ideas we solve problems and create opportunity.

From supporting young people to find work and develop skills to helping start-ups and enterprises thrive, we work to solve problems and create positive and lasting social change.

Through our buildings and support we provide space to work and learn.

We are custodians of five buildings in Plymouth, Liskeard and Newquay, two of which are current renovation projects. They include Devonport Guildhall, Ocean Studios, CSpace, Market Hall and Liskeard Library.

We're shaping our spaces for members, programme and experiences and have developed a 'blueprint' for the campus of buildings. We're creating spaces that provide:

- Flexible workspaces for members and staff across our campus of buildings
- Playful and creative spaces; including exhibition spaces, immersive spaces, retail offer
- Meeting and event spaces that are consistent in look and feel across our buildings – reliable equipment that is easy to access, clean, well provisioned, easy to book
- Food offer – a café that services our buildings with baked goods, exceptional coffee and outstanding service

You can find out more on our website here - www.realideas.org

Objective of the project

When members and visitors enter a Real Ideas space, we want to create a sense of familiarity and welcome. Each space has an identity of its own with features that make it special; from artist studios and making spaces to creative and immersive technology, and from grand and architecturally significant to contemporary and innovative. It's important to us that our spaces are fit for purpose, that they enable creativity and collaboration and include everything you'd expect from a building that's operated by a multi-dimensional and adaptable social enterprise.

We're looking for audio visual solutions including:

- Projectors for presentation, creative art-based projects and immersive experiences
- Public address and sound solutions for live events and announcements
- Audio visual screens for presentation, to share information, for collaboration and video broadcasting – with options for interactivity
- Podcasting and video equipment

We're a positive, creative and innovative group of people at Real Ideas, so the look and feel of our buildings needs to reflect this. We really value inclusion so our equipment must also be accessible to a range of different users.

Key information needed for brief	
Buildings	<p>AV solutions for 5 buildings including 2 capital projects in progress. Each has event spaces, meeting rooms, co-working, public access cafes and outdoor spaces:</p> <p>Plymouth</p> <ul style="list-style-type: none"> - Devonport Guildhall - Ocean Studios - Market Hall (opening early 2021) <p>Cornwall</p> <ul style="list-style-type: none"> - C Space, Newquay - Liskeard Library (opening 2021/22)
Programme and Activity	<p>We have a seasonal programme of experiences and activity across our campus and online. This includes regular webinars, workshops, conferences, exhibitions, speaker seminars, networking and social events, entertainment such as live music and immersive experiences.</p>
Content Partners and Members	<p>We have a growing community of partners and members who deliver content and activity in our spaces who need access to AV and digital equipment.</p> <p>Our Customer Experience Hosts will be able to help with operation on a day to day basis but we will need event support from time to time and help with operation and training.</p>

Process and Selection criteria

This brief outlines an overarching ambition for AV and digital solutions across our campus. We're looking for expressions of interest from businesses to become our preferred suppliers and providers. We don't have all the answers so we're interested to hear from companies with new ideas and a fresh approach to technology.

We'd like your proposal to demonstrate experience and expertise that covers:

- Advice and guidance for purchasing options linked to procurement of new equipment (we intend to lease as much as practicable)
- Ability to train Real Ideas staff and members
- Ability to source, install and operate new equipment on an ongoing basis alongside our IT provider
- Experience of working in heritage and listed buildings
- Experience of delivering live events and experiences

Your proposal should also include daily rates associated to the above list, level of public liability insurance and other relevant credentials.

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Please keep proposals to no more than 4 sides of A4 plus supporting documentation.

Real Ideas will embed the principles of sustainability throughout its procurement activities to ensure that only value for money products and services are selected. In all cases a balanced consideration of the social, ethical, environmental, and economic impacts will be undertaken.

In making our decision we will also take into account a range of factors, including but not limited to:

- **Value for money** – as a social enterprise we have modest budgets, so what we get for our money and the value you will add to our work is important
- **Added value** - we operate a triple bottom line – People, Planet and Profit – so we look to anyone we work with to consider how they can contribute to that too and add value to our mission
- **Local procurement** - we like to spend our money locally if possible. Real Ideas operates across Bristol, Plymouth and into Cornwall, so we are keen to see proposals from suppliers based in Somerset, Devon and Cornwall

Deadline for proposals: Friday 15th January 2021, 5pm sent to claire.honey@realideas.org

Next steps: Week of 25th January 2021 - If shortlisted you will be invited to attend a meeting (virtual or face to face)

Budget

TBC - We're looking for first stage expressions of interest to engage preferred suppliers and providers. We have budget allocated for each building and will be leasing where practicable.