

# Audio Visual Procurement

## Audiovisual Frameworks

There are two audio visual (AV) related centralised contracts in place at University of Galway for the purchasing of AV equipment and support for any University type Events.

### Our Role

- Advise schools / units / department on procurement procedures and policies
- Supplier relationship management
- Procurement process management
- Contract review and completion
- Requests for information, proposal, and quotation
- Professional negotiation with suppliers

### Standards

- Deliver the best overall value
- Implement best practices for cost containment
- Ensure procurement compliance
- Ensure fair and ethical relationships with suppliers
- Maintain a diverse supplier base
- Identify environmentally-responsible purchasing practices

We manage the purchasing process at University of Galway through contracting and issuing orders based upon requirements for quality, service and delivery. We also ensure compliance with policies and procedures outlined the procurement process.

## CON 418: PURCHASE OF AUDIO VISUAL EQUIPMENT

This framework agreement covers both the supply and installation of AV related equipment including:-

- Data Projectors
- LED Screens
- Digital Signage
- AV Peripheral Equipment
- AV Integration
- AV consumables

Type of Contract: Multi-Supplier Framework Agreement awarded by Univeristy of Galway

## Purchasing Guidelines

**SUPPLY ONLY CONTRACTS** (excluding installation etc.):

Option A – for the supply only of AV equipment, ancillary equipment and consumables contracts (excl. installation) valued up to €10,000 (excluding VAT) can be awarded using the cascade method by approaching the first ranked member of the framework. Where they are not in a position to deliver the contract within a specified time or have a conflict of interest then the next ranked is approached, moving in ranked order through the framework members until the contract is awarded.

Option B – for the supply only of AV equipment, ancillary equipment and consumables contracts valued greater than €10,000 (excluding VAT) a mini-tender competition MUST be conducted among ALL Framework Members. Please contact Kevin Hynes. CELT for approval and assistance to run a mini-competition. kevin.m.hynes@universityofgalway.ie - 091 495235.

### **SUPPLY with INSTALLATION and/or MAINTENANCE CONTRACTS:**

Option C - For all contracts for the supply with installation and/or maintenance of AV equipment and ancillary equipment and consumables a mini-tender competition MUST be conducted among ALL Framework Members. On each occasion, a Supplementary Invitation to Tender will be issued detailing the scope of requirements, the award criteria, a closing date and time and methodology for submission of responses

## Suppliers

Supplier	Contact Details	Supplier ID
HAS Integration *Ranked <b>1<sup>st</sup></b> for the purpose of awarding contracts valued under €10,000	Sharon Phelan / Marta Forsberg 1890 445555 / 087 2054012 <a href="mailto:sharon.phelan@hasgroup.ie">sharon.phelan@hasgroup.ie</a> and <a href="mailto:marta.forsberg@hasgroup.ie">marta.forsberg@hasgroup.ie</a> <a href="http://www.hasgintegration.ie">www.hasgintegration.ie</a>	109427
AV Acoustics *Ranked <b>2<sup>nd</sup></b> for the purpose of awarding contracts valued under €10,000	Iain MacPhee 096 37565 / 087 7694118 <a href="mailto:info@avacoustics.ie">info@avacoustics.ie</a> <a href="http://www.avacoustics.ie">www.avacoustics.ie</a>	115798
Premier AV *Ranked <b>3<sup>rd</sup></b> for the purpose of awarding contracts valued under €10,000	Paul Tarpey 01 8409977 / 086 8060770 <a href="mailto:paultarpey@premierav.ie">paultarpey@premierav.ie</a> <a href="http://www.premierav.ie">www.premierav.ie</a>	108602
O'Connors Audio Visual *Ranked <b>4<sup>th</sup></b> for the purpose of awarding contracts valued under €10,000	Nicola O Connor 091 760000 <a href="mailto:sales@oconnors.ie">sales@oconnors.ie</a> <a href="http://www.oconnors.ie">www.oconnors.ie</a>	100945

Supplier	Contact Details	Supplier ID
CT Ireland *Ranked <b>5<sup>th</sup></b> for the purpose of awarding contracts valued under €10,000	Martin Fitzpatrick 01 2957811 <a href="mailto:martin/fitzpatrick@ct-group.com">martin/fitzpatrick@ct-group.com</a> <a href="http://www.ct-group.com/ie/">www.ct-group.com/ie/</a>	117723

## CON433: Specialist Technical Support for the Audio-Visual, Recording, Streaming and Media Production for University Events

 This centralised contract has been established by CELT for the provision of Specialist Technical Support for the audio-visual, recording, streaming and media production requirements for events hosted in (or by) the University (Physical, Virtual or Hybrid).

It is a Multi-Party Framework Agreement divided into two Lots depending on event type:

- Lot 1 - Corporate Public Proceedings
- Lot 2 - High Profile Public Proceedings

Each Lot is further explained below.

### Lot 1 Specialist Technical Support for the audio-visual, recording, streaming and media product requirements for Corporate Public Proceedings (Physical, Virtual or Hybrid)

An event is deemed to be of a corporate nature if it meets any of the following criteria:

1. A conference organised by a school/college within the University.
2. A conference organised by an entity outside of the University.
3. Large-scale student recruitment and orientation events.
4. Public engagement events, such as public lectures.
5. Video recording and/or live streaming (single camera) of one of the following type of events:
  - School/College Conferences

- Open Day Talks
- Academic Lectures
- Workshops
- University of Galway student or society related event
- University of Galway Orientation events, public lectures on campus
- Events organised by the University's Commercial Services Office
- Events organised by the University's Development / Engagement Directorate The service is to be provided to independent clients within or external to the University for the duration of the contract.

### How do I avail of Lot 1 for corporate events?

#### For contracts valued < €1,500:

Through application of the cascade system whereby contracts are awarded on foot of the original tenders to the first ranked firm admitted to the framework agreement. Cascade is approaching the first ranked member of the framework and only if they are unavailable to tender within a specified time or have a conflict of interest then moving in ranked order through the framework members.

#### For all contracts valued > €1,500: By way of mini-competition, a SRFT will be sought from all service providers on this Lot.

CON433 Lot 1 SRFT The names of the successful tenderers selected for admittance to Lot 1, by order of ranking are:

Ranking	Supplier	Contact Details	Supplier ID
*Ranked 1 st for the purpose of awarding contracts valued under €1,500	StationHouse Media Ltd	James Ryan, Tel: 085 800 1200/ 087 2698 248 james@stationhousemedia.com	TBC
*Ranked 2nd for the purpose of awarding contracts valued under €1,500	Staunton Media Ltd	Cormac Staunton, Tel: 091 449577/087 2822200, cormac@stauntonmedia.ie	120587
*Ranked 3 rd for the purpose of awarding contracts valued under €1,500	Atlantic Audio Limited	Alex Fernie, Tel: 091 789848 alex@atlanticaudio.ie	118137
*Ranked 4th for the purpose of awarding contracts valued	AVC Ltd	Séamus Magann, Tel: 01 4605608 seamus@avc.ie	120579

Ranking	Supplier	Contact Details	Supplier ID
under €5,000			

## Lot 2: Provision of Specialist Technical Support for the Audio-Visual, Recording, Streaming and Media Production requirements for High Profile Public Proceedings

An event is deemed to be of a High-Profile nature if it meets any of the following criteria:

1. Attracts significant public attention for the University through effective coverage in either local, national or international media.
2. A public/staff address by the President or Vice-President of the University.
3. A high-profile visit, awards ceremony or launch of a new research centre, building or strategy.
4. Requires the service of Live media production (a live broadcast event with multiple cameras including multiple remote participants).

Event Examples:

- o University of Galway Conferring and Honorary Conferring ceremonies;
- o A visit of a Government or foreign dignitary to the University;
- o The opening of a new centre or building within the University;
- o All-Staff Webinar; o Press conferences and media events;
- o University of Galway Annual Gala Banquet

The service is to be provided to the President's Office and/or Marketing & Communications at University of Galway, but may also be required by independent clients within the University for the duration of the contract. Due to the nature of high profile type public events, extra equipment setup and test time will be required, together with significant contingency planning.

How do I avail of Lot 2 for High Profile events: The names of the successful tenderers selected for admittance to Lot 2, by order of ranking are:

Ranking	Supplier	Contact Details	Supplier ID
*Ranked 1st for the purpose of awarding contracts valued under €5,000	Atlantic Audio Limited	Alex Fernie 091 789848 alex@atlanticaudio.ie	118137
*Ranked 2nd for the purpose of awarding	Sound to Light	Rory Collins 091 773 773	115083

Ranking	Supplier	Contact Details	Supplier ID
contracts valued under €5,000		rory@soundtolight.ie	
*Ranked 3rd for the purpose of awarding contracts valued under €5,000	Creative Technology (Ireland) Ltd	Tony Lanigan 086 6094667 tony.lanigan@ct-group.com	117723
*Ranked 4th for the purpose of awarding contracts valued under €5,000	AVC Ltd	Séamus Magann 01 4605608 seamus@avc.ie	120579

How do I avail of this Framework:

Scenario A – values up to €5,000 (excluding VAT) are awarded using the cascade method only. Cascade is approaching the first ranked member of the framework and only if they are unavailable to tender within a specified time or have a conflict of interest then moving in ranked order through the framework members.

Scenario B – for values greater than €5,000 (excluding VAT), please contact CELT for approval and assistance to run a mini-competition. Please contact Kevin Hynes in this instance: Kevin Hynes - kevin.m.hynes@universityofgalway.ie - 091-49-5235.

CON433 Lot 2 SRFT Agresso Product Codes Agresso Procurement Process Undertaken Agresso Upload Documents For

Scenario A – up to €5,000 Procurement Process Option 1 Quote obtained from the contracted supplier

For Scenario B – > €5,000 Procurement Process Option 2 ? Scanned copy of the required mini competition AND ? the completed and signed Evaluation Report of the quotes received

When raising a requisition on Agresso for these services, please use the relevant code below:

AUDIO117 Specialist Audio Visual Support for Corporate Events GL Code: 3119

AUDIO118 Specialist Audio Visual Support for High Profile Events GL Code: 3119