

DECISION No MC/2015/1

of the Management Committee (MC) of the Office of the Body of European Regulators for Electronic Communications (BEREC Office) on financing decision for launching a procurement procedure to purchase or rent audio-video conference facilities to be placed in Brussels and to cover auxiliary costs

The Management Committee of the BEREC Office,

HAVING REGARD to Regulation (EC) No 1211/2009 of 25 November 2009 of the European Parliament and of the Council establishing the Body of European Regulators for Electronic Communications (BEREC) and the Office¹;

HAVING REGARD to the BEREC Office Work Programme for 2015 MC (14) 102 and in particular its Chapter 3.1;

HAVING REGARD to Decision No MC/2014/1 of the Management Committee of the BEREC Office on the Financial Regulation applicable to the BEREC Office, and in particular Articles 29 (2), 68 (3), 85 and 86 thereof;

WHEREAS:

The BEREC Office, in accordance with article 6.2 of the BEREC Regulation, shall in particular provide administrative and professional support services to BEREC and set up Expert Working Groups, upon request of the Board of Regulators, and provide support to ensure the smooth functioning of those groups;

The BEREC Office, in accordance with article 3.1.1 of the BEREC Office Work Programme 2015, shall provide the Expert Working Groups with the appropriate administrative, professional and logistical support such as circulation of documents, travel reimbursements, building capacity for catering *etc.*;

A need to purchase or to rent videoconference facilities has been identified, by the Chair of the Management Committee, in order to provide BEREC with the opportunity for a better interaction not only amongst members of the Expert Working Groups but also with the European Institutions and the Riga based BEREC Office. The improved interaction may result in a more efficient and effective (financially sound) use of the budget with potential reduction of missions to Brussels for very short meetings;

Since the majority of the Expert Working Groups' meetings take place in the BEREC Brussels presence, Rue de la Science 14 (3rd floor), BE-1040 Brussels, it is the place where the videoconference facilities should be located;

Since the procurement procedure was not specified in the Work Programme 2015 at the moment of its adoption, a Management Committee Decision is now needed.

HAS ADOPTED THIS DECISION:

¹ OJ L 337, 18.12.2009, p. 1

Article 1

The Financing Decision, as presented in the Annexes I, II, III, shall be adopted.

Article 2

The Financing Decision shall enter into force on the day of its adoption.

Done at Lisbon, on 4 May 2015.

For the Management Committee

(s)

Dr Fátima Barros
BEREC Chair 2015

Annex I

Financing Decision to launch a low value negotiated procurement procedure with at least three candidates to purchase or rent audio-video conference facilities to be placed in Brussels and to cover auxiliary costs.

Title	Purchase or rent of Audio - Video Conference facilities to be placed in Brussels and cover of auxiliary costs	
Short description and Objectives	<p><u>OBJECTIVE</u></p> <p>The objective of the tendering procedure is to purchase or rent audio - video conference facilities for the purpose of organizing BEREC meetings, which will serve for a better interaction not only amongst members of the BEREC Expert Working Groups, but also between BEREC and the European Institutions, as well as with the Riga based BEREC Office.</p> <p><u>DESCRIPTION</u></p> <p>The tendering procedure should ensure the purchase or rental of audio-video conference facilities and cover the needed auxiliary costs (e.g.: maintenance or installation costs).</p> <p>Those facilities will be placed in BEREC Brussels presence (Rue de la Science 14 (3rd floor), BE-1040 Brussels) and will be exclusively used by BEREC and the BEREC Office for their meetings and activities. The ownership of the facilities will remain with the BEREC Office.</p>	
Reference to the Annual Work Programme	Item 3.1 "Setting up Expert Working Groups and provide support"; Sub-Item 3.1.1.2.d "provide logistical support to EWGs, such as circulation of documents, travel reimbursements, building capacity for catering etc. "	
Budget Line / Commitment	BERO-B2015-B03001-C1-BEREC	
Contract value for the budgetary year	MAXIMUM =	€ 60 000,00 (sixty thousands EUR) for purchase or € 20 000,00 (twenty thousand EUR) for one year rental.
Indicative number and type of contracts envisaged Duration of tasks (including possible renewal)	A direct supply contract to purchase or rent the audio - video conference facilities and cover auxiliary costs. The duration of the contract will depend on the amount of services that can be provided under the maximum threshold of € 60 000, 00 (sixty thousands EUR) for purchase or € 20000,00 (twenty thousand EUR) for one year rental.	
Procurement Procedure/ method of implementation	Up to a maximum of € 60 000, 00 it is possible to launch a low value negotiated procedure for the purchase or rental of audio-video conference facilities, by inviting at least three candidates, without publication of a contract notice in the Official Journal.	
Indicative timeframe for launching the procedure	Q2 2015 for the launch and implementation of the negotiated procurement procedure with at least three candidates and Q3 2015 for the material acquisition, installation and maintenance services of the audio-video conference facilities.	

Annex II

Justification

The implementation of a professional audio-visual conferencing system in Brussels to support the BEREC meetings, in particular BEREC EWGs, would benefit BEREC members in a variety of ways, being the main as follows:

- BEREC members expenses on trips would decrease as any of them might choose to attend a meeting virtually;
- Colleagues from NRAs who do not usually attend the EWG meetings might benefit and participate virtually ensuring this way much richer debates within the groups.
- There will be additional savings on time, staff productivity for NRAs, in case their experts attend a EWG meeting remotely.

The figures from 2014 show the economic scope of the EWG meetings.

- N° of EWG meetings that took place in Brussels in 2014: 82 (including the Phase-II meetings) out of a total of 92 ,
- N° of experts reimbursed for EWG meetings in Brussels 2014: 702 (including the Phase-II meetings) out of a total of 748,
- Total amount reimbursed for EWG meetings in 2014: 410,720.71 EUR for EWG + Art 7/7A Phase II meetings.

Since the work of the BEREC EWGs intensifies according to the strategy and the work program of BEREC, an increase in the participation of experts is expected. The current average number of experts' reimbursements per meetings are around 8.6. This number is expected to raise up to 9.6 which represents a reimbursement budget increase of around 43 thousands euros annually.

As a consequence, the provision of such professional audio-visual conferencing system seems to be reasonable and justified since it is expected to ease the participation of experts from NRAs in the BEREC meetings and to avoid increased traveling cost.

Internet based audio-video conference solutions (for example Webex, GoToMeeting, etc.) are suitable for meetings of up to 20 participants but would not support a broader use for meeting / training / workshop purposes needed.

As an alternative, using meeting rooms at the premises of the European Commission was also considered. However, the schedule of the BEREC EWGs meetings depends on the work load as well as on the status of the undertaken work tasks. It is very difficult to plan accurately these activities and request meeting room facilities well in advance. In the majority of cases, the meeting room facilities are booked with very short notice. It is therefore difficult to request such meeting hosting services from the Commission which requires notice early in advance.

In addition, using the meeting rooms at the BEREC presence in Brussels represents a significant cost savings for the BEREC Office since it doesn't require any arrangement for catering for the experts. Such services and cost are provided by the IRG Secretariat.

Finally, it is very convenient for the BEREC experts to have all their meetings at the same location in Brussels as well as not to spend long time waiting the security checks before entering in the premises of the Commission.

Terms of Reference: Technical specifications for an audio and video conference facilities for the BEREC Office

This system aims mainly at improving the audio and projection capabilities for BEREC meetings that are organized at the BEREC Brussels presence, Rue de la Science 14 (3rd floor), BE-1040 Brussels (referred as “location” in this text) including video conference facilities that will allow the remote participation of experts.

1) Scope of the Work

The scope of the work includes the space specification details, the design description of the system, the required functionalities, the optional functionalities and the required equipment.

The indicative budget for reaching this scope is 60,000.00 Euros for the purchase or € 20 000,00 (twenty thousand EUR) for one year rental.

The procurement includes required devices and services, site survey, installation at the location, support and maintenance of the complete system.

2) Space and System Details

The BEREC Brussels presence² provides a flexible work environment for the BEREC meetings with three meeting rooms depending on the partition chosen. Conference space has a capacity for approximately 50/55 people, at a maximum of 20 tables, the space is either usable as one big conference room or three separate or combinable rooms (rooms to the reference A, B and C).

Room A is 5,64m wide and 10m long, Room B is 5,64m wide and 6m long, and Room C is 5,64m wide and 3,5m long. For example if the capacity of Room A is not enough, Rooms A and B can be combined, and so Room A+B is 5,64m wide and 16m long. The rooms can also be used independently.

The audio system that will be installed must cover the space of A+B+C room configuration or any other combination of rooms.

Given that the existing projector available at the location (model reference: EPSON Multimedia Projector, Ref: EB 1840W LCD WXGA 1280°800 720P 3700ANSI 4000H) is in line with the need for documents and appropriate for live video feeds, no new projector will be required.

Three (3) HD LED repeating screens/displays (up to 60”) in moveable stands must be able to be used either as standalone per each room as well as in connection with the audio-video conference equipment for a A+B+C conference room configuration.

² With letter of 24 May 2012 the IRG offered to BEREC to host BEREC’s Brussels presence free of any rent, fees or charges, IRG (12)09. This offer has been accepted by the BEREC Board of Regulators at its 11th plenary meeting on 24 and 25 May 2012 ; Conclusions of the 11th Meeting of the Board of Regulators, BoR 12(64), p. 6. The use and operation of the video conference facilities will be exercised in accordance with the existing practice and conditions agreed in these documents, without involving additional costs for the BEREC Office.

In case that three (3) separate meeting rooms will be needed to be set up:

- Room A will provide full discussion units facilities along with audio-video conference services and two (2) repeating screens/displays (between 48 and 60”) in moveable stands,
- Room B, when it will be set-up as a stand-alone meeting room using the current available audio conference unit with model reference: POLYCOM Sound Station 2W 2,4 GH² along with the current existing video projector of model reference: EPSON Multimedia Projector, Ref: EB 1840W LCD WXGA 1280°800 720P 3700ANSI 4000H.
- Room C, when it will be set-up as a as stand-alone meeting room with currently available Webex PC license application, a new audio-conference POLYCOM sound station, one UHD LED display of (up to 60”), and a small audio console with microphone/loudspeakers support audio, for proper Webex conferencing. Cabling should be provided for the proper audio-video conference deployment. It should also be examined whether the audio-video conference equipment of Room A is able to support the audio-video conference needs of Room C.

3) System Description

A complete, flexible discussion system is needed for the regular BEREK meetings, in particular BEREK Expert Working Groups meetings, internal workshops and trainings, in the different rooms.

1. The discussion system must have the facility for connecting to a video conference system which allows several remote parties with minimum technical requirements to attend meeting or workshop virtually.
2. The video conference system must be compatible with any end user IP device with a FHD camera and a browser.
3. The system must have a simple control panel for the audio and the video devices in the meetings rooms.
4. The system will support attached laptop to the projector and will support sharing the laptop presentation with remote attendees connected to the videoconference system.
5. The rooms must have separate speakers optimized for voice and videoconference calls (front and rear loudspeakers).
6. By using an audio mixing device, the system could be able to play and control the same and or different audio inputs in rooms.
7. The videoconference system must be free of charge for the end users and must be interoperable with existing video installations (H.323/SIP), it must be easy to deploy, manage and scale, and it must fully support for Windows, Mac, and iPad devices / tablet computers.
8. The system must be able to schedule meetings with an integrated address book, and must be able to send guest invitations to anyone anywhere and accessible from any device.

4) Specific usage of the system

1. The video conference must have a separate audio facility to be able to run audio conferences without the use of the video part of the system.
2. The system should also support bigger events of 50-55 participants for the purpose of organizing of thematic workshops and training sessions.

3. At least two wireless portable microphones compatible with the discussion system should be supplied.
4. The discussion system should not need more table microphones than the ones that will be installed in the 20 tables that are available at the moment (long goosenecks are prerequisite for table microphone sharing).
5. The system should ideally have tracking facilities.

5) Required Functionalities

5.1) VIDEOCONFERENCE

1. Fully HD videoconference kit including codec, 10x zoom camera and microphone.
2. Connection for laptop presentation.
3. Endpoint connection license.
4. Conference service of minimum of 8 concurrent participants with easy meeting access and cross platform support utilizing room in cloud MCU facilities with a new VDSL connection.
5. Conference room management.
6. Multi-party conferencing.
7. Address book integration.
8. Conference scheduler and agenda.
9. Web remote management.
10. Security.
11. Screen and document sharing and control passing between attendees.
12. Content sharing control.
13. No complex IT operations.

5.2) VIDEO

1. 3 UHD LED Monitors / Displays (between 48 and 60") with wheel pedestals.
2. Switch of Audio/Video inputs and outputs.
3. Possibility to project the signal from the videoconference device onto a projector or multiple screens. Possibility to switch between the laptop, and other sources of video/audio.

5.3) AUDIO

1. Discussion system for 20 delegates for conducting of a successful discussion event. Must be able to be split in two separate discussion systems of 10 delegates.
2. One (1) Audio amplifier 40 watts with audio mixing and switching functionalities of audio inputs and outputs. This amplifier must be able to control three pairs of loudspeakers and 20 discussion units. It must be able to operate the selected pairs of loudspeakers and discussion units combined or stand alone in order to provide different audio services in multiple meeting rooms at the same time. Alternatively, separate units of audio amplifier – audio mixing and switcher can be offered.
3. 3 pairs of room loudspeakers (including front and rear loudspeakers).
4. One autonomous Audio conference unit in the middle of a discussion table.
5. Possibility to switch between sources easily.
6. Possibility to connect other devices via audio mixing device.

5.4) INSTALLATION AND SUPPORT SERVICES

1. Site visit, Installation and configuration services.
2. On-site implementation, testing and commissioning of the complete solution.
3. Complete cabling to connect all devices and make the system functional.
4. Installation of all devices and work required to mount all systems.
5. As-build installation documentation.
6. Any other material required for installation of the system.
7. Training and user instruction with Personalized Quick Reference Guide.
8. Minimum 1 year (Guarantee) +3 Years (Maintenance Support) for replacing or repairing the equipment (e.g. 6 hours SLA, units replacement, etc.).
9. Helpdesk support for operating the equipment within working hours.

6) Optional Functionalities

The procurement could include some or all of the following optional functionalities.

1. Automatic tracking camera on speaker.
2. The system should ideally support two simultaneous audio-video conference meetings (of up to 10 participants) at the same time. This service can be provided by cloud conference room service (for example Webex) for more than 8 concurrent participants.
3. Recording contents (audio and video).
4. Streaming contents.
5. Technical support on site with 1 hour response time within working hours.
6. VPN access for remote control and support.
7. Telephone, web, video and e-mail support.

ANNEX III – APPENIDX A: Equipment and Services Required

For implementing the above solution at the premises of the BEREC in Brussels we will need the following equipment and services (indicative list):

Name of item	Qty
VIDEO	
HD Projector min 6000 lumen	1
Ceiling Mount Kit	1
Monitors (between 48 and 60") UHD	3
Moveable Stand for the Monitor	3
HDMI Audio	1
HDMI Splitter 1 in 4 out	1
Wireless AV transmitter /receiver for two (2) laptop connections	1
Rack Mount Kit	1

VIDEO CONFERENCE	
Video conference kit including Codec, MCU/room in cloud, FHD 10x zoom camera, Microphone, HD Display, cabling, SW, Manual	1
Secondary camera	1
Camera Switch	1

AUDIO	
Amplifier	1
Rack Frame	1
Loudspeaker pairs	3
Wireless Microphones	2
Microphone battery charger	2

AUDIO CONFERENCE	
Control Unit	1
Conference Unit in each table	20
Gooseneck Microphone 40cm log	20
Cable 3M	20
Cable 10M	2
Cable 30M	2
Phone Conference Audio Matrix	1
Small audio mixing console (room C)	1
license	1
Audio Conference Polycom Unit	1

CENTRAL CONTROLER	
Central Control unit	1
Access Point	1
Ethernet switch with PoE	1
Key Pad	1
iPad Air 16GB	1
license	1

Name of item	Qty
CABLING	
Power supplies, ducts, connectors, cabling, furniture	1
SERVICES	
Site visit, installation, configuration, testing, commissioning, as build documentation.	1
3 years system maintenance, SLA, helpdesk, insurance, device replacement.	1