



**Supply and Maintenance of WVN Videoconferencing  
Equipment  
Prequalification Questionnaire**

This document and the information it contains are provided solely for the purpose of allowing potential suppliers to provide a response to the prequalification questionnaire for the services being procured. It is issued under the Competitive Dialogue Procedure of the EU Procurement Services Directive.

**Any supplier wishing to submit a response to this prequalification questionnaire must register their intent with JANET(UK) before submitting the proposal. JANET(UK) will not accept proposals from suppliers who have not registered according to the procedure described in this document. JANET(UK) will not accept any registrations after 12<sup>TH</sup> July 2007**

Copyright © 2007 The JNT Association

Authorised	Name: T Kidd  Position: Head of Operations	Signature:  Date:
------------	--	-------------------------

## CONTENTS

<b>FOREWORD</b>	<b>3</b>
<b>1. INTRODUCTION</b>	<b>3</b>
<b>2. OUTLINE OF REQUIREMENT</b>	<b>3</b>
<b>3. THE CONTRACTING AUTHORITY AND THE PROCUREMENT AGENT</b>	<b>3</b>
<b>4. EVALUATION PROCESS</b>	<b>3</b>
<b>5. INDICATIVE TIMETABLE</b>	<b>3</b>
<b>6. INSTRUCTIONS FOR COMPLETION OF THE QUESTIONNAIRE</b>	<b>3</b>
<b>6.1 REGISTRATION</b>	<b>3</b>
<b>6.2 ELECTRONIC COPY</b>	<b>3</b>
<b>6.3 CLARIFICATIONS ON THE QUESTIONNAIRE</b>	<b>3</b>
<b>6.4 DELIVERY OF QUESTIONNAIRE RESPONSES</b>	<b>3</b>
<b>6.5 ANNEX A – GENERAL INFORMATION</b>	<b>3</b>
<b>6.7 ANNEX B – EXPERIENCE AND UNDERSTANDING OF THE REQUIREMENT</b>	<b>3</b>
<b>6.8 ANNEX C DECLARATION</b>	<b>3</b>
<b>ANNEX A: GENERAL INFORMATION</b>	<b>3</b>
<b>ANNEX B: EXPERIENCE AND UNDERSTANDING OF STUDIO DESIGN AND SUPPLY OF EQUIPMENT AND MAINTENANCE FOR VIDEOCONFERENCING SERVICES</b>	<b>3</b>
<b>ANNEX C: DECLARATION</b>	<b>3</b>

# Supply and Maintenance of WVN Videoconferencing Equipment

---

## **FOREWORD**

Potential suppliers should note that the information given at this stage may be subject to verification at later stages of the procurement process. If any error, omission or misrepresentation on the part of the potential supplier is discovered, JANET(UK) reserves the right to disqualify the potential supplier from participating in the procurement process no matter what stage in the process has been reached when the error, omission or misrepresentation is discovered.

# Supply and Maintenance of WVN Videoconferencing Equipment

---

## 1. INTRODUCTION

This document describes the process that initiates the first stage of the procurement for supply and maintenance of videoconferencing equipment for the Welsh Video Network (WVN). The supplier is expected to ensure interoperability of installed equipment, and to assist the WVN support centre with the studio design and with integration of the studio components.

The procurement process will be managed according to the competitive dialogue procedure as specified by the European Procurement Services Directive, 2004/18/EC, and this document is an integral part of the competitive dialogue procurement announced by JANET(UK) in the Supplement to the Official Journal of the European Union (OJEU).

If your company wishes to qualify as a bidder and be invited to participate in this procurement then the appended questionnaire must be completed in its entirety.

The OJEU notice and information contained in section 4 of this document provide details of the selection process. Section 2 of this document provides an overview of the services required by JANET(UK). Instructions for completion of this questionnaire are given in section 6.

The questionnaire itself is to be found in annexes A through to B. Questions in Annex A relate to the background of your company. Questions in Annex B relate to your company's experience and understanding of the requirements.

### **JANET and JANET(UK)**

JANET is the wide-area network that was created in 1984 to serve the needs of the higher education and research sector in the United Kingdom.

JANET provides services to all Higher Education Institutions, Further Education Colleges and Research Council establishments in the UK. The network also provides services to Adult and Community Learning and Specialist Colleges, Schools Networks and various research institutes. JANET has grown from an X.25 based network in 1984 connecting 50 sites, to an IP based network today with more than 1000 direct connections available to a community of 18 million users. The national core backbone of JANET, which currently operates at 10Gbit/s, has access links at 2.5Gbit/s and above to 19 regional networks. The regional networks operate under contract to JANET(UK) to deliver JANET to Higher Education Institutions, Further Education Colleges and Research Council establishments.

The JNT Association, trading as JANET(UK), is responsible for providing JANET through a service level agreement with the Joint Information Systems Committee (JISC) of: the Higher Education Funding Council for England; the Scottish Funding Council; the Higher Education Funding Council for Wales; the Department for Education, Culture and the Welsh Language (DECWL); and the Department for Employment and Learning in Northern Ireland HE and FE branches. The JISC also receives funds from the Learning and Skills Council and the Research Councils for the provision of JANET and network services as defined in the JANET Service Level Agreement.

# Supply and Maintenance of WVN Videoconferencing Equipment

---

## Scope of the Provision of JANET

JANET currently interconnects and provides wide-area network services to all Higher Education Institutions, Further Education Colleges, Adult and Community Learning, Specialist Colleges and Research Council establishments in the UK. Connections to other organisations, including those in both the public and commercial sectors, which work in collaboration with these bodies in the areas of education, training or research are also provided.

In addition, JANET connections are currently provided to schools' Regional Broadband Consortia networks in England, to the Scottish Schools Digital Network, and to the Lifelong Learning Network in Wales. It is also provided to a number of Local Authorities, Local Education Authorities and Unitary Authorities to serve the needs of adult and continuing education, and for other activities of the Authorities which are of benefit to the public, primarily but not exclusively in the context of education and training.

The JANET Connection Policy defines the conditions under which organisations may be connected to JANET. The present connection policy is available at:

<http://www.ja.net/services/publications/policy/connection-policy.html>

## The Welsh Video Network and the Welsh Video Network Support Centre

The Welsh Video Network comprises over 90 videoconferencing facilities, which are located throughout Wales. Further details about the Welsh Video Network can be found on the WVN web site at: <http://www.wvn.ac.uk>.

The Welsh Video Network Support Centre (WVN SC) exists to provide technical, teaching and learning support for these facilities and to act as an interface for maintenance replacements.

The WVN SC was established, in June 2000, with staff distributed between Swansea University and the University of Wales, Aberystwyth. Initially, the focus was to support the WVN organisations with the rollout and commissioning of videoconferencing studios. Now the WVN SC provides technical support for the studios via a central helpdesk, a central point of contact for all issues relating to videoconferencing, including maintenance and field support.

## Contract Term

JANET(UK) wishes to put in place a framework agreement with the preferred supplier(s) for a period of three years with an option to extend annually thereafter for up to two further years.

## 2. OUTLINE OF REQUIREMENT

The Funding Bodies in Wales contracted the project management to deliver the Welsh Video Network to JANET(UK) (formerly UKERNA) and the equipment for the studios was purchased as the result of a centrally funded EU procurement. The WVN was officially launched in 2002.

## Supply and Maintenance of WVN Videoconferencing Equipment

As part of the centrally funded network, every HEI and FEC throughout Wales has commissioned at least one videoconferencing studio, and each has been provided with a standard set of equipment including hybrid IP/ISDN CODECs. There are currently 57 studios in the FE sector and 25 studios located at HEIs, consisting of three sizes of studio; large, small and compact, and in a diverse range of environments, from lecture theatres to customised rooms. Some organisations have supplemented their videoconferencing resources by self-funding additional studios.

### Studio Equipment

A summary of the equipment that comprises the centrally funded studios of the Welsh Video Network is listed below:

Device#	Manufacturer	Part/model number	Quantity installed in studio		
			Large	Small	Compact
CODEC Remote Control	Polycom	540-0405-01	1	1	1
970 CODEC with 256 MB RAM	Polycom	600-0289-02 / PT900	1	1	1
CODEC IR Keyboard / Mouse and receiver	Polycom	SWR-140 / AC-IRBGDG	1	1	1
Touchpanel	Crestron	LC-1600	1	1	0
Teamboard	Egan	TM6048	1	1	0
PC flat panel monitor	Dell	1503FP / 048HYJ	1	1	0
PC Optiplex, PIII 933, 256 MB RAM	Dell	MMP / 6ML740J	1	1	0
Cordless keyboard/mouse receiver	Logitech	830431-0000 / C-BB3-DUAL	1	1	0
Cordless Desktop pro keyboard	Logitech	867039-0120 / Y-RB7	1	1	0
Cordless Mouseman Wheel mouse	Logitech	851088-0000 / M-RK53	1	1	0
XGA DA (1 in 2 out)	Kramer	VP-200	2	2	0
Radio Microphone receiver	Sennheiser	EM100	1	0	0
Radio Microphone transmitter	Sennheiser	SK100	1	0	0
PowerMic	Polycom	610-0532-02	3	3	1
Audio Add-on box	Polycom	CP-2027	1	1	0
Document camera	Elmo	HV-5500XG	1	1	0

## Supply and Maintenance of WVN Videoconferencing Equipment

Device#	Manufacturer	Part/model number	Quantity installed in studio		
			Large	Small	Compact
ImageShare	Polycom	540-0406-01	1	1	1
DVD/VCR	Sharp	DV-RW260H	1	1	0*
Video distribution amplifier (1 in 2 out)	Kramer	PT-102V	1	1	0
PT80 camera	Polycom	540-0351-02 / APTZ-1P	1	1	1
PT70 camera	Polycom	540-0429-02 / PTZ-4P	1	0	0
Video switcher (5 in 1 out)	Procon	3505	1	1	0
Control rack	Crestron	CNMSXAV	1	1	0
Video distribution amplifier (1 in 10 out)	Procon	3520	2	1	0
Bose speaker	Polycom	540-0102-1	1	1	0
29" Video monitor	Polycom (Sampo)	VME-72V3	2	2	0
29" Multimedia monitor	Polycom (Sampo)	SME-72DL3(P)	1	1	1
Projector	Hitachi	CP-X325W	1	1	0
14" Video monitor	JVC	TM-A14PN-K	2	0	0
A4 Graphics Tablet with stylus and mouse	Wacom	GD-0912-R	1	1	0

\* Some Compact studios also have DVD/VCR units and associated cables. Some other studios may have a different DVD/VCR and amount of memory in the CODEC.

# Occasionally where faulty, lost or stolen items have been replaced it has not been possible to obtain like for like replacements. In these rare cases a device of equal or better specification that is compatible with the system has been deployed.

### Networking Equipment

Each institution was also provided with a proxy/gatekeeper and switch to enable IP videoconferencing:

Device	Part number	Quantity at each institution
Cisco 3662 Enterprise MCM IOS, 96 MB RAM, 16 MB Flash memory, 2x 10/100 Mbs	CISCO3660-MB-2FE	1

## Supply and Maintenance of WVN Videoconferencing Equipment

---

Device	Part number	Quantity at each institution
FE ports		
Cisco 3524, 24 port 10/100 Mb/s switch	WS-C3524-XL	1

Some of the WVN equipment will reach the end of its serviceable life in February 2008. Based on the findings from a recent review “Welsh Video Network looking to the future” [http://www.wvn.ac.uk/WVN\\_Final\\_Report\\_070307.pdf](http://www.wvn.ac.uk/WVN_Final_Report_070307.pdf), the Funding Bodies in Wales have decided to centrally fund the replacement of this WVN equipment, but not for all studios.

This procurement is to appoint a supplier(s) to assist the WVN SC with design of the studios and their rollout, and to supply suitable equipment and provide maintenance. It is expected that a certain part of the existing WVN equipment in the list above will continue to be used, for instance, components that can be kept under maintenance for a further 3 years or more. The supplier will also be expected to recommend which elements need not be replaced.

This contract will form a framework agreement, which any public body or other organisation that receives services either from the WVN or the JVCS may make use of. Initially there will be a phased replacement of 51 studios and 33 gatekeepers. Wales is currently undertaking a project to provide broadband connectivity for the whole of the public sector, and it is possible that there may be further demand as a result, although there is no concrete requirement in this regard at present.

JANET(UK) has a contract with Pinacl Solutions Ltd for maintenance of all the equipment listed above. This contract will end on 29 Feb 2008 and JANET(UK) expects to transfer to the selected supplier the maintenance of any equipment which is not replaced by this procurement.

### **3. THE CONTRACTING AUTHORITY AND THE PROCUREMENT AGENT**

The contracting authority and procurement agent for this procurement is JANET(UK).

### **4. EVALUATION PROCESS**

#### **Prequalification Criteria**

This process will commence with an evaluation of completed questionnaires against set criteria. The prequalification selection criteria are presented below and any supplier wishing to be considered for entry into negotiation with JANET(UK) will need to prove that they can meet the criteria. The criteria are grouped into three bands which are listed in order of priority. Within a band the criteria have the same priority. The responses to the questions asked in Annexes A and B will be used by JANET(UK) to evaluate responses against the criteria.

Band 1

## Supply and Maintenance of WVN Videoconferencing Equipment

---

1. No criminal record (article 45 item 1(a), 1(b), 1(c), 1(d)) - criminal organisation, guilty of corruption, fraud, money laundering (personal situation of the candidate or tenderer)
2. Is bankrupt or is currently / being placed into administration (article 45, item 2(a) and 2(b))
3. Made no serious misrepresentation in supplying information article 45, item 2(g)).

### Band 2

4. Economic and financial standing (article 47)

### Band 3

5. Technical and professional ability (article 48)
6. Relevant Quality Assurance standards (article 49)
7. Relevant experience in studio design, deployment and maintenance work
8. Track record in delivering all aspects of large scale, bespoke videoconferencing solutions in an educational setting
9. Relevant experience in integrating videoconferencing studio components including bespoke control systems, and ensuring interoperability of videoconferencing systems in a multi-vendor environment
10. Understanding of the issues and solutions involved in deploying H.323 based videoconferencing across network boundaries and administrative domains
11. Appreciation of the requirements for teaching and learning
12. Processes or programmes in place to ensure services remain up to date with developments in videoconferencing technology.

JANET(UK) will also take into account any information it holds on the performance of current suppliers it uses when evaluating the responses to the prequalification questionnaire.

Those suppliers who best meet the requirements of the prequalification process will be invited to proceed further in the procurement process.

Providing that there are a sufficient number of suitable candidates, JANET(UK) would aim to select a maximum of 4 to enter the procurement process.

It is reiterated that the OJEU Notice seeks potential suppliers who can deliver the full requirement of any contract which may be awarded.

# Supply and Maintenance of WVN Videoconferencing Equipment

## 5. INDICATIVE TIMETABLE

Activity	Date
Insert notice of procurement launch in the EU journal	13 <sup>th</sup> June 2007
Close of registration to take part in the procurement process	12 <sup>th</sup> July 2007
Final date for clarifications	12 <sup>th</sup> July 2007
Prequalification questionnaire returns	12:00 noon, Thursday 19 <sup>th</sup> July 2007
Complete review of responses and shortlist suppliers to enter the procurement process	30 <sup>th</sup> July 2007
Competitive Dialogue	September – 9 <sup>th</sup> November
Return of Call for Final Tender responses and close of dialogue	30 <sup>th</sup> November 2007
Selection of preferred supplier	14 <sup>th</sup> December 2007
Contract placed with the preferred supplier	31 January 2008

JANET(UK) reserves the right to vary this timetable if the need arises, within the constraints of the EC Procurement Directive.

Responses to the prequalification questionnaire will be expected to remain valid for six months after submission.

## 6. INSTRUCTIONS FOR COMPLETION OF THE QUESTIONNAIRE

In this section, instructions are given for completion of the prequalification questionnaire to be found in Annexes A and B.

### 6.1 Registration

Suppliers are required to register their intention to submit a response to the prequalification questionnaire. Each registration will be acknowledged with a printed copy of this document and allocated a registration number that should be quoted in the prequalification response document and in any other correspondence.

Suppliers shall register their intention to bid by sending, to the address below, a request for “Supply and Maintenance of WVN Videoconferencing Equipment Prequalification as announced in the EU Journal” by fax or letter on official headed notepaper or by email. Suppliers are asked to register as soon as they start to consider a response to this prequalification questionnaire. In any case, suppliers **must** register before a completed prequalification questionnaire will be accepted.

JANET(UK) will not accept any registration requests after 12<sup>th</sup> July 2007.

Procurement Co-ordinator JANET(UK) Lumen House Harwell Science and Innovation Campus Didcot	Telephone: +44 (0)1235 822 341 Fax: +44 (0)1235 822 286 E-mail: Procurement@ja.net
--	--

# Supply and Maintenance of WVN Videoconferencing Equipment

---

OXON OX11 0SG	
---------------	--

## 6.2 Electronic copy

An electronic copy of this prequalification questionnaire is available on the JANET(UK) www project pages at <http://www.ja.net/latest/itt/index.html>.

## 6.3 Clarifications on the questionnaire

Suppliers will be provided with clarification of JANET(UK) requirements in accordance with the EC Procurement Directive.

Suppliers should raise any issues of clarification with JANET(UK) Procurement Co-ordinator whose contact details are given in section 6.1 above. Where issues of clarification arise which are relevant to more than one supplier, these will be made available on the JANET(UK) www project pages at <http://www.ja.net/latest/itt/index.html> and sent by e-mail to each registered supplier. Suppliers should submit all clarification requests by 12<sup>th</sup> July 2007 because JANET(UK) cannot guarantee to answer any clarifications that are submitted after this time.

## 6.4 Delivery of questionnaire responses

All copies of the prequalification questionnaire response, on paper and electronically, must be delivered on or before the date specified in section 5 'Indicative timetable' and to the contact listed in section 6.1. The prequalification questionnaire **must** be filled in electronically – copies with handwritten responses will **not** be considered.

**One paper copy and 7** electronic copies of the questionnaire on CD-ROM are required and must be sealed and clearly marked "Supply and Maintenance of WVN Videoconferencing Equipment". The electronic copies should be provided in PDF format with the exception of spreadsheets that should be provided in Excel 97 or 2000. Any non-standard fonts used in electronic submissions must be embedded in the document. All CD-ROMs must be clearly labelled with the supplier's name and should reference "Supply and Maintenance of WVN Videoconferencing Equipment".

All questionnaires must be returned in a plain envelope that does not identify the supplier on it.

Delivery of the prequalification questionnaire by FAX is **not** acceptable.

Prequalification questionnaire responses submitted after the deadline will **not** be considered.

## 6.5 Annex A – General Information

Annex A is to be completed by the company interested in bidding for the contract.

## 6.7 Annex B – Experience and Understanding of the Requirement

Selection of suppliers to negotiate with will be based on the analysis of the responses to this section. It is therefore particularly important that suppliers provide full, honest and comprehensive answers to the questions in respect of this tender.

### **6.8 Annex C Declaration**

The declaration must be completed when returning the prequalification questionnaire.

## Supply and Maintenance of WVN Videoconferencing Equipment

### PREQUALIFICATION QUESTIONNAIRE

#### ANNEX A: GENERAL INFORMATION

A1.	Company Details	
A1.1	<p>Company name.</p> <p>Confirm whether your company is acting as a sole company or as part of a consortium. If acting as part of a consortium, state the names of the other companies involved in the consortium; how long your company has been working with these other companies; and the nature of the services that these companies are providing to the consortium.</p>	
A1.2	Registered office and address.	
A1.3	Address for correspondence (if different from A1.2).	
A1.4	Contact name for the response to this questionnaire.	

## Supply and Maintenance of WVN Videoconferencing Equipment

A1.5	Telephone number for A1.4 (inc. area code).	
A1.6	Facsimile number for A1.4 (inc. area code).	
A1.7	E-mail address for main contact.	
A1.8	Date of formation and date of registration in relevant state if different from each other.	
A1.9	Please provide a brief overview of how the company would meet the requirements for providing assistance with studio design, and the supply and maintenance of videoconferencing equipment as outlined in this PQQ document.	
A1.10	Registration number.(where appropriate)	
A1.11	Type of company.	

## Supply and Maintenance of WVN Videoconferencing Equipment

A1.12	Name and address of parent or holding company (if applicable).	
A1.13	Provide details of your organisation structure (e.g. an organisation chart) describing the corporate structure of the organisation and indicating the number of staff working in each function.	

## Supply and Maintenance of WVN Videoconferencing Equipment

<b>A2. RESOURCES</b>				
A2.1	Provide details of the average number of technical staff employed by your organisation for the last three years. In addition, state the number of management staff employed over the same period.	Financial Year: Most recent FY FY before last FY two ago	Technical Staff	Management Staff
A2.2	Of the technical staff shown at A2.1 for the most recent financial year, state the number of staff involved directly in the provision of the type of service to which this questionnaire relates.	Full-time staff		Part-time Staff
A2.3	Provide a summary of your organisation's experience in studio design, deployment and maintenance of videoconferencing equipment.			

## Supply and Maintenance of WVN Videoconferencing Equipment

<b>A3.</b>	<b>FINANCIAL AND ECONOMIC STANDING</b>	
A3.1	<p>Please warrant that none of the following circumstances set out in Article 45 items 2(a) and 2(b) of EU directive 2004/18/EC applies to your company:</p> <ul style="list-style-type: none"> <li>• [item (a)] is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations.</li> <li>• [item (b)] is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations.</li> <li>• [item (g)] is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information.</li> <li>• [item (h)] has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA.</li> <li>• [item (i)] has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26 May 1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively.</li> <li>• [item (j)] has been subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities.</li> <li>• [item (k)] has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10<sup>th</sup> June 1991 on prevention of the use of the financial system for the purpose of money laundering.</li> </ul>	
A3.2	Provide (as an annex to your response) your company's, and if applicable, your parent company's and ultimate holding company's audited accounts for the last 3 financial years.	

## Supply and Maintenance of WVN Videoconferencing Equipment

A3.3	<p>A statement of overall turnover of the operations that your organisation judges relevant to videoconferencing services for the last three financial years, together with a breakdown of overall turnover for the last three financial years in the UK, and the rest of the world. Please provide this in pounds sterling (£) and as a percentage of the total turnover of the company.</p>	<p>Turnover relevant to videoconferencing services in pounds sterling (£):</p> <p>Most recent FY:</p> <p>FY before last:</p> <p>FY two ago:</p> <hr/> <p>Videoconferencing services turnover as a percentage of the total turnover of the company:</p> <p>Most recent FY:</p> <p>FY before last:</p> <p>FY two ago:</p>
A3.4	<p>A statement, as at the last reporting date, of any contingent liability or loss where not otherwise reported, which would require disclosure in accordance with International Accounting Standard 10.</p>	

## Supply and Maintenance of WVN Videoconferencing Equipment

A3.5	A statement of any material past, present/actual, pending or threatened litigation or other legal proceeding, or dispute or investigation against your company or its senior officers by or with either any regulatory or contracting authorities or criminal justice or fiscal agencies. [An up to date copy of form 10k should be provided by US companies].	
A3.6	Details of any significant financial or business factors (past, present or future) that may have an impact on your company (e.g. mergers, take-overs, rationalisation, change of ownership).	

## Supply and Maintenance of WVN Videoconferencing Equipment

<b>A4.</b>	<b>AUDITING AND QUALITY ASSURANCE</b>	
A4.1	Companies should provide full details of their auditing and/or quality assurance programme including details of registration under any formal quality accreditation scheme. Please state whether the auditing and/or quality assurance programme extends to all areas of your organisations business. If it does not extend to all areas then state clearly where it does and does not apply.	

## Supply and Maintenance of WVN Videoconferencing Equipment

A5.	STAFF AND PUBLIC RELATIONS	
A5.1	JANET(UK) requires all press releases and other publicity relating to this contract to receive its approval before publication. In light of this please outline how your organisation will manage public relations and press interest.	
A5.2	How does your organisation intend to measure JANET(UK)'s satisfaction in relation to work performed under the proposed contract?	

## Supply and Maintenance of WVN Videoconferencing Equipment

<b>A6.</b>	<b>CONTRACT TERMINATIONS</b>		
A6.1	<p>Within the past five years, has your organisation had a contract for studio design and supply of equipment and maintenance for videoconferencing services terminated? Please answer YES or NO and if YES, please give full details.</p> <p>Yes      <input type="checkbox"/>                      No      <input type="checkbox"/></p>		
	<b>Contract with</b>	<b>Type</b>	<b>Value per annum</b>
			<b>Reason for termination</b>

## Supply and Maintenance of WVN Videoconferencing Equipment

### PREQUALIFICATION QUESTIONNAIRE

#### ANNEX B: EXPERIENCE AND UNDERSTANDING OF STUDIO DESIGN AND SUPPLY OF EQUIPMENT AND MAINTENANCE FOR VIDEOCONFERENCING SERVICES

B1.	EXPERIENCE	
B1.1	<p>It is essential that companies wishing to enter this procurement process have significant experience of studio design and supply of equipment and maintenance for videoconferencing services. Please list below up to 5 similar services provided by your company during the last 5 years, with value, dates and recipients of the services. You should also indicate any parts of the services which either are or were sub-contracted and to whom.</p> <p>If you wish to provide details of multiple services then please provide separate responses to this question for each of the services.</p>	
	Name of service.	
	Describe the nature of services.	
	Value.	
	Date of Signature.	

## Supply and Maintenance of WVN Videoconferencing Equipment

Length of Contract.	
Contract awarding body.	
Describe the: <ul style="list-style-type: none"><li>• Studio design work, particularly in a teaching and learning environment</li><li>• Deployment work</li><li>• Maintenance work</li></ul> that this contract involved.	
If work was sub-contracted provide details of the subcontractors and the nature of the work that they undertook..	
Other aspects the service of that you consider relevant.	

## Supply and Maintenance of WVN Videoconferencing Equipment

B1.2	Describe your experience of integrating videoconferencing studio components including bespoke control systems, and ensuring interoperability of videoconferencing systems in a multi-vendor environment.	
	Summarise your understanding of the educational Global Dialing Scheme (GDS), and the issues and solutions involved in deploying H.323 based videoconferencing across network boundaries and administrative domains.	
	Explain what you consider to be the main requirements of a videoconferencing environment that facilitates effective teaching and learning.	
B1.3	Provide a description of the project management methods and the general planning processes that your organisation uses.	
B1.4	Describe the processes or programme you have in place to ensure your services remain up to date with developments in videoconferencing technology.	
B1.5	From the experience outlined in response to	

## Supply and Maintenance of WVN Videoconferencing Equipment

	<p>B1.1 above, please highlight for each category (a-e) lessons learnt/experience gained of:</p> <ul style="list-style-type: none"><li>a. Creation and maintenance of long-term relationships with clients, partners and suppliers.</li><li>b. Meeting challenging delivery timescales.</li><li>c. Introducing innovative approaches to assist in meeting client aspirations.</li><li>d. Managing projects that have attracted significant Ministerial, Political and/or press interest.</li><li>e. Any other factors you consider to be relevant.</li></ul>	
--	--	--

# Supply and Maintenance of WVN Videoconferencing Equipment

---

## ANNEX C: DECLARATION

When you have completed the questionnaire, please read and sign the section below.

The potential supplier should note that, should they be successful in being awarded a contract, JANET(UK) reserves the right to terminate the contract if it is discovered that the potential supplier has made any material misrepresentation in this questionnaire.

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/we accept the conditions and undertakings requested in the questionnaire. I/we understand that false information could result in my/our exclusion from participating in the procurement process no matter what stage in the process has been reached when the error, omission or misrepresentation is discovered.

Signed .....

Name .....

Position  
In Company .....

For And On  
Behalf Of .....

Date .....