



## Information, Communication and Technology (ICT) Requirement for LeftCoast

### **Background**

LeftCoast is an arts organisation based in Blackpool. We were established with Arts Council England funding in 2013 as part of the UK's Creative People and Places Programme. To this end, our Founder/Host organisation is Blackpool Coastal Housing that continues to provide us with HR, Finance and ICT support.

However, in November 2019, we are entering a new phase of organisational development where we need to look at ways to become more sustainable, and part of that is to be more effective & efficient with our exploitation of technology.

Blackpool Coastal housing, are an arms length organisation to Blackpool Council and therefore it is the council that hosts and develops the procurement and implementation of the IS platform we currently utilise. However, being an arts organisation means our requirements of IT systems differ from those of mainstream council services and therefore our current set up is not ideally suited to our working needs.

We need a system that is highly accessible (in terms of both methods/devices & locations) and can easily be used both in and out of the office, that is secure, reliable and enables us to work quickly and creatively. Reliant on public funding means we have to be responsible with our purchasing and get good value for money, we also need to be able to meet GDPR responsibilities.

### **End user**

**Laptops** - We currently have a small team of 6 people that could increase/ decrease slightly over time, so a flexible approach to equipment provision would be useful.

All devices should be lightweight & portable but d appropriate for the computing demands (e.g access to the Adobe creative suite therefore this may influence the device for them). The device should also be suitable for easily connecting to external monitors, keyboards & mice, wireless printers etc

**Mobile's** - A quote for mobile devices is not required as we are likely to use our own, but a solution for easy & secure access to corporate email and calendars is required.

Remote access via both WiFi & mobile device tethering is required.

**Software** – all devices are required to have access to the Microsoft office suite. Some devices will also require Adobe creative. Quotes should include all software. Devices should allow end users to install software themselves.

### **Hosting**

LeftCoast Website is hosted by WP Engine – no service required but we do need to operate Wordpress on new devices.

Domain name purchased – no service required

Email – we currently have public facing @leftcoast.org.uk email addresses that come through to our BCH emails, that are hosted by Blackpool council. We need to remove ourselves from the Blackpool council system, whilst ensuring that we are safe from spam/viruses etc. Personal & shared calendars are also provided through this solution so an alternative will again be needed.

We also require capability for:

- personal storage space;
- a shared storage space for LeftCoast employees;
- a shared storage space where we can provide access to selected people to connect with external individuals to connect to set files.

We are open to & welcome proposals based on cloud solutions.

### **Network/connectivity :**

There is dedicated internet connectivity provisioned into our new office, but it is currently for the whole building (other organisations & public usage).

There is a requirement to ensure, network separation & security is configured on this connection & ideally with preferential usage over public wifi demand.

### **Applications and integration:**

All users need access to an Office suite, email and internet,

Four computers will need access to Adobe Creative, it downloads updates via cloud but sit's on the desktop so needs quite a bit of RAM to operate well.

All the team need a conference call capability

### **Service and Maintenance:**

Please advise on service and maintenance options available?

### **What next:**

We would like a response to the above requirement by the **2<sup>nd</sup> December**. Please send a proposal to [Helen.jones@leftcoast.org.uk](mailto:Helen.jones@leftcoast.org.uk). Detailing information about what you would be able to provide, what time frame you would need to install it, references from current clients and a list of outline costs involved. We appreciate we may not have provided all the answers you need above so please detail what else you would need to know from us to formalise a quote. Helen Jones is the point of contact for any questions you need answers to prior to submitting a proposal.