

RENAISSANCE

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Collection Care and Conservation Support Feasibility Study 2010-11 Project Brief and Invitation to Tender December 2009

Background & Context

Tenders are invited to carry out a feasibility study into the provision of regional collection care and conservation support for 2010-11.

Due to a reduction in core funding from the Renaissance programme during 2009-11 Renaissance South West (RSW) is seeking to address the best means of delivering professional advice and guidance in conservation and collection care to museum in the south west.

1. Project

In response to the increasing pressure on local authority budgets and Renaissance funding during 2009-1 the level of conservation provision and advice on offer from the SW Renaissance programme has reduced. In order to support the sector in accessing appropriate sources of funding for conservation and collection care activity and develop the skills of the workforce an efficient and sustainable conservation and collection care advice service is required. The service will need to maximise existing regional and national resources, considers better alignment to non-Renaissance funded provision and address the long-term benefits of the investment.

- Using the existing data and evidence of Renaissance funded Conservation and Collection Care support, collate and produce quantifiable and qualitative impact of investment to date
- Provide a comparative assessment of regional delivery for Renaissance funded conservation and collection care support and the sustainability of the methods for delivery
- Produce recommendations at a regional level on the appropriate prioritisation and methods for future regional delivery of conservation and collection care support.

2. Outline Methodology

It is expected that the consultant will present a methodology, which includes the following key requirements:

- Review of existing material provided by the project steering group
- Direct consultation with all (SW based) Museum Development Officers and the Renaissance SW Conservation Development Officers by telephone/correspondence
- Liaison with relevant national organisations providing conservation and collection care advice
- Liaison with relevant national organisations including major funders of conservation and collection care activity
- Sample consultation with 10% of (Accredited/Registered) museums in the region to establish priority conservation and collection care advice needs. Ensure sample is representative of the number of smaller and community museum organisations within the region.
- Consultation with a broad range of regional providers including county museum conservation departments, conservation units and independent conservators, key organisations such as the National Trust.
- Production of final report/ portfolio of case studies in electronic format and submission of 2 hard copies to the project manager.

3. Outcomes

- Implementation of recommendations in the allocation of Renaissance South West funding and delivery of conservation and collection care support to museums in the south west.

4. Terms of Reference

- (i) The consultant is required to make his or her own arrangements, as Renaissance SW does not provide office accommodation.
- (ii) The consultant's contact with museums will primarily be through telephone and email.
- (iii) Consultant to provide mid point project progress written report in February
- (v) The contract will be held with Royal Cornwall Museum on behalf of the SW Renaissance programme.
- (vi) All information collated will be transferred to Renaissance South West at the end of the project.

5. Timing

Applications are to be received by 4pm on **Monday 4th January 2010**. Renaissance South West wishes the work to commence Monday 18th January 2010 for completion by 9am on Wednesday 12th March 2010.

6. Project Management

The consultant(s) will report directly to the Project Manager (Renaissance South West's Programme & Project Manager).

7. Fees & Expenses

This is a fixed price contract of **£15,000** to include Value Added Tax. Proposals must be inclusive of all related costs including all travel, postage, photocopying, telephone calls and emails carried out by the consultant as part of contract. The amount of Value Added Tax at 17.5% must be identified within the 2011 project costs. The project will be paid in two instalments of 50% of the value of the contract at the start and end of the project period as stated within this document.

8. Submissions of project proposals

Proposals to undertake the project should be submitted by **4pm on Monday 4th January 2010** and sent to the email address Victoria.harding@bristol.gov.uk and david.sully@bristol.gov.uk

Selection will be confirmed by **Friday 15th January 2010**.

The proposal should include the following:

- Timing and number of days work proposed
- Full costs breakdown
- Experience and background information including CV
- Two referees

9. Consultant(s) background, experience and selection

Consultants will be chosen on the basis of the following:

- Understanding of the brief demonstrated in the submission
- Understanding of the conservation and collection care advisory services

- Understanding of the Renaissance Programme and Museum Development
- Understanding of current developments, standards and professional practice within museums
- Experience of strategy, research, mapping, development and planning
- Experience of project work
- Understanding of the South West regional context.
- Ability to complete the project to a satisfactory standard to time and on budget
- Satisfactory references

Successful candidates will be selected on the basis of their written submission. If required an interview may be held. E-mail applications are requested. For further information please contact Victoria Harding on Victoria.harding@bristol.gov.uk

Final version 11 December 2009