



Gloucestershire Museums Archaeology Storage Resilience Pilot: Tender process

# Tender process

## 1. Fee

- 1.1. This project has been funded by Museum Development South West, with The Wilson Art Gallery and Museum as lead applicant.
- 1.2. We invite fee quotations to undertake the feasibility options appraisal as outlined in the attached brief. There is a maximum fee available for this work of £9,200.
- 1.3. Quoted fees must include all of the following:
  - Professional fees
  - Travel and expenses
  - Accommodation
  - All third party fees
  - Report, printing and presentation costs
  - An estimate of any contingency
- 1.4. The fees should indicate if they include or exclude VAT.

## 2. Schedule

- 2.1. The project team would like to discuss the delivery schedule in detail with the appointed freelance specialist. However, we expect there to be the following key milestones:
  - Closing date for responses
  - Interviews
  - Consultant appointed and work commences
  - Review meeting
  - Mid-point review
  - Review meeting
  - Final appraisal report and roadmap submitted



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### 3. Tender Return

3.1. Response to the brief should be no more than 10 pages and include:

- A short but clear methodology statement for the delivery of the Project deliverables detailed in Section 5 and reflecting the project scope outlined in Section 3
- An outline work plan identifying key sign-off points informed by this brief
- Confirmation of team members, CV's and details of relevant professional experience and skills
- Two relevant references
- Fixed sum fee – to include all expenses but to exclude VAT at the prevailing rate along with a suggested fee drawdown schedule. The Wilson reserves the right to amend any suggested drawdown schedule
- Proof of professional indemnity insurance (£1 million)

3.2. Any enquiries arising during the tender process must be submitted in writing via email to: [phillippa.turner@cheltenhamtrust.org.uk](mailto:phillippa.turner@cheltenhamtrust.org.uk)

3.3. Tenders must be submitted no later than 12pm on Monday 13 July 2026, via email to: [phillippa.turner@cheltenhamtrust.org.uk](mailto:phillippa.turner@cheltenhamtrust.org.uk)

3.4. The Wilson will not be responsible for or pay any costs or expenses that are incurred by any tendering consultant in preparing or submitting their tender.

3.5. Contract Award Criteria

Tenders will be assessed on the following criteria:

- Response to brief 30%
- Qualifications and Experience 25%
- Project Team and Resourcing 25%
- Fee 20%

3.6. In the response to the brief and your experience, the successful contractor will:

- Show that they fully understand our requirements in this contract and are prepared to work with project team in a flexible way over the contract period to best meet our needs



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- Have a track record of carrying out options appraisals and in producing useful and readable appraisal reports. They will be able to demonstrate that the personnel who will be involved have appropriate skills and relevant background knowledge
- Show that they will be able to work effectively and in a creative way with the project team and partners, and where appropriate will take an innovative and timely approach to the appraisal and roadmap
- Have in-depth knowledge of the areas of work relating to the project, including:
  - Knowledge of museums archaeology policy
  - Demonstrate knowledge of the work of commercial archaeological contractors and archiving requirements of the UK planning system
  - An understanding of working in museums
  - Experience of community engagement and support
  - Experience of the voluntary sector
  - Experience of training and education initiatives
  - Ideally the contractor will have previous experience of working on archaeological storage options appraisals and roadmaps

### 3.7. The contractor will also need to have:

- Excellent presentation, written and verbal communication skills
- Robust management and project management arrangements, including quality assurance protocols
- Commitment to equality, diversity and inclusion
- The ability to take initiative and work independently
- The ability to work with a variety of people
- A willingness to travel to the project location
- Can justify costs and provide demonstrable value for money.

3.8. Each proposal will be given a score. A proposal considered to be unsuitable shall be rejected at this stage if it does not respond to important aspects of the brief. The Wilson will notify unsuccessful tenderers of the rejection of their proposal after completing the selection process. Tenders will be awarded on the absolute discretion of the project team, in accordance with internal policies and statutory regulations. The Wilson is not required to accept the lowest priced tender. The decision will be final and binding; no correspondence will be entered into.

3.9. The successful applicant will be employed on a freelance basis and will be responsible for their own tax and National Insurance reporting.