# Digital Heritage Consultants - Clarification Questions

## Question 1

For typical projects we run, we draw upon the expertise of all 13 of our members and wider partners as we find that new needs can emerge from organisations we work with. During delivery of support, are we able to bring in further resource outside the 4 consultants we'll put forward?

**Answer:** No, only the individuals who have been assessed and approved through the tender process, and named in the contract (max 4) may undertake commissions for us.

## Question 2

When working with organisations, we also like to work in small teams of 2,3 or 4 depending on the needs of the organisation. Is the expectation we could work in small teams for these engagements, or would you expect just one consultant to support an organisation?

**Answer:** We expect one consultant to work on each commission. A typical commission involves one consultant acting as a mentor, monitor or expert advisor on a specific grant application or a grant-funded project.

## Question 3

Please could you provide more information on how the ordering process works? If we were successful in being added to the roster, would we need to submit proposals for each piece of work?

**Answer:** No, proposals would not be required for each piece of work. Once on the register, there is no further assessment process for individual commissions. Our dedicated Investment Manager and/or the RoSS Framework Manager would search our database of approved consultants and decide which would best suit their project needs. The Investment Manager would then make an initial telephone call the discuss what they are looking for to ensure that the consultant is happy with the parameters and timeframe required. If the consultant is happy to accept the commission, a purchase order is raised which contains a written brief which formalises the discussion.

## Question 4

When you say '. Each contract may have up to four named individuals, therefore if you are bidding as an organisation/partnership etc you may put forward up to four separate tender responses. We expect the maximum value of an individual contract not to exceed £30,000 (including VAT) for the duration of the contract term'. Does this mean that if we put forward 4 individuals from the maximum is £30k or £120k (including VAT)?

**Answer:** The maximum value refers to each organisation/contract rather than individual. We will only have one contract with an organisation and therefore, the total value for the four individuals collectively is likely to be no more than £30k over the life of the contract.

## Question 5

Collections Management and Digital Archiving are very closely linked for some projects, particularly for smaller archives. Should we mention skills we have in neighbouring areas that are relevant to our chosen area of expertise?

**Answer:** Yes. The areas outlined are indicative rather than exhaustive. We are interested in appointing consultants to the framework with a wide range of relevant digital skills. Please do refer to relevant related areas of expertise, particularly where you have experience of supporting heritage projects with these.

## Question 6

For sole traders, do you wish to hear about Environmental and Social action we take as individuals?

**Answer:** Yes, tell us about actions you undertake as an individual relating to the service that you provide.