

Dynamic Purchasing System for Collections Conservation

DA ref. DA1139

Questions and Answers Log

Questions 1-29 were asked during the Market Information Event on the 20/11/2024. The Questions & Answers (Q&A) Log will be updated and shared with all Applicants via Jagger Portal as soon as new answers are available.

No.	Question	Answer	Response date
1	If we have a storage/decant specialism, what service category should we register under?	Storage and art handling services are outside the scope of the DPS and both Parliament and the R&R Delivery Authority will procure these via alternative routes. Parliament's Heritage Collections has recently advertised for Heritage Collections Storage Services; you can find more details here: https://www.find-tender.service.gov.uk/Notice/037360-2024?origin=SearchResults&p=1 .	26/11/24
2	What kind of reporting is required post restoration and how much detail would need to be provided?	Reporting requirements will vary depending on the nature of the contract and the work undertaken. Details will be specified at point of tender and where appropriate templates or guidelines will be provided. The work to our objects is crucial, but it's also important that we understand and record that work appropriately to inform how we work with and use those objects going forward.	26/11/24
3	Will there be the opportunity for each group to be able to communicate collectively to enable us to all discuss ideas and disseminate information so we can all help one another....Perhaps some kind of forum?	We are committed to fostering collaboration across the sector and recognise the CCDPS is an opportunity to increase professional skills and collegiate working. We welcome any ideas and feedback on ways in which we can support and grow this initiative.	26/11/24
4	Once you have been given a tender who would be your point of contact?	Your point of contact would depend on which organisation is the contracting authority, be that Parliament or the Delivery Authority. You would have a clear contract manager within that. During Call Off Competitions all communications with tenderers will be managed via the tendering portals (via Atamis for Parliament, via Jagger for the Delivery Authority).	26/11/24
5	Please could you clarify that when relocating antiques, artwork etc. from the parliamentary buildings, will atmospheric data be provided to ensure that	All necessary supporting collections care information will be provided to the contractor. Specific object requirements (e.g. regarding environmental conditions or transit arrangements) will be outlined at the point of tender as appropriate to enable tenderers to make informed decisions about their ability to deliver the contract.	26/11/24

	all items are being stored and maintained at consistent relative humidity to ensure maximum preservation for all items.		
6	Will proposed treatment for packages be specified to tender against, or is it up to the business to outline the treatment to be undertaken?	Both scenarios could be possible. There will be certain cases where specific deliverables or methodologies will be outlined at the point of tender, whereas in some cases we will specify end state outcomes and be open to various delivery options.	26/11/24
7	Will the weighting be the same for each project? If so may we know the percentages?	No, the weightings will vary. The weighting of each tender award criterion, such as Technical/Quality aspects and Price, will be tailored to suit the nature of the individual project's service requirement. We have built into the DPS maximum flexibility which will enable us to allocate from 10% up to 90% weighting for Technical/Quality criteria. Please refer to page 22 of the Attachment 2 DPS Membership Agreement for more details.	26/11/24
8	What about access, working at height for example. Are supportive elements like platforms, towers etc. provided by Parliament?	Generally, platforms and towers to enable access and health and safety equipment will be provided by the Customer (UK Parliament or the Delivery Authority). Specific details of what we will expect conservators to supply will be detailed in each invitation to tender. It will be very clear what you are expected to supply and what will be supplied by the Customer.	26/11/24
9	Will each conservation group be given a suppliers list of materials which have been agreed for use on objects to try and standardise products used? There are good and bad products out there on the market and perhaps its imperative that we all use the best materials available for such a collection.	There are likely to be stipulations around material/product use and again these are likely to vary depending on the nature of the work undertaken and the objects/environments involved. For example, in cases such as work to conserve upholstered furniture we may wish to stipulate a particular colour or quality of hide, to ensure consistency and standardisation across our objects. In other cases there may be health and safety considerations or particular object requirements that demand a certain material or approach is used. These requirements will be clarified at point of tender as appropriate.	26/11/24
10	Thank you for the earlier answer. Going back to the Environmental Monitoring Services, if a tender is for a range of the services Aimee mentioned, but we are	Either approach is possible, but it will depend on the procurement strategy for each project. Service Category 1 covers environmental monitoring services including particulate matter, lux, UV, relative humidity, temperature, vibration, pH, dosimetry. We will consider what services the Members in the Service Category offer before choosing our approach. A single Call-Off Competition may be run with the	26/11/24

	only covering one of them, would the R&R team seek to appoint a single company to cover all services or would appoint a range of companies for each specialism?	purpose of awarding one or multiple contracts. Nevertheless, all DPS Members in the relevant Service Category will be invited to tender for the contract(s).	
11	Will we have to submit fixed rates at the beginning of the process and keep to these for each work package?	The 'DPS Attachment 6 Pricing Information' is one of the documents in our application pack. It is optional to fill it in: you don't need to if you don't want to, but we are asking for what your daily rate is. This is to help us build our own market understanding of what the range of rates is for different specialisms. We will use this for the purposes of planning and budgeting only. These rates are not fixed. They are provided only for information. Once you become a Member of the CCDPS, and are invited to a Call Off Competition, you will then be able to offer your latest rates, and these rates can be different to those submitted in Attachment 6.	26/11/24
12	If I planned to respond to a tender requiring extra team members to my core company and/or shared specialisms - do those other specialists / team members need to be on the CCDPS? Or can I respond on behalf of all parties?	<p>If they will be your subcontractors and you are responding on behalf of all parties then they do not have to be on the CCDPS. Please note that the Customer will have to approve in writing the appointment of every subcontractor (as per clause 22.1 of the DPS Attachment 3 Call Off Contract) but this will take place once you are successful in being awarded a Call Off Contract. The Selection Questionnaire Question 1.3 requires you to provide some details of subcontractors in your SQ at a point of applying for a place on the CCDPS but only if you know their identity at this stage.</p> <p>In another more complex hypothetical scenario, if you were to apply as a group of companies or as a consortium, in such case all members of the group or the consortium would have to fill out SQ Parts 1 and 2. If you are considering this then please contact us for advice on next steps.</p>	26/11/24
13	Are packages of work awarded on cheapest tender?	No, there will always be a combination of Quality/Technical and Price criteria. We have built into the CCDPS maximum flexibility which will enable us to allocate from 10% up to 90% weighting for Technical/Quality criteria.	26/11/24
14	When registering on the Jagger portal there isn't a service that covers conservation.	That is correct, the list in Jagger is not aligned with the CCDPS Service Categories list shown in DPS Attachment 5. The list in Jagger is aligned with the pan-Government classification for public procurement (known as 'the common procurement vocabulary'), unfortunately there is no conservation specific service listed and we are unable to make changes to that. We can suggest to select the closest match.	26/11/24

		In terms of the future tenders under the CCDPS, we will invite you to tender by attaching your company / sole trader's Jaggaer profile to the tender, regardless of the type of service you selected when registering on the Jaggaer. I trust this is helpful. Please do not hesitate to contact us on commercial@r-r.org.uk if you have any other questions.	
15	Will the Parliamentary Estate provide valuations of the individual artefacts to ensure we have adequate insurance cover in place?	<p>We have specified insurance requirements in the SQ. It is an essential criterion for the Applicant to either have the levels of insurance cover as set out in Section 7 of the SQ, or unreservedly commit to putting in place the levels of insurance prior to the award of any Call-Off Contract under the CCDPS.</p> <p>To add to that, the Professional Indemnity Insurance will also depend on the nature of the work being undertaken and the scope of that work. We appreciate that for small businesses it can be an extra overhead to carry insurance when you are not guaranteed that the work that you're doing needs that much cover, so we will be specific at the Call Off Competition stage to specify the level of cover required. Also, if Professional Indemnity Insurance cover was needed you wouldn't be required to enact this until you were notified that your tender was successful.</p>	26/11/24
16	Will work be allocated to just one conservation specialist, or multiple?	It really depends on each requirement and piece of work. There are various types of work that will be sourced through the DPS. For example, a single specialist might be needed for one piece of work, but potentially, for example, during the condition and move survey we might be looking at multiple conservators of the same specialism working at the same time.	26/11/24
17	Could you expand on type of services within the Environmental Monitoring Systems, Consultancy and Maintenance?	<p>We have deliberately left the description of this Service Category 1 to cover broad spectrum of monitoring. We appreciate that the word environmental can encompass a lot of different specific services. Within this specific Service Category we're talking about temperature, RH, light, vibration, particulate matter, but again it's a broad spectrum.</p> <p>We are looking to be able to bring in as many consultancies and companies which fit under that umbrella so that there are options for us to cover all of our potential requirements and to work with you all.</p>	26/11/24
18	Does the DPS only involve restoration works? We are a doorset manufacturer that manufacturers to	We are looking at conserving existing collections rather than replacing things. Therefore, replacement of doors or other furniture is outside of the scope of the CCDPS.	26/11/24

	bespoke/exacting details with fire certification.		
19	Are design and conservation based consultancy services going to be tendered through the DPS or is this portal intended for the procurement of works?	There is an option for conservation consultancy services included in descriptions of multiple Service Categories including Categories 1, 2, 4, 5. It would just depend on the works and our requirements as they emerge both in terms of the requirements of the Restoration & Renewal Delivery Authority and that of Parliament. However, the design based consultancy is outside of the scope of the CCDPS.	26/11/24
20	Let's say I am applying to a tender for a large project that requires myself to work with colleagues, do I apply as a sole trader or as a group?	<p>If there is, for example, a tender that comes out saying we require, for example, five paintings conservators, we fully expect that there would be some companies that have potentially five paintings conservators within that company. I would assume that company would apply as one entity and then within the Call Off Competition they would then be able to specify how many conservators they were able to offer and specify that information.</p> <p>However, part of the thought process behind building this CCDPS system is also to include sole traders and give chance to sole traders who may not have large companies behind them. So we would encourage even if there are big projects that come out requiring multiple conservators of a specific specialism and you're a sole trader, we would encourage you to apply for that as well.</p> <p>As we have explained in another response earlier, a single Call-Off Competition may be run with the purpose of awarding one or multiple contracts.</p>	26/11/24
21	Has it been decided where the objects will be removed to? Will all work take place there or in our premises?	At the moment planning for the decant of Palace of Westminster is underway and is a complex undertaking. We are working out now possible locations and options for how the decant takes place and where those objects go. Much of the work that we are talking about in relation to the CCDPS in its next four years is going to be more likely either based within the Palace or possibly within our existing facilities. There is a combination of this work because decant for R&R will not take place in the next 4 years. But for business as usual elements where perhaps we do have items already off the estate, part of the CCDPS requirement will be to demonstrate how the work will be carried out and where.	26/11/24
22	Do you require conservators to be (ACR) accredited?	We have decided that there are no minimum requirements about accreditation or specific training that you must have gone through to get to your professional place. So we encourage everyone to apply who is within the profession and can demonstrate professional work within the last three years.	26/11/24

23	Are there any requirements around ICON accreditation?	As responded to the earlier question, we have decided that there are no minimum requirements about accreditation or specific training that you must have gone through to get to your professional place. So we encourage everyone to apply who is within the profession and can demonstrate relevant professional work within the last three years.	26/11/24
24	Any info on the size and timescale of the work packages? All work completed in recess?	Lots of our work is restricted to when we have less impeded access to the building. So yes, it's a fair assumption that a large portion of the work that we will be tendering through the CCDPS will take place during recesses, but not exclusively. Obviously, we have ongoing collections care needs throughout the year, including reactive works if we experience issues and incidents. There's a range of different time scales and sizes of package, but a portion of that will be seasonal around the parliamentary calendar.	26/11/24
25	Is there a link to the overall Parliament tender scheme, I think you said it was called Atamis?	Please use this link to UK Parliament's Atamis e-tendering portal: https://atamis-ukparliament.my.site.com/s/Welcome	26/11/24
26	What value ranges are there?	At the moment we know that the approximate value that will be going through the DPS through its lifetime are contracts totalling to about £4.3 million. That's across both Parliament and the R&R programme. In terms of value ranges, some contracts will be as low as starting at £1,500 to contracts ranging to potentially up to and over £100,000.	26/11/24
27	Will BAU parliament tender for jobs through this portal too?	We are hoping to make it nice and easy for everybody and we will be able to use the CCDPS as a means by which to advertise and procure for Parliament's business as usual conservation work alongside that of the Restoration & renewal Delivery Authority. So it's a one stop shop. There might be occasions that some of Parliament's contracts are procured via other means outside of the CCDPS but we envisage that majority of our contracts will be procured via CCDPS and using Atamis portal.	26/11/24
28	I assume that if we are already on an R&R Framework we still have to apply.	If you are currently on an R&R Framework already, then you also would need to join this new CCDPS as well to access the collections specific work opportunities.	26/11/24
29	Does the DPS include asbestos remediation?	We have separate arrangements for asbestos remediation. The CCDPS is focused on conservation work and it may be used to provide support for any asbestos remediation if necessary.	26/11/24
30	Selecting service categories when	We are aware that service categories in Jaggaer do not align with CCDPS Service Categories, and that there are not many categories which are specific to a variety of collections	27/11/24

	<p>registering on the Jaggaer Portal.</p>	<p>conservation services. When we published the Contract Notice we have listed those service categories from Jaggaer which seemed to be the most relevant. They were as follows: 92522200 - Preservation services of historical buildings 39254000 - Horology 50800000 - Miscellaneous repair and maintenance services 71317000 - Hazard protection and control consultancy services 90711500 - Environmental monitoring other than for construction 90910000 - Cleaning services 90922000 - Pest-control services 92520000 - Museum services and preservation services of historical sites and buildings 98312000 - Textile-cleaning services</p> <p>We hope that this is useful. Please choose the closest match. If none is an exact match than perhaps either "92520000 - Museum services and preservation services of historical sites and buildings" or "50800000 - Miscellaneous repair and maintenance services" would be a good compromise.</p> <p>Nevertheless, whichever category in Jaggaer you select this will not affect your application to the CCDPS or future tenders.</p> <p>When you become a Member of the CCDPS, we will invite you to tender by attaching your Jaggaer profile to the invitation to tender regardless of the type of service you selected when registering on the Jaggaer. You choose which CCDPS Service Category/ies you are applying for on the Selection Questionnaire (SQ).</p> <p>If you have any questions please do not hesitate to contact us.</p>	
31	<p>Regarding the "Technical and Professional Ability" case study section of the SQ application. Are photographs of artworks/objects we have worked on expected as part of this section, or is it intended to be text-based only? Any guidance you can provide would be greatly appreciated.</p>	<p>Photographs are not required, text based responses will suffice. If you wish you may paste photographs into the text box provided. Please observe 2xA4 sides limit per Case Study.</p>	27/11/24

32	<p>What is the situation with raising purchase orders to suppliers, terms and conditions etc.?</p>	<p>Please refer to DPS Attachment 3 - Call-Off Contract which describes the terms and conditions which will govern the contracts awarded under the CCDPS.</p>	27/11/24
33	<p>During the presentation there was a mention of uploading case studies, previous work history etc. to the Jaggaer platform. Would that just be in the supplier document "attachments" area?</p> <p>Additionally, I would like to request the form for submitting additional case studies, as we are planning to apply across multiple service categories.</p>	<p>The case studies must be described in the SQ (DPS Attachment 4 Selection Questionnaire) in Section 6.1 a), 6.1 b) and 6.1 c), and uploaded with your SQ to the 'Response Area' in Jaggaer, into the box described as 'Question Attachment 4 - Selection Questionnaire (SQ)'.</p> <p>If you wish to provide more than three Case Studies please do so by filling out the form for additional Case Studies. The 'DPS Additional Case Studies Form' is available for download from the Buyer Attachments area.</p> <p>Once completed, this form can be uploaded to the 'Additional Attachments' area. The Form includes the instructions on how to upload it to the 'Additional Attachments' area.</p>	27/11/24
34	<p>We are a conservation picture framing company and we have previously done work consulting on and installing frames. We are not frame conservators but conservation framers. We are not sure whether the kind of work we have done previously actually comes under this CCDPS and if so, which Service Category we should apply for?</p>	<p>Conservation picture framing sits within the scope of Service Category 18 Heritage Collections Conservation Services: Frame Conservator.</p>	10/12/24
35	<p>With regards to the Delivery Authority's current contract for the maintenance of environmental monitors, when it comes to the annual maintenance and software subscription renewal then is that something that goes through Jaggaer or does</p>	<p>In terms of awarding contracts for the maintenance of the equipment owned by the Delivery Authority, we have a choice of either awarding the contract directly, inviting tenders from the CCDPS or from the open market. The decision is always made on a contract-by-contract basis. The Delivery Authority's tenders are run via Jaggaer.</p>	10/12/24

	it go through another platform?		
36	SQ Question 4.2 asks if I am a relevant commercial organisation, turnover over £36 million which I am not as I am a sole trader. However there is no N/A box, only Yes/No. Can you confirm that I can leave 4.2 and 4.3 blank or type in N/A?	In such case please leave Question 4.2 blank and in 4.3 type in N/A.	10/12/24
37	For section 6 of the questionnaire - Attachment 4 - states a maximum of 2 case studies per service category. Query is that the questionnaire then states 6.1a, 6.1b and 6.1c which is 3 case studies required. Please kindly confirm is it a maximum of 2 or 3 case studies per service category to be submitted.	<p>There is a limit of 2 Case Studies per Service Category. Also, please note that you need to submit at least 1 Case Study per Service Category, and that you may demonstrate experience in several Service Categories in a single Case Study. There is no limit to the number of Case Studies overall submitted with your Application.</p> <p>There is indeed space for only 3 Case Studies in the SQ but if you wish to submit more then please download and complete the 'DPS Additional Case Studies Form'. It can be downloaded from the 'Buyer Attachments' menu.</p>	12/12/2024
38	For the case studies should the A4 page limit just be written text? Or do we need to include images within this section?	The 2xA4 sides limit per Case Study includes text and images, so if you are including images please do not exceed 2xA4 limit.	12/12/2024
39	We would like to submit more than 3 case studies in total, but have noted that only 2 per category is allowed. Please may you send us the additional forms as noted in the SQ.	There is indeed space for only 3 Case Studies provided for in the SQ, but if you wish to submit more with your Application then please download and complete the 'DPS Additional Case Studies Form'. It can be downloaded from the 'Buyer Attachments' menu.	12/12/2024
40	We have asked for a reference from one of our clients and they have said they can not recommend our services above someone else. Is	Correct, we reserve the right to contact the client to confirm the accuracy of the information provided in your Case Study. I trust that this helps to answer your question.	12/12/2024

	<p>this contact ok to use as a reference ? Can you confirm that you just need them to confirm we did the work as stated in the case study which I think would be permitted by them.</p>		
41	<p>One of our material specialisms is glass, but we note there appear to be no relevant categories for this – is it that there is no glass that forms part of the collections, or is the glass for the Palace R&R works focused on glazing so outside the scope of the CCDPS?</p>	<p>Very little of the Heritage Collection is made of glass, and that is indeed why it has not been included as a Service Category on the CCDPS.</p>	3/1/2025
42	<p>There is reference to 'regulation 59' in the proforma (4.1 j.iii; in the Notes), but I don't know what regulation that is.</p>	<p>The key message of the Regulation 59 of the Public Contracts Regulations require that a contracting authority (such as the Delivery Authority) may require tenderers at any moment during the procedure to submit all or any of the supporting documents where this is necessary to ensure the proper conduct of the procedure. Please see this link for the full text: https://www.legislation.gov.uk/uksi/2015/102/regulation/59</p>	3/1/2025