

Collections Conservation Dynamic Purchasing System Market Engagement Event

Transcript

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AS: Aimee Sims, Heritage and Collections Conservation Manager *R&R Delivery Authority*

HD: Hannah Daley, Heritage Lead for Restoration and Renewal *UK Parliament*

AH 0:03

Hello and good evening.

A very warm welcome to our engagement events on the collections conservation dynamic posting system.

My name is Andy Haynes, I'm the commercial Director at the Restoration and Renewal Delivery Authority or DA as you'll hear it referred to, and I'm Co-Chairing this event tonight with Melissa.

MH 0:23

Thank you, good evening.

My name is Melissa Hamnett, and I am the Director of Heritage Collections at the Houses of Parliament.

We are delighted to welcome you all this evening to this event and to explain more about what the new Collections Conservation Dynamic Purchasing System is all about.

Don't worry, by the end of this session you will know exactly what it is and how you can apply to work on the wonderful and unique collections that we have here in Parliament.

This evening you're going to hear first from my colleague Hannah Daly, who is Heritage lead within Parliament for Restoration and Renewal, and then Aimee Sims, the Heritage and Collections Conservation Manager, who sits within the R&R Delivery Authority.

Later you will hear from Andy again, who will give a little bit of an explanation on what a dynamic purchasing system is and what it does.

AH 1:32

Thanks, Melissa.

Before we hand over to Hannah and Aimee, I'm going to run through some housekeeping notes first so you can get the most out of this session.

This session is being recorded, so if you need to leave or want to watch it again, you absolutely can. It'll be uploaded onto our website tomorrow along with a transcript.

Because there are a lot of people in the webinar, we've turned cameras off and microphones to make it easier to hear and see our speakers and the slides.

If you'd like to ask any questions, you can do this via the Q&A function, where all queries will be picked up as we come to a pause a little later this evening.

If you're joining us on your mobile phone, I'm afraid functionality is slightly more limited, meaning you can't participate or view the Q&A. However, we do have a dedicated inbox to ensure that your questions are answered if you'd like to send a question there.

So without further ado, I'll hand over to Hannah.

HD 2:27

Thank you very much, Andy. Hello everybody.

My role within Parliament's Heritage Collections team is as the lead for Restoration and Renewal, as Melissa said, which means I work closely with colleagues in the R&R Delivery Authority to ensure that our unique and important heritage assets are planned for and protected during the programme's work to the iconic building that is the Palace of Westminster.

I also head up our Heritage Projects function, so every day on the parliamentary estate we have lots of capital project and maintenance activity, which of course has the potential to impact on our collections.

My team works to mitigate risks to our objects through moves, supervisions or in situ protections and the like. This means that my team and I see firsthand and day-to-day the challenges and opportunities we face in caring for our collections in this unique and dynamic environment.

I work closely with a team of brilliant heritage professionals in heritage collections, including people like Emma Coburn who you may have seen on our Vox Pop videos.

We work hard to maintain and enhance our standards of collections care in this complex and fast moving environment where the business of Parliament is happening all around us and it's absolutely front and centre.

We work with external conservation specialists both on the estate and remotely and rely on their expertise and agility to deliver conservation work in this unique environment and to our working collection.

So, this core conservation activity is and will continue to be essential for Parliament.

We're seeing an ever-increasing need for resource, so we need to be able to meet that in a way that's compliant with procurement rules and within the context of demand because of this relatively small and specialist sector to make sure that we can continue to maintain a high standard of service delivery to both houses.

So I think some of you here today may be already familiar with Parliament and our collections, but even so, I wanted to start by introducing the Palace and some of the objects in our care.

Parliament's Heritage Collections comprise 3 collections, the Historic Furniture and Decorative Arts Collection, the Parliamentary Art Collection and the Architectural Fabric collection.

The Parliamentary Art Collection itself is made-up of around 10,000 museum quality works, including easel paintings like the fantastic portrait of Baroness Amos, former leader of the House of Lords, who you can see there. But we also have photographs, works on paper, textiles, medals, coins, political memorabilia and sculpture including objects dating back to the Medieval Palace, like the statues of the Kings in Westminster Hall.

The collection is diverse both in terms of time period and material.

As well as the more traditional materials you might expect, the collection contains plastics, audio, visual and electronic media and all of those of course have differing needs.

We have amazing works like the contemporary sculpture *New Dawn* by Mary Branson, the fantastic sculpture commemorating 150 years of women's of the fight for women's suffrage, which presides over the steps as you move through back the hall.

We also have around 80 historic wall paintings, many of which are integral for the building and they have an extensive condition monitoring programme. In recent years we've also done exciting standalone conservation projects to the paintings on East Corridor, again, one of those pictured there, which is in a really busy space just off Central Lobby.

The Historic Furniture and Decorative Arts Collection includes nearly 11,000 objects. Most of them are movable, such as historic furniture, clocks, silver and ceramics, and it's a working collection. It works very hard with around 50% of objects in regular use across the parliamentary estate.

So, we have this amazing history of continued use and objects fulfilling the role for which they were originally defined and made, including during important ceremonial functions like the State Opening of Parliament.

Perhaps unsurprisingly, we've got lots of chairs. Each of them is special in its own way, from the Portcullis Chairs, red or green depending on which house they belong to, to really exquisite objects like the throne in the House of Lords.

As well as our furniture, chairs, desks, benches and the like, we're managing care for objects like those you can see here, including a significant collection of silver and ceramics. Many of these objects are in regular use and we need to care for and conserve them in line with that.

Our architectural fabric collection comprises over 5000 objects which were originally commissioned for the Palace of Westminster that over time have become detached, either taken off or fallen off from the built fabric and historic interiors as well as models which help us to understand more about the building itself.

So moving on, here are some images of my brilliant colleagues at work. As team, we're responsible for these collections and their conservation.

We need to ensure we have the resource in terms of range of expertise, depth of knowledge and capacity to carry out that day-to-day reactive and project based conservation and collections care activity safely and effectively.

So the Collections Conservation DPS covers a wide variety of conservation and collections care services which will support the care of Parliament's heritage collections in all their breadth and scale, including advising, monitoring, protecting and conserving these objects of national significance.

I'm now going to hand over back to Andy and to Aimee from the R&R Delivery Authority.

AH 7:32

Thanks Hannah.

I'd like to tell you a little more about the Palace of Westminster and why the Restoration and Renewal programme is needed before handing over to Aimee who will shed a bit more light on the conservation work carried out by the R&R programme.

The Palace of Westminster is centuries old and has been the scene of great moments in our country's political life. It's an internationally recognised symbol of UK and democracy and part of a UNESCO World Heritage Site.

Much of the building is 150 years old and some parts are over 900 years old. The palace is also enormous, covering 34 acres and with over 1000 rooms.

The whole building shares the same water, power, heating and sewage systems, many of which are 50 years old now, and hundreds of miles of pipes and cables need replacing.

In short, extensive and incredibly complex work is needed to restore it to benefit the 1,000,000 people who visit every year and the thousands who work here every day, including MPs, Peers.

The Delivery Authority was set up as an independent limited company to design and deliver the Restoration and Renewal works on behalf of the Houses of Parliament. The DA's effectively only shareholder is Parliament, and we're a separate procurement entity from Parliament as well. Hence some of the things you'll hear later on in the presentation.

Our Heritage and Collections team will be responsible for planning the protection and decant the heritage collections from the Palace prior to major R&R works commencing.

The integral part of this work is our commitment to ensure that companies and small businesses across the UK will benefit from the work and long term investments. Jobs and opportunities will be created, skills and trades can be developed and revitalised.

Already 75% of the spend on our building surveys work small and medium sized enterprises and we're delighted that so many of these SMEs and sole traders have joined us this evening.

Without further ado, I'll hand over to Aimee Sims, Heritage and Collections Conservation Manager at the R&R Delivery Authority.

AS 9:32

Thanks, Andy. Hello all.

As mentioned, I am the Heritage and Collections Conservation Manager and I'm responsible for planning the protection and decant of the heritage collections from the Palace prior to the building restoration works.

The majority of the collections will be decanted from the Palace during the resurfacing works.

However, collections such as wall paintings, sculptures and inbuilt furniture will potentially need to be protected in situ to undertake a decant programme of this scale.

A lot of preparation work needs to occur before we can even move anything and this is where we'll be calling on specialist conservators to support us to prepare for this move.

An in-depth Condition and Moves survey will be carried out over the next couple of years, followed by a complex stabilisation programme which will then lead into the decant of the collections.

The Condition and Move survey will look to assess about 1,100 collections items, understanding how they need to be handled, disassembled, packed, transported or protected in situ, as well as their individual environmental and storage needs.

In depth condition assessments will be undertaken for each item, detailing any stabilisation and protection needs to help inform the scope of the stabilisation programme.

An imaging programme will also be undertaken to aid in the identification and monitoring of physical changes to the collection's life. To support this programme of works we will need expertise across a variety of material specialisms.

Tenders for the Condition and Move survey will commence in early March for work commencing starting summer 2025.

There will be a rolling programme of invitations to tender being issued over 2025 - 2026 for this project, with the work generally being carried out during parliamentary recesses.

The Collections Conservation DPS represents a significant investment in the future of the heritage conservation sector.

This initiative reflects a broader commitment to supporting the heritage industry, ensuring that vital skills are not only maintained but developed for future generations.

To make it easier to identify which work is relevant to your specific specialism, we've created several service categories which you can apply to.

There are 6 Collection Care categories which cover consultancy and treatment in regards to environmental monitoring, preventive conservation, pests and hazards.

There are then 12 Conservation Services categories which cover consultancy and interventive services for specific media types.

Finally, there are 2 Conservation and Craft services categories which cover furniture conservation, restoration and upholstery.

Suppliers can apply to work across multiple categories and Andy will explain how this works in more detail shortly.

I'll now hand back to Andy to explain what the CCDPS is and how the CCDPS will work.

AH 14:05

Great, thanks Aimee.

So, what is a dynamic purchasing system?

Well simply it's a procurement tool that allows public sector organisations like the Delivery Authority and the UK Parliament to purchase services from pool of pre-qualified suppliers.

Rather than putting out adverts for the whole market for each and every potential work contracts and assessing people for each contracts each time, we're asking skilled people like yourselves to join our approved supplier lists so you can pitch for future contracts more simply.

Essentially, applying once and joining the DPS under your chosen service category or multiple service categories.

Once you've been accepted onto the system, applicants become members of the DPS who will automatically be alerted to new contract opportunities which are relevant to their service categories.

For instance, when we have a requirement for leather conservation services, we'll invite to tender only those suppliers who are registered under Service Category 7 Leather Conservator.

The CCDPS remains open to new suppliers throughout its lifetime, which allows skilled professionals to continuously join the pre-qualified pool of suppliers.

This is one of the reasons why we've chosen a dynamic purchasing system because it remains open to new suppliers for its whole life.

The benefit of that is if you apply to join and your application is not successful, we'll provide you with helpful feedback and you'll be able to submit your application again.

So, I'll just give you a bit of an idea of the timeline.

The DPS is now open to applications.

The 10th of January is a deadline for completing initial applications and those initial applications will be assessed throughout January.

We'll let successful applicants know by mid-February and we'll also give feedback to those whose applications were not successful.

From mid-February the system reopens, and new applications can be then submitted continuously.

We're planning to invite members to tender for the first contract opportunities at the beginning of March.

So we would encourage early applications to join the CCDPS to enable the completion of those contracts from the beginning.

As I've said, from the middle of February the system will be open again for new application and it will continue to be open until the DPS ends in four years' time.

The first step to joining the DPS is to register on the Jagger portal. This is an e-procurement portal through which you can apply and where you'll be alerted to new contract opportunities and through which you can submit a tender.

You can register on the Jagger portal through the link on your screens.

The instruction guide is also available on your screens in Jagger.

You can download the application pack.

There are about 8 different attachments in the in the pack.

Attachment one explains about this CCTPS and the procurement process.

Most of the documents are guides to help you understand what you need to do and how the DPS works.

But there are three documents you may want to complete if you need to apply, only one is compulsory.

Attachment 4 is the selection questionnaire, which is the compulsory bits.

There are two others you may want to submit, which is the confidentiality or commercially sensitive information if you wish to submit that sort of information or the pricing information document.

So, I'll give you a bit of detailed explanation about the selection questionnaire or SQ.

The SQ forms the bulk of your application and is where you'll supply information about your company and your previous work.

Part 1 of the SQ requires you to fill in information about you or your company, and it should take about 10 minutes to complete.

If you're intended to submit your application as part of a group of companies or a consortium, or if you're relying on a subcontractor to meet some of the selection criteria, each organisation will need to complete parts one and two of the SQ.

Please get in touch with us and we can guide you through these steps if necessary.

Part 2 consists of yes, no questions covering grounds for exclusion from public sector contracts.

This should take about 15 minutes to complete and Part 3 is made-up of the CCDPS specific questions, including the economic and financial standing of your business insurance requirements, and finally, your technical and professional ability in relation to the service categories you apply for.

In Part 3, we ask you to demonstrate your professional ability by describing at least one case study, but not more than two case studies per service category.

For example, if you're a furniture conservator applying for work under the Furniture Conservation or Restore service category, you'll need to provide a case study evidencing your ability in this area.

Your case study will need to showcase work that has been completed within the last three years or an ongoing piece of work.

You also have an option to describe your ability in multiple service categories in a single case study.

If you have any questions about any of these forms, please contact the Procurement team who can help.

So, if you're successful, what happens then?

If your application is successful, you are by then default by default a member of the CCDPS and can respond to invitations to tender from the Houses of Parliament and from the Delivery Authority via their respective systems.

So whilst the Delivery Authority have the Jagger system you'll already be signed into, you'll need to register for Parliament's Atamis tendering portal, where you can respond to invitations to tender from Parliament as soon as they're published.

Atamis only takes about 5 minutes to register as a new supplier and then you're set up to receive everything.

The Delivery Authority will continue to use Jagger, inviting tenders for the work within the Delivery Authority.

If your application for joining the CCDPS is unsuccessful in any way, we will provide you with helpful feedback so you can resubmit your application.

I'll now hand back over to Aimee to explain support we can offer.

AS 20:24

So currently on the screen, or there will be very shortly, is a reminder of the application process that Andy has just outlined.

What I would really like to highlight is that we know we are asking the majority of you to take in a lot of new information today and potentially work in a way that you may never have had to do so before.

We're really committed to helping you through this process and as such have a couple of avenues or support when you're applying.

Firstly, as we've said, this presentation is being recorded and will be made available on the Parliament and Restoration and your renewal websites from tomorrow.

Also, on those websites you'll find a very thorough step by step guide to using Jagger and filling in and uploading documents.

If you have any questions or need support while filling out your application, there are two ways to get in touch via the Jagger portal or via the commercial team e-mail.

Both contact routes are monitored every day, and you can expect a response within a couple of business days.

And just a quick note that any question sent after the 17th of December may have a slightly longer response due to the Christmas holidays.

Finally, we would love to get your feedback on this session and the CCDPS in general. So please keep an eye out on your emails tomorrow for a feedback form. We would be very grateful if you could fill out.

AH 21:50

Great, thanks, Aimee.

Well, thank you for your patience and for listening to us. I hope that was a helpful 20 minutes or so. We'll open the floor to your questions.