



**City of
Doncaster
Council**



**HERITAGE
DONCASTER**

Commission

Conservation service for Doncaster Culture Services' museums and archives collections

Closing Date – 13/04/2026, 1PM

Fee - £10,000

Heritage Doncaster – Who are we?

Heritage Doncaster is a City of Doncaster Council service formed in 2014. It operates the Council's heritage sites and services including the Danum Gallery, Library and Museum (in partnership with Doncaster Libraries), Cusworth Hall & Park, City of Doncaster Archives, and a heritage learning and outreach service.

We are committed to providing heritage for all and embed ourselves at the heart of Doncaster. We are bold in our aspirations and adapt innovatively to the world around us. Partnership working is at the heart of what we do.

As well as delivering services at our sites, we are also embedded in our communities across the width and breadth of Doncaster. This includes our History, Health and Happiness programme, which strives to tackle social isolation and enhance the wellbeing of residents across Doncaster.

Services to be provided

The service will provide professional conservation support for Culture Services' Museum and archive collections, including cleaning, conserving damaged objects, offering specialist advice, and delivering staff training. The provider will work with curatorial and archives teams for approximately 30–35 days across 2026–2027, completing most tasks off-site in their own workshop. They must supply their own insurance, assume associated risks, and ensure all work is completed by March 2027, with KPIs focused on object cleaning, conservation work, advice, and training delivery.

To work between 1st April 2026 and 31st March 2027 to suit Culture Services and the Consultant

Item / Catalogue No.	Services to be Provided	Quantity of Units Required
1.	To provide a conservation service for Culture Services' museums and archives collections	approximately 30-35 days over the year

* **PLEASE NOTE** that no additional costs will be considered by the Council unless these are clearly stated in the pricing schedule.

Timetable

- RfQ issued – 7th April 2026
- Deadline for submissions – Monday 13th April, 1PM
- Decision communicated to applicants – Friday 17th April 2026
- Delivery – 20th April 2026 – 31st March 2027

Payment and terms

A fee of up to £10,000 payable for the delivery and planning of this activity.

The budget quoted is inclusive of all fees, travel, materials, expenses and production. The fee quoted excludes VAT.

Submission details

Please submit the following:

- A quote of no more than 4 pages outlining approach and experience of key personnel.
- **To Laura Trinogga, Collections Manager** laura.trinogga@doncaster.gov.uk by 13th April 2026, 1PM.

Specification

1. Aims & Objectives

To provide a conservation service for Culture Services' museums and archives collections

2. Outcomes

To clean objects in our collection for display

To conserve damaged or vulnerable objects

To provide advice to the service about conservation and collections care issues

To deliver training for staff

3. Provider Responsibilities

Activities, goods, products to be delivered.

Provider to work with the curatorial team and the archives team at intervals from 2026-7, totalling approximately 30-35 days over the year. Timetable to be agreed with provider depending on their other commitments.

Provider will need to work off site in their workshop for much of the time. It would help if the provider lived within a suitable radius of Doncaster.

Provider to provide their own insurance.

Risks to be assumed by the provider.

Key Performance Indicators will be ensuring that objects are cleaned, and advice is provided and training is delivered as requested. The schedule to be agreed with the provider.

Deadline for performance will be March 2027.

4. Council Responsibilities

Ensure that we have the budget to pay the provider.

Ensure that the contract and paperwork is in place before they start.

Ensure that the museum and archives team are aware of the timescales and are able to agree the work that needs done.

5. Client Responsibilities

A schedule of works to be agreed with the provider.

6. Performance Management

The situation is that we need ongoing support for the museum's conservation and collections care needs.

There are no national indicators.

Performance will be measured through the course of the contract.

7. Service Review

The budget for the provider will be reviewed annually, as will the contract.

8. Monitoring Information

KPI	Method for KPI measurement	Start point / baseline figure	Figure to monitor number/range/%	Target achievement for KPI	Frequency
<i>A set number of objects to be cleaned and conserved as required and agreed with provider.</i>	Through discussion with provider			Agreed number of objects to have been cleaned.	Annually

<i>Training to be delivered as required and agreed with provider</i>	Through discussion with provider			Agreed sessions to have been delivered	Annually
<i>Conservation advice to be given as requested by client</i>	Through discussion with provider			Advice to have been delivered as requested.	Annually

9. Relevant legislation

NA

10. TUPE

NA

11. Certification, Qualifications, Competencies Training and Policy Requirements

Conservation qualification as well as 5 years conservation experience.

12. ICT, Networking Requirements, Access to Council Systems

NA

13. Equipment Provision and Access to Council Assets

14. Assets

NA

15. Complaints Management

No client interface

16. Budget Cap

£10,000

17. Sustainability & Ethical Supply

NA

18. Obligations for the last 6 months of the contract period

Contract should last until 31st March 2027 when it will be reviewed depending on budgets.

19. Information Governance *NA – personal data will not be used.*