



Statement of Requirements

Consultancy Support for *Discovery and Excavation in Scotland (DES) Consultation and Review*

Historic Environment Scotland (HES) supported



Purpose of the work

Archaeology Scotland wishes to commission a consultant for the *Discovery and Excavation in Scotland (DES) Consultation and Review process* project. It is an Historic Environment Scotland (HES) supported project and designed to create a secure future for Archaeology Scotland's journal, *Discovery and Excavation in Scotland*. A pre-consultation meeting strongly indicated that *DES* is valued by archaeologists, but that there were ways in which it could broaden its appeal across the sector, and possibly beyond it, to the general public. We would like this review to examine the following broad questions:

- how well does *DES* fulfil the current needs of the sector and wider public interest?
- to what degree does the journal need updating and restyling?
- is the journal read and used across the sector, beyond the Archaeology Scotland members that subscribe to it?
- how can *DES* grow or evolve to better deliver on current and future needs?
- is it possible to find alternative, more cost-effective and environmentally sustainable publishing options which would be acceptable to the sector?
- is the current funding model sustainable and what are the key opportunities for securing new funding streams.

Background

Archaeology Scotland is the leading independent charity working to inspire people to discover, explore, care for and enjoy Scotland's archaeological heritage. We have always recognised the need to keep those involved in Scottish archaeology informed of new developments and discoveries. To that end we have issued an annual digest of new findings in Scottish archaeology, *Discovery and Excavation in Scotland*, since 1947.

This accessible, comprehensive, up-to-date and authoritative guide to archaeological work being undertaken across Scotland is the only journal recording fieldwork by commercial units and archaeologists, local societies, university departments, community groups and independent archaeologists in Scotland. Interest and participation in archaeology is always growing, as are the data related to it, flourishing on an increasing number of isolated, but widely dispersed websites. *DES* fills a vital role by allowing people to easily access information on archaeological work undertaken by all



the people undertaking such work. It provides an unrivalled resource to anyone interested in the archaeology of Scotland, keeping people up to date with what is new in their local area and assisting researchers (both amateur and professional) by providing timely, accessible and accurate information that covers the whole of Scotland. *DES* works with other initiatives within Archaeology Scotland, such as Adopt-a-Monument, to broaden our offer to members, allowing members to publish sites which might otherwise not be known to the public, in an easily accessible format.

Aims and Objectives

To better understand the current and potential future values of *DES* to the sector and wider public we would like to consult with a mix of contributors, Local Authority Archaeologists and readers of *DES* to address the questions above. The awardee will work with the Archaeology Scotland team to rapidly review our current perception of and support for *Discovery and Excavation in Scotland* and to assess the needs and opportunities for a refreshed *DES*, by producing the following objectives:

- i. An assessment of the existing needs of the sector and wider public which *DES* fulfils, namely providing a forum for publishing new discoveries and curating that information by region and by year.
- ii. An understanding of the future needs of the sector and wider public to which a refreshed *DES* model can deliver, resulting in a greater number and wider range of people who will benefit from reading *DES*, by learning about archaeological discoveries across the country, and gaining greater awareness of the public benefit from participation in archaeology and archaeological heritage.
- iii. An appraisal of a potential new role of synthesis and analysis of the work that has taken place over the year, which will add to the role of curating uninterpreted data, and the merging of this analysis with other wider strategic goals, such as those in Scotland's Archaeology Strategy, *Our Past, Our Future* and ScARF national and regional frameworks. In this way *DES* will help Archaeology Scotland, and the wider sector, to effectively deliver to these strategic frameworks. This will help to highlight the relevance and impact of archaeology to social and other media outlets thereby increasing public awareness of archaeology and of Scotland's past.
- iv. A summary of the opportunities for innovation which come from digital delivery platforms and print on-demand models, resulting in *DES* having a new accessible format, which may include new and better ways to search for information, enabling more people to use it to gain knowledge of Scottish archaeology and to use that knowledge productively when formulating archaeological interventions and outcomes, including those of ScARF.
- v. An assessment of alternative or additional funding sources, based on the proposed future model of *DES* and the values it will deliver for the sector and wider public, to ensure that it will have sufficient funding in future. This could be established by investigating new income sources which may include pay per view access; subscription access, print on demand; a sliding scale of contributor charges; advertising revenue; or some combination of these. Brief case studies of delivery models in other sectors or contexts of dissemination and publication which can be learned from should be provided.

The consultant will work closely with Archaeology Scotland and other partners and stakeholders as appropriate. Key meetings and workshops relating to specific interdependences and the overall integration will be agreed when appointed.



Methods and Outputs

It is envisaged that the methodology and outputs will include the following:

- Initial start-up meeting with *DES* Editor, Archaeology Scotland CEO, Archaeology Scotland Development Manager and Communications and Marketing Officer, exploring the scope of the proposed review methodology, timetabling of key meetings and workshops.
- Review current / future use and value of *DES* through online survey and stakeholder / partner interviews. There is also potential to work with a *DES* user focus group, with several potential members having expressed an interest in participating.
- To collate insights from the analysis on the value of *DES* to the sector and wider public.
- To identify examples of other digital / print publication which provide good case studies for an updated *DES*.
- Facilitate four online (focus group on *DES* design) workshops variously with Archaeology Scotland team and key partners and four online workshops for thematic / subsector insights (e.g. Local Authority Archaeologists in Scotland, academics, AS members and public).
- Produce draft report for an internal review meeting.
- The recommendations for the model of *DES* will be accompanied by implementable actions in the short, medium and long term about how this can be achieved, and resilience can be delivered.
- Provision of final *DES* review and recommendations report.

We are open to suggestions for different techniques and approaches.

There is a maximum budget of £12,000 inc VAT to December 2024 and all project reports and invoices must be in by that date, as well as all outputs delivered.

Contract management

All correspondence and queries relating to the delivery of the contracted work will be directed to Jennifer Thoms, j.thoms@archaeologyscotland.org.uk, in the first instance. She will be responsible for ensuring the quality and delivery of the outputs in accordance with the agreed timetable.

Reporting

Due to the nature of the project, we envisage the consultant to be in regular contact to ensure that insights are fed into the project team, this could comprise a short weekly meeting on teams but are open to other suggestions. Additionally:

- Successful awardees must report to AS monthly using the AS monitoring and claims forms (supplied separately).
- A full draft report for review as MS word document.
- A final report as MS word document and pdf.



Key Stages

The key stages of the project are detailed below with the indicative timetable to be agreed between the awardee and the Project Manager. We are however open to suggestions for a different process and alternative methods for the stages if within the overall available budget.

Start Up Meeting <i>Contract particulars confirmed, and to ensure understanding of the contract by all parties, hand over any information and contact details, etc</i>	w/c 16 th September 2024	Timescales, and other details of methodology, including communications to be agreed.
Rapid Review and Wider Consultation <i>Nature of current DES model and its value to the sector are more clearly understood in relation to current needs and future scenarios.</i>	September 2024	To improve understanding of the current scope and model of DES and how it is valued. To better understand future needs, comparable models and new approaches.
Design and Development Workshops <i>Combination of internal and external workshops, variously with Archaeology Scotland, key stakeholders and potentially focus groups.</i>	September to October 2024	Ensuring better understanding of customer / client needs and refine nature of proposed future DES. Identify opportunities for innovation which will be supported by key partners and end-users.
Produce Draft DES Review and Recommendations	w/c 14 th October 2024	To ensure that AS, and as appropriate key partners, contribute to the process.
Review Draft Review and Recommendations Report <i>For review by AS team, key partners and focus group.</i>	w/c 21st October 2024	To ensure AS team, and as appropriate key partners, understands and supports the Review and Recommendations.
Revisions to Review and Recommendations Report	w/c 28 st October 2024	To address any comments / clarifications as identified through review process.
Final full review and recommendations report	w/c 4th November 2024	To provide DES Review and Recommendations report so it can be actioned and supported in 2025 onwards.

Payments

Invoices should be made out to Archaeology Scotland.



A payment schedule will be agreed upon the appointment of the contractor. It is envisioned payment will be made monthly as required following acceptance of the specified outputs. Payments will be made by BACs within 30 days of receiving an invoice.

Submission

Submissions should include the following:

- Confirmation of the proposed method and programme of work. This should specify how the contractor will apply the methodology, in line with the aims and objectives specified above.
- Further details of any other methods or techniques the contractor proposes using.
- The key sources and contacts to be used in undertaking the work.
- Confirmation that the requested report formats will be provided in the final document.
- A note of any dependencies or assumptions that have been made in developing the methodology (e.g. any information that AS may be expected to provide to assist the consultant in undertaking the work).
- CVs of all personnel involved.
- A short description of any similar work recently undertaken by the contractor.
- Equality and diversity policy.
- Sustainability (green) policy.
- Fair Work Policy.

Consultants shall provide a breakdown of costs as follows:

- A total cost for professional services.
- The total number of days required to undertake the work.
- Total number of days allowed for each person at each stage of the work, and relevant day/hourly rates for each team member.
- Itemised and total travel and subsistence costs.
- All costs are to be included in the response, including room hire, delivery materials, any consumables and so on.
- Itemise any other expenses such as art materials, design and printing.
- Total cost, excluding VAT.
- VAT status.

It is acceptable for a team of consultants to be formed and for elements of the work to be sub-contracted. Archaeology Scotland encourages the use of local contractors. Where any arrangement has been made between parties, the 'lead' consultant will be deemed to be the consultant invited to respond to this invitation and be the nominated contact for correspondence with the client.

The lead consultant will be responsible for ensuring that all the information is collated and presented as single piece of work and should supply information for each member of the team as noted above, identifying the names of team members and likely time input to the project.



Procurement Process

The intended timetable for this tender process is:

Activity	Date
Issue Invitation to tender	26th August 2024
Tender return date	11th September 2024
Evaluation of Proposals	12th / 13 th September
Informal discussions with bidders	w/c 16 th September
Notification of Award Decision to All Tender Invitees	w/c 16 th September
Award Contract	w/c 16 th September
Contract start date	w/c 16 th September

Tenders should be returned by email to info@archaeologyscotland.org entitled *Archaeology Scotland DES Review Project* by **midnight** on 11th September 2024.

Evaluation criteria

Evaluation of Tenders and Awarding

Evaluation Committee

Tenders will be evaluated and scored by a tender panel made up of AS CEO (Chair), DES editor, AS Development Manager and AS Senior Project Manager.

Evaluation Meeting/Report

A meeting of the evaluation committee will take place once the deadline has passed and each tender will be scored. An evaluation report will be compiled (following the AS Procurement Policy 2020), detailing final decisions to award the contract.

All tender submissions will be evaluated to identify the Consultant who will deliver best value in balancing quality and price, with a significant emphasis on the quality. This could include interviews if required.

This process is designed to ensure that all tenders are given equal and fair consideration. It is important, therefore, that bidders provide all the information asked for in the format and order specified. If there is any doubt as to what is required, or if bidders have difficulty in providing the information requested, they should contact the Lead Officer in accordance with the procedure set out in section 12 below. AS is not bound to accept the lowest or any offer. All consultants, submitting a return, will be notified of the result of the tender.

Project Manager and contacts



The Lead Officer of the project is Gavin MacGregor, Chief Executive, Archaeology Scotland, g.macgregor@archaeologyscotland.org.uk

Any supplier requiring further clarification or for an informal talk to discuss the project should address their enquiries in writing (email will suffice) to the Lead Officer.