

Invitation to Tender for Evaluation Consultant for the Inspiring Everyone: RAF Museum Midlands Development Programme

Reference: MDP-EVAL-2025

Clarification Questions received up to 6 November 2025

- 1) **Question:** There is a vast amount of evaluation activity already takes place, so are you intending that the evaluation consultant inputs into the existing processes to ensure they capture the information required and reports on that, and creates additional research activities if required? Or are you intending there to be a full, separate programme of research? I think you intend the former but just want to be sure.

Answer: The evaluation consultant inputs into the existing processes to ensure they capture the information required and reports on that, and creates additional research activities if required.

- 2) **Question:** How do you definite Participant as opposed to Visitor?

Answer: A participant is anyone involved in the activity being evaluated. This could be a visitor, community member, stakeholder or collaborator etc.

- 3) **Question:** Do you already have IT aids like tablets available for staff and volunteers to use or would they need to be provided?

Answer: We have some equipment already purchased

- 4) **Question:** Does the budget need to include an allowance for any printing that might be required or would this be taken care of by Marketing? (I'm thinking potentially about displays for people to be able to 'vote' on their favourite aspects of the exhibition.)

Answer: Please allow an itemised sum for this.

- 5) **Question:** Under 'Improvements to Outdoor Spaces' it mentions biodiversity surveys. Is the part of the remit or would that be given to a specialist in that field?

Answer: This has been completed by specialist consultants so far and any future surveys will use specialist consultants also.

- 6) **Question:** One starting point would be to undertake an in-depth analysis of the existing data. If we were to request further analysis be produced (i.e. different data cross breaks) by the companies who undertook the research, would that need to be funded from the budget or would you expect that to be carried out as part of their contract with you?

Answer: This would have to be included in the budget because their previous work was funded through a different stage of the project.