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There are some circumstances where you will be required to go through a formal tendering and procurement process.

It is also a good idea to follow these processes if even you are not required to, as it ensures that you know you are getting good value for money.

The process to procure goods, and to recruit consultants and contractors must be fair and open.

We can guide you through the requirements.

Download our guidance

- [Procurement stages \(209.2 KB\)](#)



Parish Resources

Buying goods, works and services using public money

You have to tender for services by a professional adviser if your project is funded by more than 50% of public money, even if your project is divided into stages over several years.

Public funds include:

- Listed Places of Worship Grant Scheme
- Heritage Lottery Fund grants
- Any other public-sector grants

Procurement stages

Procurement involves five main stages:

1. Scoping : understanding the needs of the work
2. Scoping people: Â understanding why you require certain types of people and skills
3. Shortlisting: inviting a short list of people or companies with the required skills
4. Tendering: People or companies offering evidence of their efficiency to complete the work
5. Contracting: awarding the contract to the best tender

What should you look for in a quote?

The tendering process is not just about the price.

You should also look for:

- Quality of the proposal or service
- Experience, qualifications and resources of the professional adviser
- Communication skills
- And an understanding of your needs

This means that if the current church architect is the best person to do the work, according to reasonable and clear criteria, then you can award them the contract, even if their costs are a little higher than those of a less suitable candidate.

Where should you advertise for professionals?

You can advertise in:

- Local or regional newspapers
- Trade journals
- [Contract finder website](#) (register as a buyer)
- On our website (complete our online form and send it to us via our [email](#))

Download the online form

- [Advertisement for professionals form \(Word\)](#) (33.5 KB)
- [Advertisement for professionals form \(PDF\)](#) (26.49 KB)

Current advertisements

St James Church, NG34 0HG - Architect or Surveyor with Conservation Accreditation

1. Name and address of organisation:

St James Church

Aslackby

Sleaford

Lincolnshire

NG34 0HG

2. Work needed:

Services of an architect or surveyor with appropriate conservation accreditation.

3. Details of project:

The replacement of the north aisle and tower roof coverings with associated parapet gutter linings and roof timber repairs. Work to include investigation, preparation of drawings and specification, tendering process followed by supervising the project on site through to completion.

The repairs are estimated to be approximately £170,000.

4. Who to contact:

Richard Trower, Project lead

Email: aretrower@yahoo.com

For a copy of the tender pack, please request by email.

5. Closing date for expressions of interest:

N/A

6. Interviews

25/02/2022

St Mary Magdalene with St Leonard Church, NG24 1JS - Quantity Surveyor

1. Name and address of organisation:

St Mary Magdalene with St Leonard

Newark on Trent

Church Walk

Newark

NG24 1JS

2. Work needed:

Services of a Quantity Surveyor.

3. Details of project:

St Mary Magdalene is a Grade I listed church currently on the Heritage at Risk Register. This National Lottery Heritage Fund project will seek to remove the building from the at-Risk register and for enable the church to play a more significant role in the town. Capital works include high level stone repairs; restoration of 120 windows; constructions of an acoustically separate space within the church; new roof over the south quire aisle with 120 PV panels; and interventions to reduce heat loss.

The capital budget for the capital works is Â£1.09m (excluding activity and interpretation costs, professional fees and VAT).

4. Who to contact:

Hannah Southgate

Email: hannah@southgateheritage.co.uk

5. Closing date for expressions of interest:

N/A

6. Interviews

25/02/2022, 1700hrs

St Mary Magdalene with St Leonard Church, NG24 1JS - Heritage Consultant

1. Name and address of organisation:

St Mary Magdalene with St Leonard

Newark on Trent

Church Walk

Newark

NG24 1JS

2. Work needed:

Heritage Consultant to prepare a Conservation Management Plan (heritage consultant).

3. Details of project:

St Mary Magdalene is a Grade I listed church currently on the Heritage at Risk Register (Priority B). This National Lottery Heritage Fund project will seek to remove the building from the at-Risk register and for enable the church to play a more significant role in the town. Capital works include high level stone repairs; restoration of 120 windows; constructions of an acoustically separate space within the church; new roof over the south quire aisle with 120 PV panels; and interventions to reduce heat loss.

The capital budget for the capital works is Â£1.09m (excluding activity and interpretation costs, professional fees and VAT).

4. Who to contact:

Hannah Southgate

Email: hannah@southgateheritage.co.uk

5. Closing date for expressions of interest:

N/A

6. Interviews

25/02/2022, 1700hrs

St Mary Magdalene with St Leonard Church, NG24 1JS - Architect led multi-disciplinary team

1. Name and address of organisation:

St Mary Magdalene with St Leonard

Newark on Trent

Church Walk

Newark

NG24 1JS

2. Work needed:

Architect led multi-disciplinary team (incorporating conservation architectural services, Principal Designer, Mechanical, Electrical and Plumbing engineers, lighting consultant, Access consultant and, and Management and maintenance plan).

3. Details of project:

St Mary Magdalene is a Grade I listed church currently on the Heritage at Risk Register (Priority B). This National Lottery Heritage Fund project will seek to remove the building from the at-Risk register and for enable the church to play a more significant role in the town. Capital works include high level stone repairs; restoration of 120 windows; constructions of an acoustically separate space within the church; new roof over the south quire aisle with 120 PV panels; and interventions to reduce heat loss.

The capital budget for the capital works is Â£1.09m (excluding activity and interpretation costs, professional fees and VAT).

4. Who to contact:

Hannah Southgate

Email: hannah@southgateheritage.co.uk

5. Closing date for expressions of interest:

N/A

6. Interviews

25/02/2022, 1700hrs

St Mary Magdalene with St Leonard Church, NG24 1JS - Structural Engineer

1. Name and address of organisation:

St Mary Magdalene with St Leonard

Newark on Trent

Church Walk

Newark

NG24 1JS

2. Work needed:

Structural Engineer.

3. Details of project:

St Mary Magdalene is a Grade I listed church currently on the Heritage at Risk Register (Priority B). This National Lottery Heritage Fund project will seek to remove the building from the at-Risk register and for enable the church to play a more significant role in the town. Capital works include high level stone repairs; restoration of 120 windows; constructions of an acoustically separate space within the church; new roof over the south quire aisle with 120 PV panels; and interventions to reduce heat loss.

The capital budget for the capital works is Â£1.09m (excluding activity and interpretation costs, professional fees and VAT).

4. Who to contact:

Hannah Southgate

Email: hannah@southgateheritage.co.uk

5. Closing date for expressions of interest:

N/A

6. Interviews

25/02/2022, 1700hrs

St Guthlac's Church, LE14 4HB - Main professional adviser with conservation accreditation

1. Name and address of organisation:

St Guthlac's Church

Stathern

Melton Mowbray

Leicestershire

LE14 4HB

2. Work needed:

Services of a main professional adviser with conservation accreditation and ideally knowledge of the National Lottery Heritage Fund

3. Details of project:

To plan and direct repair works a) to the chancel and vestry walls of the church which may involve using wall ties or anchors together with associated plaster repairs and b) repairs to the tower which may require renewal of some friable ironstone walling. Costs and completion dates are currently unknown

4. Who to contact:

Prof. Roger Hawkins (PCC Secretary)

1 Chapel Lane,

Stathern,

Melton Mowbray,

Leics,

LE14 4HA

Email: rbhawkins@btinternet.com

5. Closing date for expressions of interest:

20/02/2022

6. Interviews

18/03/2022

Emmanuel Church, LE11 3NW - Architect or Surveyor with Conservation Accreditation for Quinquennial Inspection

1. Name and address of organisation:

Emmanuel Church

Forest Road

Loughborough

Leicestershire

LE11 3NW

2. Work needed:

The services of a professional architect/surveyor with conservation experience to prepare a full Quinquennial Inspection report detailing any remedial or improvement work required, to include the specification of building work to be carried out with approximate costings and time scales, and to specify and **Â** oversee any such work as necessary.

3. Details of project:

The services of a professional architect/surveyor with conservation experience to prepare a full Quinquennial Inspection report detailing any remedial or improvement work required, to include the specification of building work to be carried out with approximate costings and time scales.

4. Who to contact:

Simone Crew (PCC Secretary)

Email: simone@emmanuel-loughborough.org

5. Closing date for expressions of interest:

14 March 2022

6. Interviews

14 April 2022

St Catherine's Church, LE10 2DE- Conservation accredited architect

1. Name and address of organisation:

St Catherine's Church

Church Street

Burbage

LE10 2DE

2. Work needed:

The services of a conservation accredited Architect to carry out a Quinquennial Inspection for St Catherine's Church, Burbage & subsequently to specify & direct any remedial work.

3. Details of project:

Quinquennial Inspection due 2022, to be carried out in Q3 2022.

4. Who to contact:

Franklin Meats (churchwarden)

Email: franklinmeats@hotmail.com

Phone: 01455 617258

Address: 9 Brookdale, Hinckley LE10 0NX

5. Closing date for expressions of interest:

31 March 2022

6. Interviews

30 April 2022

Want more help?

[Professionals and public money](#)

[Get advice from Historic England](#)

[Advertising tenders](#)

[Find out more about procurement regulations](#)

Also of interest



[Appoint an architect](#)

[What should you look for in a professional adviser?](#)

Church exterior with graveyard in foreground and sea in background

Image not found or type unknown

[Quinquennial inspections](#)

[Everything from regulations to processes](#)

Source URL: <https://www.churchofengland.org/resources/churchcare/procurement>