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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~~
- ~~National Lottery Heritage 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: 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

**Beverley Minster HU17 0DN - Lighting Designer**

**1. Name and address of organisation:**

Beverley Minster  
Highgate  
Beverley East Riding of Yorkshire  
HU17 0DN

**2. Work needed:**

Services of a Lighting Designer.

**3. Details of project:**

Design of new lighting for Beverley Minster

**4. Who to contact:**

Name: Andy Burrell  
Address: Andy Burrell Architecture, 169 Western Road Haywards Heath, West Sussex RH16 3LH

For any queries:  
Tel: 01444 702708  
Email: [andy@andyburrellarchitecture.co.uk](mailto:andy@andyburrellarchitecture.co.uk)

**5. Closing date for expressions of interest:**

18 March 2024

**6. Anticipated closing date for tenders:**

29 April 2024

**St Mary Magdalene Church NG24 1JS - Conservation led main contractor**

**1. Name and address of organisation:**

St Mary Magdalene Church  
Church Walk  
Newark  
NG24 1JS

**2. Work needed:**

PQQ opportunity for services of a conservation led main contractor to deliver the Reawakening Project together with further emergency repairs to the Grade I listed Church.

**3. Details of project:**

- The general scope of works included are:
- Repairing the roof structure and replacing failing lead sheets on the whole of the South Aisle roof plus the stolen lead sheets from the North Porch with terne coated stainless steel sheets and wood core joints. Repairing other minor roof and rainwater goods defects.
  - Lead roof repairs to North Transept and Baptistery.
  - Installation of Photo Voltaic panels on the South Aisle roof.
  - Repair and conservation of external masonry and the removal of cementitious pointing
  - Interventions to improve sustainability and accessibility include the automation of the existing inner West Porch doors

- The creation of a new internal multi-use room, acoustically sealed from the remainder of the church and decorating any affected areas.
- Improving visitor facilities e.g. providing additional WCs including an additional accessible toilet
- Installing a sensitive, energy efficient lighting scheme internally, lighting above the west door and illumination of the tower
- Replacing the boiler and associated pipework
- Creating storage in the church
- Specialist glazing repairs – a quotation will be included within the tender documents as the PCC are procuring the specialist subcontractor prior to the tender period.
- Providing full interpretation scheme designed by Specialist. This will not be part of the main contract scope but completed by a specialist subcontractor direct to the Client. The Main Contractor will need to liaise with the interpretation subcontractor regarding programme and site access etc.

Project budget between £2m and £2.2m.

#### **4. Who to contact:**

Name: Alex Anderson, Greenwood Projects Ltd

Address: The Mount, 2 Trent Valley Road, Lichfield, WS13 6EG

For questions telephone/ email:

07814 962636 / [alex.anderson@greenwoodprojects.com](mailto:alex.anderson@greenwoodprojects.com)

#### **5. Closing date for expressions of interest:**

12 April 2024, 1700hrs

#### **6. Anticipated closing date for tenders:**

PQQ's are due back by 19 April 2024, 1700hrs

## **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



Professional adviser?

Quinquennial inspections

Everything from regulations to processes

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