

30 / 06 2020

Dear Supplier,

Re: Quotation to write and deliver part of a series of Net Zero Carbon webinars

The Cathedral and Church Buildings Division are seeking quotations as per the attached document, for part of our series of net zero carbon webinars.

Please read the attached carefully and ensure that you provide considered and detailed responses to each question.

If you are relying on a third party to undertake any of the services being provided, please ensure that they provide full responses to the relevant questions being asked, as failure to do so may result in your submission being discounted.

Please fully complete all details and ensure that you submit your completed quotation to the email address above no later than the deadline of **3pm 17th August 2020**.

Any quotation submitted after this date may be excluded from the exercise

Please note that any quotation documents submitted in any other way will not be considered.

Please note: if you have any questions you wish to ask, please send them to me by 5pm on Monday 27th July, because I am not in the office 1-17 August.

Yours sincerely, and thank you in advance for your interest,

Catherine Ross

Catherine Ross
Open and Sustainable Buildings Officer
Cathedral and Church Buildings Officer
National Church Institutions

Request for quotes to deliver part of a series of “Net Zero Carbon” webinars for churches and cathedrals, June 2020.

The Cathedral and Church Buildings Division of the Archbishops Council of the Church of England is seeking quotes from individuals or firms who can write and deliver webinars which will help our churches and cathedrals achieve “net zero carbon” by 2030. **Deadline Monday 17th August.**

Objective / purpose:

- We are seeking a series of “**technical primers for non-technical people**” on low-carbon technologies, which will complement our [existing webinar programme](#).
- The webinars will help the volunteers and staff who run and support our churches & cathedrals around the country understand the main changes that can be made to their buildings.
- The audience will be a mixture of Diocesan staff, buildings committee members, and advisors, Buildings Officers, Diocesan Environment Officers, Archdeacons, church warden, and cathedral administrators. It is likely some people from Historic England and the amenity societies would also want to join.
- Attendees at the webinars should come away with four things:
 - (1) feeling “*this change is **possible**, if I do it correctly*”
 - (2) having been **steered away from mal-adaptations**
 - (3) (for churches & cathedrals) knowing **when** to get advice, **who from**, and **what questions to ask**
 - (4) (for diocesan staff and volunteers) **knowing the right questions to ask**, and what a good project looks like.

Potential topics:

- The webinars should take ideas from our “[practical path to net zero](#)” guidance, and talk specifically about *how* to approach these kinds of changes in our specific context; old, often listed buildings and/or buildings with a fragile historic interior, which are largely volunteer run.
- Ideas for webinars include, but are not limited to,
 - **systems changes** such as heat pumps, electric pew/panel heaters, solar PV, LED lighting, EV car charging, and
 - **fabric changes** such as loft, wall or floor insulation, draught-proofing, renders, and reinstalling ceilings.

Requirements:

- Webinars should be 1 hour long, including some time for questions. They will ideally be run three times each, on different days, and at different times of day; most likely at 1-2pm, 4-5pm and 7-8pm. We will record the webinars and share them, to create a legacy.
- Webinars should include photos and real world examples.
- Our staff will be responsible for the technical support for the webinars, and for the marketing of them. You will be responsible for the content.
- It is likely that different people/firms will deliver each webinar, although your firm is welcome to quote for more than one topic if you have relevant knowledge.
- Your companies might be willing to offer the webinar at a reduced cost, if you are able to advertise your own firm. Please be transparent in your quote if this is so. Whilst we are happy for you to briefly introduce your firm, we do not want the webinars to become ‘sales pitches’; our staff and volunteers need to be sure the content is impartial and unbiased.

How to apply:

- Complete the attached form and return it to catherine.ross@churchofengland.org.uk by **3pm 17th Aug 2020**.
- In the form, let us know **what webinar you could run, what it would cover, how it would help** our churches and cathedrals move towards ‘net zero’, and **why you are qualified** to deliver it, plus **your price**.

Supplier Quotation form

Request for Quotation from: Cathedral and Church Buildings Division


| | Quote instruction | Requirements | Supplier response |
|---|---|------------------------------------|---|
| 1 | Insert name of Company providing quotation | To be left blank | [Supplier to provide response here] |
| 2 | Suppliers reference number if any | To be left blank | [Supplier to provide reference number here] |
| 3 | Cathedral and Church Buildings Division reference number | n/a | To be left blank |
| 4 | Date quotation request issued | 30/June/2020 | To be left blank |
| 5 | Date quotation response is required by | 3pm Monday 17 th August | To be left blank |

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| 6 | Staff member details to respond to | Catherine Ross, Open and Sustainable Churches Officer, Cathedral and Church Buildings Division catherine.ross@churchofengland.org | |
| 7 | Specification for: | Net Zero Carbon webinars | To be left blank |
| 8 | Proposed Order Commencement Date | Start September 2020 | To be left blank |
| 9 | Proposed Order Completion Date | End November 2020 | To be left blank |
| 10 | Timeframes/ Milestones | Within this time period, to write and deliver a webinar (or webinars) 3 times on different days; one at 1-2pm, one at 4-5pm, and one at 7-8pm. | To be left blank |
| 11 | Required qualifications and experience | A deep and up-to-date expertise in the subject being presented on, and a range of examples that can be drawn upon which are relevant to the Church of England's specific context. | To be left blank |
| 12 | Location where goods/services are to be supplied to | Online via Zoom or a similar web-based platform. | To be left blank |

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| 13 | Fees, Charges and Disbursements | <p>Please detail any costs that you expect Cathedral and Church Buildings Division may be subject to as part of this service.</p> <p>As the Archbishops Council is a registered charity, we are seeking quotations based on charitable rates for this piece of work. Please be specific and transparent in the standard rate that you would levy, and the charitable rate that you have applied to this quotation.</p> <p>Please ensure that your costs are broken down into stages of work needed for the project.</p> | [Supplier to provide response to requirement here] |
| 14 | Insurance Requirements | Not Applicable | To be left blank |
| 15 | Other special requirements | Not Applicable | To be left blank |
| 16 | Confidential Information | <p>Please detail your GDPR compliance and how you would propose to provide any data required to service this need. E.g. Data sharing protocols</p> | [Supplier to provide response to requirement here] |
| 17 | Period of Confidentiality | Not Applicable | To be left blank |
| 18 | Living Wage | <p>Please provide confirmation that you are a Living Wage accredited supplier, if not please provide confirmation that you pay your staff the Living Wage.</p> | [Supplier to provide response to requirement here] |

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| 19 | Modern Slavery | Please provide confirmation that you comply with the Modern Slavery Act 2015 and take all possible actions to investigate your labour practices and those of direct suppliers to ensure that , in so far as practical there is no evidence of slavery or forced labour used in its organisation or in its direct suppliers’ or subcontractors’ organisations. | [Supplier to provide response to requirement here] |
| 20a | Question 1: | <p>Please describe the topic(s) on which you would offer a webinar.</p> <p>These must help churches and/or cathedrals move towards the goal of becoming “net zero carbon”.</p> <p>Topics for webinars include, but are not limited to,</p> <ul style="list-style-type: none"> • systems changes such as heat pumps, electric pew/panel heaters, solar PV, LED lighting, EV car charging, and • fabric changes such as loft, wall or floor insulation, draught-proofing, renders, and reinstalling ceilings. | [Supplier to provide response to requirement here] |
| 20b | Question 2: | Please describe the key points your webinar would cover. <i>What will people learn by attending?</i> | [Supplier to provide response to requirement here] |
| 20c | Question 3: | Please briefly describe the relevant experience you or your firm have, which are relevant to this webinar topic. <i>Why are you the best person to deliver this topic?</i> | [Supplier to provide response to requirement here] |
| 20d | Question 4: | Please describe the experience you already have of designing and running webinars / talks / training / talks? | [Supplier to provide response to requirement here] |

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| 20e | Question 5: | What examples or case studies will you be able to draw on, which are relevant to a church & cathedral audience? For example, have you worked with listed buildings before, and buildings with fragile historic interiors? Do you have church & cathedral examples on which you can draw? | [Supplier to provide response to requirement here] |
| 20f | Question 6: | We want these webinars to be “Technical primers for non-technical people.” Please comment on your experience of making technical subjects clear and engaging for a non-technical audience. | [Supplier to provide response to requirement here] |
| 20g | Question 7: | <p>We want each webinar to run three times, on different days before the end of the calendar year. One at lunchtime, one in the afternoon, one in the early evening. Before the first date, you will also be asked to go through the webinar once for staff as a ‘dry run’.</p> <p>Please confirm this is acceptable, that you have good availability during autumn/winter 2020, and that your quote is on this basis.</p> | [Supplier to provide response to requirement here] |
| 20h | Question 8: | We want to record the webinar and keep it on our website for people to view at other times. We will also circulate a pdf version of the slides to the attendees of the webinar. Please confirm your acceptance of this, and that the copyright for the webinar / pdf will belong to the Archbishops Council for these purposes. | [Supplier to provide response to requirement here] |

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| 21. | Terms and Conditions | Please see the embedded set of standard Terms and Conditions (Purchase) that will govern this quote  Adobe Acrobat Document |
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Notes:

Quotation validity: Your quotation should remain open for acceptance for a minimum of thirty days

Acceptance/rejection of quotation: Cathedral and Church Buildings Division do not bind themselves to accept the lowest priced quotation, or any quotation, and may accept either, all, or any part of a quotation.