



## Guidance Notes

### **Competitive Tendering Process – Large Project (Consultant Fees over £50,000): Where to advertise**

You must advertise the opportunity as widely as possible. The following are recommended:

- Church and other local websites
- Diocesan website (if you are near the border with another Diocese, ask if they will advertise the opportunity)
- Church of England website:  
<https://www.churchofengland.org/resources/churchcare/procurement>
- Local and/or regional newspapers
- Institute of Historic Building Conservation (IHBC) - <https://www.ihbc.org.uk/>

You can also email a link to the advertisement to architects already working in the Diocese (list available from the Church Buildings Team).

#### **Suggested advert text**

*Please note: some publication may have word limits.*

The services of a conservation accredited professional adviser are needed at [Church Name and Address] for *state what the project will involve, with costs and timescales if known, for example: urgent QI repairs, particularly to roof and rainwater goods, and adaptations, to be completed within the next 5 years, costing approximately £500,000.*

For further details and the pre-qualification questionnaire, please contact [name and address]. Suitably qualified practitioners will then be invited to tender.

The closing date for the pre-qualification questionnaire is [Date, Month, Year]. It is anticipated that tenders will be required by a closing date of [Date, Month, Year].

If you have any queries, please contact [details, if different from above].

#### **ChurchCare Advertisement**

Please visit the website to check for any changes to the process of advertising on the Church of England website.

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

Please note, a Pre-Qualification Questionnaire is a formal way to register and assess Expressions of Interest; it is recommended for large projects.