

Checklist/Questions to ask if considering bidding or tendering for national or local government or statutory service contracts or grants

Churches may find this list of questions helpful in deciding whether to explore service contracts or not. Negative answers to some questions do not imply that a church should not go ahead, but that they have been considered and the risk evaluated.

1. Does the contract fit your own mission, aims and objectives?
2. Why is the church considering this path? What will be the benefits?
3. Will the fee cover all the costs ("Full cost recovery"), including relevant consultancy, core and termination costs?
4. Is the bureaucracy manageable?
5. Are the time limits acceptable? For tendering? For agreeing the contract terms? For setting up the project? For meeting Returns deadlines?
6. Will you have to subsidise the project – over the length of the project and/or for the start-up period?
7. Do both parties have equal rights to vary the contract?
8. What is the termination notice?
9. Is the contract period viable to complete the work properly?
10. Will you let people or the community down or have to make staff redundant when the contract ends or government policy changes?
11. Who will own the equipment at the end of the project?
12. What is the nature of the partnership?
13. Is it worth making a joint bid with a sister organisation?
14. Are you able to limit your risk and liability?