

GUIDANCE DOCUMENT

QUESTIONS FOR YOUR VENDOR

for faith-based organizations

Bricks and Mortals
bricksandmortals.org



**Bricks
& Mortals**

When selecting a vendor, the following are some elements to consider...

QUESTIONS TO ASK ANY CONSULTANT

Are they a Member of Bricks and Mortals?

Have they worked with faith-based organizations before?

- Have they worked with non-profits or other mission-based organizations?

How do they structure their fees?

- Monthly or flat rate?
- Are they tied to deliverables?
- If needed, can these payments be paid after closing? If “free”, from where are their fees derived? E.g. from the developer’s fee?

How will they work with you to provide you with information and advice and facilitate the decision making process?

Is a license required, and are they licensed?

QUESTIONS TO ASK ANY CONSULTANT (continued)

How long have they been practicing?

What specifically is their scope of work, and what is their expected timeline? What is not included?

What other services or professionals will you need?

Specific concerns or challenges they foresee with your project.

Do they have any or foresee any conflicts of interest with your project?

BEST PRACTICES FOR FINDING A VENDOR

Get **references** - and call them! Ideally these will be from other faith-based organizations with whom they have worked, and ideally on similar projects.

Get a minimum of three **quotes** for any job.

Don't be pressured to sign or agree quickly. If they are trying to tell you that the deal won't last long, this is a marketing tactic. Take your time and speak to your own lawyer.

Get an **attorney**.

Bricks and Mortals is an
interfaith non-profit.

Our mission is to empower faith-
based organizations to maximize
their buildings and property to
serve their communities.



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