



A Guide to Procurement

**Supplier
Development
Programme**

Helping You Bid Better

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Inverclyde
council

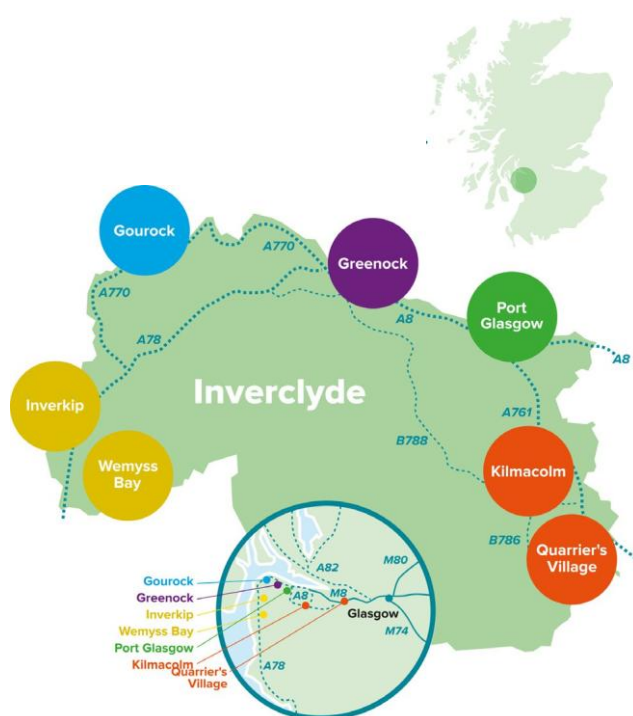
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1 About Inverclyde Council

Inverclyde is located in West Central Scotland and is one of the most attractive places in Scotland to live and work, with 61 square miles stretching along the south bank of the estuary of the River Clyde. The area offers spectacular views and scenery, a wide range of sporting and leisure opportunities, a vibrant housing market and well developed transport links to Glasgow and the rest of Scotland.



Inverclyde is one of the smallest local authorities in Scotland, with a population of 80,310. The main towns of Greenock, Port Glasgow and Gourock sit on the Firth of the Clyde. The towns provide a marked contrast to the small coastal settlements of Inverkip and Wemyss Bay, which lie to the South West of the area, and the picturesque rural villages of Kilmacolm and Quarrier's Village which are located further inland, offering a further dimension to the area's diversity.

Procurement can best be defined as the process of obtaining supplies, services and construction works spanning the life cycle of the asset or service contract.

Inverclyde Council will procure the best value for supplies, services and construction works.

Inverclyde Council's annual spend is in the region of £100 million.

The Public Contracts Scotland portal is used to advertise opportunities, undertake market research, source suppliers and conduct procurement exercises. Suppliers are therefore encouraged to register on the portal to ensure they can access procurement opportunities.

The council also uses Framework Agreements and Dynamic Purchasing Systems awarded by Scotland Excel, Scottish Procurement and Property Directorate, Crown Commercial Services and other Procurement Organisations.

2 Procurement within Inverclyde

The procurement function is part of Environmental and Regeneration and ensures best value in the provision of works, goods and services to Inverclyde Council through strategic procurement policies and effective management.

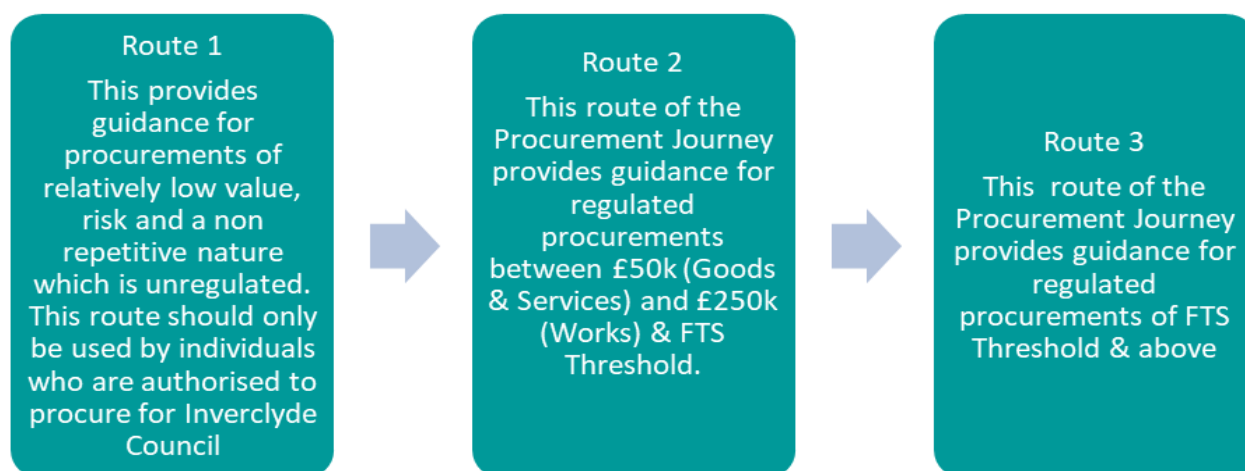
Other Inverclyde Council services may also procure goods, works and services as allowed for in council contract standing orders.

The procurement team consists of a manager, team leader, procurement officers, procurement development officer and graduate, whose role is to ensure that Inverclyde Council obtains best value across a wide range of commodities and services.

Procurement Team	Name
Manager	David Aitken
Team Leader	Kirsty Munro
Team Leader	Graeme Clark
Procurement Officer	Angela Rodgers
Procurement Officer	Kieran Guiller
Procurement Officer	Daniel O'Donnell
Procurement Officer	Sophie Paice
Procurement Development Officer	Lisa Petrie
Contact Details	
Procurement@Inverclyde.gov.uk 01475 717171	

3 Thresholds

Inverclyde internal thresholds are as follows:



For clarity, it should be noted that Inverclyde Council internal governance applies a lower threshold for works of £250k as opposed to the regulated threshold of £2,000,000 for route 2 procurements.

Threshold – Route 1

Route 1 is split into 3 further financial thresholds for goods and services and 3 further thresholds for works as detailed below:

Goods & Services (including Consultant Services)	Process
1 Estimated value < £999	Any estimated spend less than £999 for Goods and Services (including Consultant Services) can be awarded directly to a preferred supplier by the service.
2 Estimated value £1,000 - £9,999 (Email Quotations)	Any estimated spend between £1,000 and £9,999 for Goods & Services should be priced using a 3 quote process via e-mail by the service.

3	Estimated value £10,000 - £49,999 Quick Quote Facility (Public Contracts Scotland)	Any estimated spend between £10,000- £49,999 for Goods and Services should be procured using the quick quote facility within Public Contracts Scotland
4	Estimated value > £50,000	Public Contracts Scotland Open Tender

Works (i.e construction)		
1	Estimated value < £4,999	Any estimated spend less than £4,999 for Works (ie. Construction) can be awarded directly to a preferred supplier by Technical Services & Roads DPOs and Practitioners only.
2	Estimated value £5,000 - £24,999	Any estimated spend between £5,000 and £24,999 for works should be priced using a 3 quote process via e-mail by Technical Services & Roads DPOs and Practitioners only.
3	Estimated value £25,000 - £249,999	Any estimated spend between £25,000- £249,999 for Works should be procured using the quick quote facility within Public Contracts Scotland
4	Estimated value > £250,000	Public Contracts Scotland Open Tender

Threshold - Route 2

Type	Thresholds
Goods inclusive VAT Goods exclusive VAT	> £50,000 <£214,904 > £50,000 <£179,087
Services inclusive VAT Services exclusive VAT	> £50,000 <£214,904 > £50,000 <£179,087
Works inclusive VAT Works exclusive VAT	> £250,000 < £5,372,609 > £250,000 < £4,447,174

Threshold - Route 3

Type	Threshold
Goods & Services inclusive of VAT Goods & Services exclusive of VAT	>£214,904 >£179,087
Works inclusive of VAT Works exclusive of VAT	>£5,372,609 >£4,477,174
Care & Support Services (Light Touch Regime) inclusive VAT Care & Support Services (Light Touch Regime) exclusive VAT	>£663,540 >£552,950

The Supplier Journey on the Scottish Government's website:

- Explains the process of awarding a public sector contract in straightforward terms
- Sets out what buyers expect you to do at each stage in that process
- Gives practical information on how you can find out about business opportunities
- How to bid for business and what to expect when delivering the contract tells you what support is available to help you win business and what you can do if you are unsuccessful

www.gov.scot/Topics/Government/Procurement/

4 Pipeline projects

Inverclyde Council future contract opportunities

Subject Matter (Commodity)		Title of Contract	Estimated Contract Start Date	Estimated Total Contract Value	Type
1	Corporate	Provision of Affordable After School and School Holiday Childcare Lot 1 - Port Glasgow, Lot 3 - South/Southwest Inverclyde	01/03/2026	£226,000.00	Ongoing
2	Education	Provision of a School Age Counselling Service	01/08/2027	£918,000.00	Ongoing
3	Employability	Provision of Employability Services	01/04/2028	£1,300,000.00	Ongoing
4	Environmental	Project Development and Management of the Nature Restoration Fund	06/07/2026	£178,000.00	Ongoing
5	Environmental	Organic Waste	01/07/2026	£548,000.00	Ongoing
6	Environmental	Heat and Energy Efficient Scotland_ Area Based Scheme (HEES_ABS) – Delivery Partner - Management Agent	01/08/2027	£175,000.00	Ongoing
7	Environmental	Heat and Energy Efficient Scotland_ Area Based Scheme (HEES_ABS) – Delivery Partner - Energy Efficiency Works Contractor	01/06/2027	£1,225,000.00	Ongoing
8	Environmental	Provision of the Printing, Packaging and Distribution of Garden Waste Permits	03/07/2027	£48,000.00	Ongoing
9	Environmental	Christmas Lights	01/01/2028	£32,000.00	Ongoing
10	Environmental	Christmas Trees	01/01/2028	£35,000.00	Ongoing
11	Environmental	Traffic Management (TROs)	01/04/2028	£63,000.00	Ongoing
12	Environmental	Wemyss Bay Woods Path	01/01/2027	£10,000.00	One Off
13	Environmental	Flail Unit	01/01/2027	£15,000.00	One Off
14	Environmental	Meadow Creation	01/01/2027	£30,000.00	One Off
15	Environmental	Coves Path Extension Tree Survey	01/01/2027	£40,000.00	One Off
16	Environmental	Tree Planting on Slopes	01/01/2027	£40,000.00	One Off
17	Environmental	Chipper	01/01/2027	£37,000.00	

Subject Matter (Commodity)		Title of Contract	Estimated Contract Start Date	Estimated Total Contract Value	Type
18	Environmental	RTS Rubber Duck	01/01/2027	£60,000.00	
19	Finance	Provision of Purchase Cards	01/02/2027		Ongoing
20	Finance	Income Renewal System	26/07/2027	£233,550.00	Ongoing
21	Finance	Provision of Banking Services	01/04/2027	£385,000.00	Ongoing
22	Finance	Provision of Treasury Consultancy Services	10/08/2026	£125,000.00	Ongoing
23	Health & Safety/HR	Provision of an Occupational Health Service	01/10/2027	£575,000.00	Ongoing
24	HSCP	Project Search Employment Programme	01/07/2027	£80,000.00	Ongoing
25	HSCP	Wellbeing Support Worker for Families	01/04/2027	£200,000.00	Ongoing
26	HSCP	Provision of a Building Based Day Care Service	01/07/2028	£545,141.00	Ongoing
27	HSCP	Specialist Dementia Service	01/07/2028	£50,000.00	Ongoing
28	HSCP	Young Onset Dementia Service	01/07/2028	£252,000.00	Ongoing
29	HSCP	Children's Residential Short Breaks Respite Services at Quarriers Countryview	01/06/2027	£441,000.00	Ongoing
30	HSCP	Provision of a Specialist Intensive Recovery Service in Inverclyde	01/04/2028	£600,000.00	Ongoing
31	HSCP	Care Home Service for People with Mental Health Problems	07/02/2027	£1,420,000.00	Ongoing
32	HSCP	Partnership Facilitator Service	01/02/2027	£100,000.00	Ongoing
33	HSCP	Housing with Care & Support Services	01/01/2026	£2,243,750.00	Ongoing
34	HSCP	Housing Information & Advice	11/12/2026	£275,000.00	Ongoing
35	HSCP	New Scots - Befriending Service	01/04/2027	£102,116.00	Ongoing
36	HSCP	Independent Advocacy Service for Children and Young People	01/04/2028	£170,000.00	Ongoing
37	HSCP	Provision of a Community Connector Service	01/04/2027	£260,000.00	Ongoing
38	HSCP	Community Engagement including a Shopmobility and Digital Inclusion Service	01/04/2027	£552,160.00	Ongoing
39	HSCP	Provision of a Technology Enabled Care (TEC) Call Handling Service	01/05/2028	£84,000.00	Ongoing

Subject Matter (Commodity)		Title of Contract	Estimated Contract Start Date	Estimated Total Contract Value	Type
40	HSCP	Provision of a Residential Rehabilitation Support Service	01/08/2025	£152,088.00	Ongoing
41	HSCP	Provision of a Gateways Recovery Service	01/02/2027	£678,000.00	Ongoing
42	HSCP	Provision of a Financial Advice and Information Service	01/04/2027	£80,000.00	Ongoing
43	HSCP	Provision of a Home Starter Packs Service	01/04/2027	£47,000.00	Ongoing
44	HSCP	Provision of a Family Hub Support Service	01/04/2027	£149,999.00	Ongoing
45	HSCP	Residential Intensive Support	01/07/2024	£441,000.00	Ongoing
46	HSCP	Support service aligned to the Request for Assistance team	31/01/2026	£266,701.00	Ongoing
47	HSCP	Catering service at new LD Hub	01/02/2027	£81,000.00	Ongoing
48	HSCP	Adult Residential	07/07/2027	£3,270,000.00	Ongoing
49	HSCP	Sheltered Housing	01/04/2027	£484,000.00	Ongoing
50	HSCP	Early Help Service	31/01/2027	£266,701.00	Ongoing
51	ICT	Microsoft 365 Software Licensing	07/10/2027	£2,500,000.00	Ongoing
52	Planning, Regeneration and Public Protection	Connecting Greenock Town Centre	01/01/2028	£2,500,000.00	One Off
53	Property	PPM and Minor Repair of Lifts	01/10/2027	£162,883.00	Ongoing
54	Property	Water and Waste Water Services	01/04/2028	£504,411.00	Ongoing
55	Property	PPM and Minor Repair of Fire, Intruder and Disabled Refuge Systems	01/04/2028	£712,000.00	Ongoing
56	Regeneration	Provision of Business Gateway Services in Inverclyde	01/04/2028	£332,187.00	Ongoing
57	Roads & Transportation	Supply and Delivery of Coated Roadstones	01/02/2027	£683,314.00	Ongoing
58	Roads & Transportation	Road Lighting and Traffic Sign Lighting Maintenance	11/11/2026	£2,400,000.00	Ongoing
59	Roads & Transportation	Principal Inspections	01/01/2027	£30,000	One Off
60	Roads & Transportation	Minor Retaining Wall repairs	TBC	£10,000	One Off
61	Roads & Transportation	Minor Bridge Repairs	01/08/2026	£40,000	One Off
62	Roads & Transportation	Bridge Assessments	01/08/2026	£20,000	One Off
63	Roads & Transportation	Glenmill Bridge Widening	TBC	£70,000	One Off

Subject Matter (Commodity)		Title of Contract	Estimated Contract Start Date	Estimated Total Contract Value	Type
64	Roads & Transportation	Esplanade Active Travel Route Improvements	TBC	£200,000	One Off
65	Roads & Transportation	Cartsburn to Cartsdyke Active Travel Route	TBC	£350,000	One Off
66	Roads & Transportation	Minard Road-Montrose Ave Active Travel Route	TBC	£100,000	One Off
67	Roads & Transportation	Boglestone Ave & Garloch Rd access improvements	01/11/2026	£50,000	One Off
68	Roads & Transportation	Street Lighting Active Travel Route Kingston Dock	01/10/2026	£50,000	One Off
69	Roads & Transportation	Sinclair St design amendments	TBC	£50,000	One Off
70	Roads & Transportation	Cycle Storage and Parking	TBC	£50,000	One Off
71	Roads & Transportation	Stage 3 Road Safety Audits	01/08/2026	£7,000	One Off
72	Roads & Transportation	Bus Stop Glenmill Way	TBC	£50,000	One Off
73	Roads & Transportation	Park + Ride Extension	01/09/2026	£250,000	One Off
74	Roads & Transportation	Port Glasgow Bus Station design	TBC	£50,000	One Off



5 Useful websites

1. Inverclyde Council

Inverclyde Council Procurement

www.inverclyde.gov.uk/business-and-trade/procurement

2. E-Tendering Systems

Public Contract Scotland

www.publiccontractsscotland.gov.uk

The national portal used by public bodies in Scotland to advertise contracts and/ or to select potential suppliers from the 'Suppliers Register'. Register as a supplier on this site to receive automated emails about opportunities relevant to your business activity. You can also browse all tender opportunities and details of contracts that have been awarded.

Inverclyde Council uses this site for lower value contract to publicise quotes for supplies/services up to £50k and works contracts up to £250k. The site is used to find potential suppliers from the supplier's register, who are then asked to provide quotes.

Public Contract Scotland

www.publictendersscotland.publiccontractsscotland.gov.uk/esop/toolkit/registration

The national portal used by public bodies in Scotland to advertise contracts. Register as a supplier on this site to receive automated emails about opportunities relevant to your business activity. You can also browse all tender opportunities and details of contracts that have been awarded.

Inverclyde Council uses this site for higher value contract to publicise tenders for supplies/services over £50k and works contracts over £250k.

3. National Frameworks

Scotland Excel

www.scotland-excel.org.uk

General information about Scotland Excel, a national organisation that negotiates contracts for a wide of products/services on behalf of Scottish local authorities.

(Note: Scotland Excel use www.publiccontractsscotland to publicise their contracts).

Crown Commercial Services

ccs-agreements.cabinetoffice.gov.uk

Crown Commercial Services brings together policy, advice and direct buying; providing commercial services to the public sector and saving money for the taxpayer. CCS is an executive agency, sponsored by the Cabinet Office.

Scottish Procurement

www.gov.scot/Topics/Government/Procurement/directory

Scottish Procurement and Commercial, part of the Scottish Procurement Directorate, launched in March 2008 with the task of developing and implementing procurement strategies for national Category A commodities on behalf of all Scottish public sector organisations. Category A commodities are defined as goods or services that are standard or of a similar nature across the largely common requirements of the Scottish public sector. Examples of these contracts are utilities such as electricity and gas and IT contracts for hardware and software.



Strathclyde Partnership for Transport Hub West Scotland

hubwestscotland.co.uk

Hub West Scotland is a private sector development company who work in partnership with the public sector in the west of Scotland. The aim of the partnership is to build new community facilities whilst providing the best possible value for money to the public purse.

SCAPE Scotland

The Public Sector Procurement Specialists. SCAPE are a public sector organisation, dedicated to creating spaces, places and experiences that leave a sustainable legacy for your community.

Eastern Shires Purchasing Organisation (ESPO)

Procurement Services for the Public Sector ESPO is a public sector owned professional buying organisation (PBO), specialising in providing a wide range of goods and services to the public sector for over 40 years. They offer a comprehensive, one-stop shop solution of over 25,000 catalogue products, 120 frameworks and bespoke procurement services, all with free support and advice available from their expert teams.

Being 100% owned by the public sector means that any surplus they make after recovering costs is returned to the public purse.

4. Support and Guidance

Supplier Development Programme

sdpscotland.co.uk

Membership of the Supplier Development Programme is free to all businesses located in Inverclyde and 15 other local authority areas in Scotland. Register as a member to receive information on free local and national procurement events and training.

Procurement Journey

www.procurementjourney.scot/node

The Procurement Journey provides guidance for public sector buyers who procure goods, services and care and support services.

Business Gateway

www.bgateway.com/local-offices/inverclyde/local-support

Business Gateway Inverclyde provides quality, practical advice and guidance to new and existing businesses in the Inverclyde area.

Inverclyde Chamber of Commerce

inverclydechamber.co.uk

Inverclyde Chamber of Commerce support Inverclyde businesses to improve by creating the right economic conditions for a buoyant Inverclyde economy, while enabling members and their employees to be successful and prosperous.

Federation of Small Businesses

FSB are a non-profit making and non-party political organisation that's led by their members, for their members. FSB is also the UK's leading business campaigner, focused on delivering change which supports smaller businesses to grow and succeed.

British Association for Supported Employment (BASE)

Home | British Association for Supported Employment base-uk.org

BASE is the national voice for providers of specialist employment support. They promote the principles and delivery of high quality Supported Employment services and work to improve the employment rates of disabled people.



6 Useful contacts

Service related contacts		
Lee MacDonald	Property Services Manager	01475 717171
Arlene Mailey	Service Manager, Quality and Development - Social Care	01475 717171
Gordon Leitch	Roads Team Leader Consultancy	01475 717171
Steven Walker	Roads Service Manager	01475 717171
Rhoda Braddick	Corporate Communications Manager	01475 717171
Lorna Coote	Education and Facilities Manager	01475 717171
Maureen McLaughlin	Policy and Commissioning Team Leader	01475 717171
Barbara McQuarrie	HR Team Leader	01475 717171
Allan Walker	Environmental Services Team Leader	01475 717171
Paul Murphy	Carbon Reduction Officer	01475 717171
Alex Faller	Building Services Team Leader	01475 717171
Allan McDonald	IT Manager	01475 717171
Hugh Scott	Community Learning Development Manager	01475 717171
Martin McNab	Safer Inclusive Communities	01475 717171



