



**Falkirk Council**  
 Corporate & Housing Services

**Contact List**

<b>Procurement and Commissioning Unit - General Enquiries</b>	<a href="mailto:pcu@falkirk.gov.uk">pcu@falkirk.gov.uk</a>
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<b>CARE</b>		
<b>Key Participants</b>	<b>Position</b>	<b>Email Address</b>
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Sarah McKenna	Procurement Adviser - Over 65 Residential Care	
Julia Potter	Procurement Adviser - Child Services	
Anne-Louise Hayden	Procurement Adviser - Community Care & Care At Home	
James King	Procurement Coordinator	

<b>PROFESSIONAL SERVICES</b>		
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Neil Biggar	Procurement Advisor	<a href="mailto:pcu@falkirk.gov.uk">pcu@falkirk.gov.uk</a>
Merle Stevenson	Procurement Coordinator	

<b>UTILITIES</b>		
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Merle Stevenson	Procurement Coordinator	<a href="mailto:pcu@falkirk.gov.uk">pcu@falkirk.gov.uk</a>

<b>TELECOMMUNICATIONS &amp; IT</b>		
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Neil Biggar	Procurement Advisor – Telecoms & IT	
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## EQUIPMENT & MATERIALS

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Anna Herron	Team Leader Public Libraries	<a href="mailto:adminlibraries@falkirkcommunitytrust.org">adminlibraries@falkirkcommunitytrust.org</a>
Steven Litts	Assistant Procurement Advisor	<a href="mailto:pcu@falkirk.gov.uk">pcu@falkirk.gov.uk</a>
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## TRANSPORT & FLEET

Key Participants	Position	Email Address
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Darren Niblo	Procurement Coordinator	

## WASTE SERVICES

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## CONSTRUCTION & MAINTENANCE

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Wilson Kemp	Procurement Advisor - Roads & Infrastructure	
Darren Niblo	Procurement Coordinator	

<b>Falkirk Community Trust (FCT)</b>		
<b>Name</b>	<b>Position</b>	<b>E-Mail Address</b>
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Steven Litts	Assistant Procurement Advisor - FCT	<a href="mailto:pcu@falkirk.gov.uk">pcu@falkirk.gov.uk</a>

<b>Falkirk Business Gateway</b>		
<b>Support Area</b>	<b>Key Participants</b>	<b>Phone &amp; Email</b>
<p>Falkirk Business Gateway Advisers will support you to:</p> <ul style="list-style-type: none"> <li>• Prepare a business plan</li> <li>• Understand business finance and cash flows</li> <li>• Find ways to market your business</li> <li>• Access workshops</li> <li>• Access specialist support</li> <li>• Access to networking opportunities</li> <li>• Access to Scottish Enterprise Programmes</li> </ul> <p>Aa dedicated team of specialist can also provide support covering the follow business topics:</p> <ul style="list-style-type: none"> <li>• Marketing</li> <li>• Information technology</li> <li>• Finance</li> <li>• Procurement</li> <li>• Leadership and Organisational development</li> <li>• Digital media solutions</li> <li>• Environmental</li> <li>• HR</li> </ul>	Business Advisers	<p>01324 808266</p> <p><a href="mailto:business@falkirk.gov.uk">business@falkirk.gov.uk</a></p>

### **Falkirk Council Procurement Clinics**

Local suppliers are invited to attend clinic appointments lasting 30 minutes, available from 09:30 to 12:00. Clinics normally take place at The Forum, Callendar Business Park, Falkirk, FK1 1XR, however during the period of social distancing measures, appointments shall be conducted via telephone or Webex.

#### **Dates for future Procurement Clinics**

- 24 June 2020
- 21 October 2020
- 22 July 2020
- 25 November 2020
- 19 August 2020
- 16 December 2020
- 23 September 2020

Bookings can be made by contacting [pcu@falkirk.gov.uk](mailto:pcu@falkirk.gov.uk) and providing the following information:

- Company Name
- Contact Name
- Address
- Contact Tel No.
- Email Address
- Type of Business
- Nature of Query

### **Supplier Development Programme - <https://www.sdpscotland.co.uk/>**

Help available to Scottish SMEs and 3rd sector organisations interested in working with the public sector. The SDP can offer expert training, support and information to help you win and grow your business free of charge.

Falkirk Council website - [www.falkirk.gov.uk/](http://www.falkirk.gov.uk/)

Falkirk Council Contract Register - [www.falkirk.gov.uk/services/council-democracy/policies-strategies/procurement/contracts-register.aspx](http://www.falkirk.gov.uk/services/council-democracy/policies-strategies/procurement/contracts-register.aspx)

Public Contracts Scotland - [www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)