

Doing Business with Council

Guide to supplying goods and services

2024–25

Sunshine Coast Council continues to partner with our local businesses to provide opportunities for them to thrive and strengthen our community.

Understanding council’s requirements and needs can elevate businesses as a valued member of the supply chain.

This fact sheet provides insights and guidance on doing business with council. In this fact sheet, find information on:

- council’s procurement policy and priorities
- where to find contract opportunities
- non-contract based work
- tips for your tender responses.

Council’s procurement policy

Council’s [procurement policy and associated guidelines](#) provide an outline of how the organisation engages suppliers.

Typically, Council will procure goods and services (including works) via the following routes:

Up to \$50,000	Direct Quote to be sought from at least one (1) supplier
\$50,000 - \$500,000	Direct Quote from at least three (3) suppliers; OR Expression of Interest (EOI) Public Tender Exception (e.g Supplier Arrangement)
\$500,000 - \$5,000,000	Public Tender; OR EOI or Exception (e.g Supplier Arrangement)

\$5,000,000+ OR High risk/complex contracts	A Significant Contracting Plan is required that identifies the chosen procurement strategy.
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Supplier Arrangements

Supplier Arrangements are an available Exception under the Procurement Policy and are established for some of the goods and/or services (including works) that are regularly sourced by Council.

Supplier Arrangements are established by way of a Public Tender process. Find the list of current arrangements [here](#).

Strategic priorities

Council’s procurement policy supports the organisation’s regional strategies and priorities (social, environmental and economic), through the following guidelines:

- Local Preference in Procurement
- Social Benefit Procurement
- First Nations Procurement
- Innovation and Market-Led Engagement
- Environment and Sustainability.

Where to find council Tenders?

VendorPanel Marketplace

Council’s Public Tenders are published and made accessible electronically through VendorPanel. Create a free profile to find and submit tenders [here](#).

Once a profile is created, you can also access tenders from other Queensland local governments and state government agencies.

Tender alert service

[Subscribe](#) to council's tender alert service to be notified by email of when council public tenders are advertised.

Aligning with council's procurement policy

Council's procurement policy and associated guidelines have been developed to support the priorities set in the [Sunshine Coast Council Corporate Plan 2023-2027](#). Businesses that closely align with the strategic priorities will assist the organisation and community in achieving its overall goals.

How to align with strategic priorities

Align with social priorities

- Employ Sunshine Coast Local Government Area (LGA) residents.
- Employ First Nations people and businesses in your supply chain.
- Employ local people with disabilities.
- Source from local social enterprises.
- Support local non-profit/community groups.

Align with sustainability priorities

- Source recycled materials and trade waste through platforms such as [ASPIRE Circular Economy Marketplace](#).
- Demonstrate action on reducing energy, waste and water use by utilising programs such as [ecoBiz](#).
- Calculate baseline carbon emissions and develop a Sustainability Action Plan through [ecoBiz Carbon Calculator](#).
- Run your operation on [GreenPower](#) to ensure electricity emissions are offset by Australian renewable energy projects.
- Assess impacts of a product, service or process with a lifecycle assessment.

Align with economic priorities

- Prioritise Sunshine Coast LGA businesses in your supply chain.

- Source First Nations businesses for your supply chain through platforms such as [Supply Nation](#) and [Black Business Finder](#).
- Demonstrate use of innovative technologies and solutions.

Qualifications and business documents

When supplying to council, businesses may be required to provide qualifications, business plans and other documents. Non-mandatory documents can also further support your prospects of working with council. Mandatory and non-mandatory documents can include:

- Capability statements
- Health and safety policies and procedures
- Quality assurance systems
- Insurance and Licences (e.g public liability insurance)
- Lifecycle assessments
- Environment and sustainability policies and plans.

How else can you find business with council?

At times, Council may engage suppliers via available alternative procurement routes, such as:

Local Buy

Council may occasionally engage suppliers from other government arrangements, including arrangements established by Local Government Associations such as Local Buy.

Learn more [here](#).

ICN Gateway

Council has partnered with the Industry Capability Network (ICN) to create the Sunshine Coast Business Gateway. The platform is used to source Sunshine Coast suppliers for projects inside of the region. Sunshine Coast businesses can create a free profile to be notified of projects advertised on the platform.

Learn more [here](#).

EventsConnect

EventsConnect is a directory developed by council to showcase event suppliers in the region. Event organisers and council use the platform to source businesses to support their events. Sunshine Coast businesses can create a free profile to be discovered.

Learn more [here](#).

Supply Nation

Supply Nation is a national platform used by governments, private enterprises and non-profits to source First Nations businesses. The national directory's verification and auditing systems ensures that First Nations businesses can demonstrate their trusted reputation.

Learn more [here](#).

Black Business Finder

Black Business Finder is a platform used by major project owners to source First Nations businesses for their supply chain. The platform developed by Queensland Government and the Industry Capability Network (ICN), is an effective platform that links major projects with First Nations businesses.

Learn more [here](#).

Tips for tendering

Businesses that best demonstrate their capability and method of completing the works while aligning with council's priorities are regarded highly during a tender process.

Here are some tips to assist in providing your best tender response.

- Ensure you have read all available tender documentation to understand Council's requirements and expectations for the works.
- Clearly outline and demonstrate your understanding of the works and how you propose to deliver the project requirements in your response - tell us how you will do it, not just that you can do it!

- Emphasise the unique value you bring, such as experience, expertise, quality, and value-adds and how these align to the project requirements.
- Ensure to address all parts of the required response documentation, including addressing mandatory requirements such as Health and Safety.
- Consider the application of Council's strategies and priorities and demonstrate in your response your ability and commitment to helping achieve the objectives (including local, first nations and social).
- Keep business websites and information updated and succinct - these are often referred to by officers.
- Ensure that any feedback provided by council on your tender response is considered and applied to your future responses.

Council support

Council's Local Business Support team provides tailored guidance on supplying to council and more.

Contact the team via:

businessdevelopment@sunshinecoast.qld.gov.au

For procurement or tender specific enquiries, contact the procurement team via:

contracts@sunshinecoast.qld.gov.au