

National Meet the Buyer Event (17 May 2023) FAQ for Suppliers

Thank you for attending the recent Meet the Buyer event. We have compiled the following FAQs which include useful links, email addresses and contacts, including some upcoming opportunities that you may be interested in. We hope you will find this document helpful, but if you still have any further questions, please email us at procurement.delivery@edinburgh.gov.uk or supplierdevelopment@edinburgh.gov.uk

The Council contract register www.edinburgh.gov.uk/contractregister indicates what types of services and goods the Council purchases and when contracts may come up for renewal.

Q1. How can I find out how to do business with the Council?

A1. The majority of the Council's requirements are published through Public Contracts Scotland (PCS) and PCS-Tender – are you registered on there? If not, we would advise you to register and then you will get to know of our requirements and those of other public sector bodies such as the NHS, Scotland Excel or other Local Authorities etc. Once registered you can apply to notices, or you may be invited through the Quick Quote facility on the system. You can also set up email alerts to notify you when opportunities are available that you may be interested in.

Q2. What do I do if I'm not familiar with the tendering process?

A2. There is help available through the Supplier Development programme, with training and on-line webinars to help you become tender ready. You can reach them online at <https://www.sdpscotland.co.uk/>

The Council website www.edinburgh.gov.uk/supportingsuppliers has lots of useful guidance for suppliers.

In addition, the Procurement team publish a quarterly Supplier Newsletter which we would advise you to download as it has lots of relevant and useful information. You can view the current and previous newsletters online at www.edinburgh.gov.uk/suppliernewsletters

If you would like to receive the newsletter directly to your inbox, just email us at Supplierdevelopment@edinburgh.gov.uk and we will add you to the distribution list.

On the first Friday of each month between 9:30 and 12 noon, we also provide engagement sessions for suppliers. You can book this by dropping us an email to procurement.delivery@edinburgh.gov.uk

If there is a requirement for a specific project, we usually publish Prior Information Notices (PIN's). That is a good way to engage with the council and the council officers who have the knowledge with regards to the service.

Q3. I'm interested in Construction and sub-contracting; how do I go about finding out more? Is there anyone I can speak to?

A3. Construction projects are usually advertised to encourage early engagement through our own Frameworks and through other National Frameworks.

If you require further information on this or are looking for sub-contracting opportunities, please ensure that you are reviewing PCS and our [contract register](#).

Contract Award notices are also published on the PCS Portal providing details of suppliers who have been awarded Council contracts. You can search these award notices and use information provided to contact suppliers to see if there are any sub-contracting opportunities.

Q4. I'm interested in Facilities Management (FM) type contracts – how do I go about finding out more? Is there anyone I can speak to directly?

A3. The Council awarded a ten-year Hard FM Framework on 1st October 2021 to Skanska and Mitie. The suppliers hold their own Meet the Buyer Events on an annual basis and if you would like more information, please email the Procurement.Delivery@edinburgh.gov.uk mailbox.

There may be some “supply chain” opportunities or small requirements that we use Quick Quotes for so make sure you have your supplier profile updated.

Q5. I'm interested in Professional Services – how do I go about finding more? Is there anyone I can speak to directly?

A5. The Council has a requirement for a number of Professional Services and in addition has awarded a new Professional Services Framework on 18th January 2021, which will run for up to 4 years until 17th January 2025.

Specific Professional Services, out with the Framework, will be advertised via Public Contracts Scotland, these may be a tender opportunity or quick quote.

The Council may also use other Frameworks – so it is important that you stay alert to other notices e.g. Scotland Excel, Crown Commercial Services.

Q6. I'm interested in Home based Care – how do I go about finding out more? Is there anyone I can speak to directly?

A6. The Council is in the process of co-production for Home-based Care – contract notice was published on the 5 May and is open until the 13 June.

Please ensure that you are registered on PCS for any updates. Alternatively, please send your details to Paula.Deegan@edinburgh.gov.uk for further information.

Q7. I'm interested in working with schools. How do I go about finding out more?

A7. A lot of the school requirements are purchased through the Scotland Excel Frameworks.

There are several opportunities coming up over the next year, including the reconfiguration of the current Pupil Equity Funding Framework. These will be advertised on Public Contracts Scotland.

An example of a current opportunity is a Prior Information Notice advertised for Accredited Pathways.

If you require any further guidance, please email: procurement.delivery@edinburgh.gov.uk or you can contact the Schools Commissioning Team at cf.commissioning@edinburgh.gov.uk

Q8. I'm interested in working with Transport and Roads, how do I go about finding more information? Is there anyone I can speak to directly?

A8. The Council awarded a Roads and Transport Infrastructure Construction Framework 2022-2026 on 14th October 2022, which will run for up to 4 years until 13th October 2026. Should any other requirements come up that are out with the Framework, then that tender opportunity (or quick quote) will be advertised via Public Contracts Scotland.

Q9. I'm interested in finding more about how your IT works. Is there someone who can help me?

A9. The Council has a partner organisation called CGI and most IT or software requirements go through them. However, there are innovation projects and ad hoc requirements that are purchased from either the [Digital Marketplace G-Cloud](#) which you can register with them directly, or get advertised on PCS or through the QQ system – please ensure that you are registered on PCS and all your details are up to date.

Q10. I'm interested in finding out more about Innovative solutions and opportunities. How do I get more information?

The Scottish public sector's new [Scotland Innovates](#) service is now live. This service allows suppliers and members of the public to propose innovative goods, services and works to the public sector.

It also provides potential suppliers with information, guidance, and support on how to develop ideas and innovations into products and technologies that may be of use in the provision of public services in Scotland. For more information, or to get in touch with someone directly, please contact supplierdevelopment@edinburgh.gov.uk

Current and Upcoming Opportunities

- Home-based Care (£100m pa)
- Vehicle Recovery and Repairs (£125k pa)
- Cleaning for void homes (£140k pa)
- Passenger transport (£1.5m pa)
- Legal services (£3m pa)
- iPad and iPhone repairs (£100k pa)
- Consumer PR for Forever Edinburgh (£25k pa)
- Traffic Management (£400k pa)

Service Area Contacts:

Bereavement Services – bereavement@edinburgh.gov.uk

Fleet Services – fleet@edinburgh.gov.uk

Roads / Transport – transport.designservice@edinburgh.gov.uk

Waste & Cleaning Services – WasteData@edinburgh.gov.uk

Housing - HousingOperations.Comms@edinburgh.gov.uk

Schools & Lifelong Learning – cf.commissioning@edinburgh.gov.uk

Health & Social Care – procurement.delivery@edinburgh.gov.uk

Construction – procurement.delivery@edinburgh.gov.uk

Professional Services – professionalservicesframework@edinburgh.gov.uk

Facilities – procurement.delivery@edinburgh.gov.uk

Parks & Greenspaces – Julie.kelly@edinburgh.gov.uk