

Doing Business with Council

Guide to supplying goods and services

2026

Sunshine Coast Council sources 75% of goods and services from local businesses, creating valuable opportunities for businesses across the region to grow and contribute to a strong local economy.

Understanding council’s requirements and priorities can position your business as a trusted and competitive supplier.

This fact sheet provides practical guidance on doing business with council, including:

- how to align with council’s procurement priorities
- where to find contract opportunities
- non-contract work opportunities
- tips for preparing a strong tender

Get started in five steps

1. Register on [VendorPanel Marketplace](#)
2. Subscribe to the [Tender Alert Service](#)
3. Review Council’s [Procurement Policy](#)
4. Prepare key documents (insurance, capability statement, WHS, etc.)
5. Align your business with local, social and sustainability priorities

Council’s procurement policy

Council’s [procurement policy](#) outlines how the organisation engages suppliers and what is required to do business with council.

The procurement process varies depending on the value and complexity of the contract.

Procurement thresholds

Contract thresholds are divided into four financial brackets, all with different routes to securing suppliers.

| | |
|--|--|
| Up to \$50,000 | RFQ required from at least one supplier. |
| \$50,000 - \$500,000 | <ul style="list-style-type: none"> • Expression of Interest • Invite tenders • RFQ from at least three suppliers Exceptions may apply |
| \$500,000 - \$5,000,000 | <ul style="list-style-type: none"> • Expression of Interest • Invite tenders Exceptions may apply |
| \$5,000,000+ OR High risk/complex contracts | A Significant Contracting Plan is required that identifies the chosen procurement strategy. |

Strategic priorities

Council’s procurement approach prioritises social, environmental and economic outcomes for the region through the following guidelines:

- Local preference
- Social benefit
- First Nations participation
- Innovation and market-led engagement
- Environment and sustainability

Aligning with council's priorities

Council's procurement policy supports the [Sunshine Coast Council Corporate Plan 2023-2027](#). Businesses that align with these priorities are better positioned to succeed in council procurement processes.

How to align with strategic priorities

Social priorities

- Employ Sunshine Coast LGA residents.
- Employ local First Nations people.
- Employ local people with disabilities.
- Source from local social enterprises.
- Support local non-profit/community groups.

Environmental priorities

- 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.

Economic priorities

- Prioritise Sunshine Coast 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.
- Hold relevant accredited industry memberships.

Where to find opportunities?

VendorPanel Marketplace

All council tenders are published and made accessible through VendorPanel. Create a free profile to find and submit tenders [here](#).

Once a profile is created, access tenders from other QLD councils and QLD Government.

Supplier Arrangements

Public tender is used to create supplier arrangements. Currently, council has 18 Supplier Arrangements that are priced and non-priced. Find the list of current arrangements [here](#).

Tender alert service

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

Other ways to find business with council

Council also engages suppliers through other platforms such as:

Local Buy

Local Buy is a local government procurement partner that pre-qualifies businesses through supplier arrangements. Local governments across Queensland use Local Buy to streamline procurement processes while ensuring that suppliers are qualified to undertake work.

Supplier Arrangements through the platform are refreshed every three months which gives businesses regular opportunities to become a trusted supplier.

Learn more [here](#).

ICN Gateway

The Industry Capability Network (ICN) Gateway is used to connect businesses with project opportunities across Queensland, including major projects such as Brisbane 2032 Olympic and Paralympic Games.

The platform enables businesses to showcase their capabilities and be matched with relevant supply opportunities. Sunshine Coast businesses can create a free profile to be notified of projects and increase their visibility to buyers.

Learn more [here](#).

EventsConnect

EventsConnect is a council-developed directory that showcases event suppliers across the Sunshine Coast. Event organisers use the platform to discover and engage local businesses to support their events. Sunshine Coast businesses can create a free profile to increase their visibility and be considered for upcoming opportunities.

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](#).

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](#).

Non-Contract Opportunities

Some work is sourced outside formal tenders (e.g. low-value purchases or direct engagement). Ensuring your business is visible on key platforms and maintaining strong relationships can increase these opportunities.

Required business documents

Whether supplying to council through tender, supplier arrangement or on a non-contract basis, businesses may be required to provide qualifications, business plans and other documents. Non-mandatory documents can also further support your prospects of becoming a supplier. Mandatory and non-mandatory documents can include:

- Capability statement
- Public liability insurance
- WHS policies and procedures
- Quality assurance systems
- Lifecycle assessments
- Environment and sustainability plans

Tips for tendering

Businesses that best demonstrate their capability and method of completing the project while aligning with council's priorities will score highly in the tender process. Here are some tips that will help build a high scoring tender.

Demonstrate capability

- Include relevant case studies and past projects.
- Clearly explain your delivery approach.
- Keep company websites updated and succinct. This is a common reference point for procurement managers.

Reduce risk

- Show safety performance and WHS systems.
- Include continuity and backup plans, demonstrating that work can continue when disruptions occur.

Write clearly

- Use plain English.
- Define acronyms and avoid jargon.

Follow the rules

- Ensure all mandatory requirements are addressed, as non-compliant submissions may be excluded.
- Clarify uncertainties with the procurement contact. Incorrectly assuming a detail can lead to a non-conforming tender.

Improve over time

- Request feedback after each submission to help build future high scoring tenders.

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 tender specific enquiries, contact the procurement team via:

contracts@sunshinecoast.qld.gov.au