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Tender

Composting Coordinator

Gloucestershire County Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-013180

Procurement identifier (OCID): ocids-h6vhtk-04fd90

Published 4 April 2025, 3:33pm

Scope

Description

We are seeking a supplier who will:

Manage our existing network of 15 Master Composter volunteers and grow our network, to a total of 25 volunteers

Launch and maintain a community composting support network

Encourage uptake of composting at home within Gloucestershire and report levels of composting participation across the county to the Gloucestershire Resources and Waste Partnership.

Work with the existing network of organisations in Gloucestershire to spread the word about composting including but not limited to the Local Nature Partnership, Gloucestershire Resources and Waste Partnership and Climate Leadership Gloucestershire.

Total value (estimated)

- £70,000 excluding VAT
- £84,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 June 2025 to 31 May 2027
- 2 years

Main procurement category

Services

CPV classifications

- 77120000 - Composting services
- 80400000 - Adult and other education services
- 85322000 - Community action programme

Contract locations

- UKK13 - Gloucestershire
-

Participation

This procurement is reserved for

UK suppliers

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Tender submission deadline

8 May 2025, 5:30pm

Electronic auction will be used

Yes

Submission address and any special instructions

<https://procontract.due-north.com/Advert?advertId=523f0a22-6111-f011-8136-005056b64545&p=696a9836-1895-e511-8105-000c29c9ba21>

Tenders may be submitted electronically

Yes

Award criteria

Evaluation Criteria

Proposals will be assessed on the value for money they offer the authority as well as the quality of the applications.

Gloucestershire County Council has now set up an early payment service which aims to pay invoices earlier than the current 30 days. This is an opt in service. Full information and declaration form that must be completed are in 'GCC Early Payments' document.

The budget should allow for:

All activities described above

All management and training costs for the volunteers

All management and training costs for staff

A 2 year long contract from June 2025 to May 2027.

Providing training to residents on composting through both online and in person sessions in Gloucestershire to be run by the service staff.

Submissions

To apply for this contract you must write a brief proposal document and submit on this listing on Procontract. You must apply using the Procontract portal.

Include your anticipated time frame for launch including monthly staffing costs across the time frame

Include a detailed outline of your proposal to fulfil the contract

Include any experience you have in delivering similar services and why you are the best supplier for the role

Include a detailed breakdown of your budget

Include a proposed job description for the composting coordinator (regardless of whether the role is to be a new hire or covered by existing staff time).

Include details of how you would monitor progress of the contract on a quarterly and annual basis and how you would evaluate the success of the contract if you were awarded it

Procedure

Procedure type

Below threshold - open competition

Special regime

Light touch

Contracting authority

Gloucestershire County Council

- Public Procurement Organisation Number: PZHT-7473-ZVPN

Shire Hall, Westgate Street

Gloucester

GL1 2TG

United Kingdom

Email: cdpactivitylog@gloucestershire.gov.uk

Region: UKK13 - Gloucestershire

Organisation type: Public authority - sub-central government