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Tender

Occupational Therapy Trusted Assessor Learning and Development project

Leicester City Council

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

Notice identifier: 2026/S 000-015549

Procurement identifier (OCID): ocds-h6vhtk-0585a8 ([view related notices](#))

Published 20 February 2026, 10:36am

Scope

Reference

SCE0040

Description

Leicester City Council is commissioning the provision of Occupational Therapy Trusted Assessor Learning and Development training.

Leicester City Council is seeking a provider to develop and deliver face to face Trusted Assessor training to staff working across the Adult Social Care and Safeguarding Division. The training will support staff who are not part of the Occupational Therapy Service to identify when equipment or minor adaptations can help someone to live safely and well in their own home, without requiring specialist Occupational Therapist skills.

The training will focus on understanding the built environment of people's homes in Leicester in relation to adaptations and provision of equipment, including how to arrange a prescribed list of equipment and small modifications via a contractor. The provider will deliver 11 full days of face to face training for approximately 150 to 155 staff between May

26th 2026 and September 25th 2026, using local venues arranged by the Council. The provider will develop training resources, ensure trainers are appropriately qualified and understand local need, and ensure the training is culturally appropriate and reflects the diverse communities in Leicester.

The proposed Contract will commence on 26 May 2026 and expire on 25 September 2026. The contract period will be four months. There is no option to extend. The estimated contract value is £60,000.

Further details in respect of this tender opportunity are contained within the Invitation to Tender documentation.

Total value (estimated)

- £55,000 excluding VAT
- £66,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 26 May 2026 to 25 September 2026
- 4 months

Main procurement category

Services

CPV classifications

- 80500000 - Training services

Contract locations

- UKF21 - Leicester
-

Participation

Conditions of participation

Leicester City Council (“the Authority”) invites Tenders for the provision of the Occupational Therapy Trusted Assessor Learning and Development projectnity Settings service.

Further details in respect of this tender opportunity are contained within the Invitation to Tender documentation pack.

Submissions must be received by 12:00 noon on 20th March 2026 at the very latest via the EastMidsTender portal: <https://www.eastmidstenders.org/>

To express interest and submit a bid, please follow the link below:

<https://procontract.due-north.com/Procurer/Advert/View?advertId=875fa70f-470e-f111-813c-005056b64545&fromAdvertEvent=True>

Particular suitability

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

Submission

Enquiry deadline

6 March 2026, 12:00am

Tender submission deadline

20 March 2026, 12:00am

Electronic auction will be used

Yes

Submission address and any special instructions

<https://procontract.due-north.com/Procurer/Advert/View?advertId=875fa70f-470e-f111-813c-005056b64545&fromAdvertEvent=True>

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
Price	Price	Price	60.00%
Qualitative Method Statements	Qualitative Method Statements	Quality	30.00%
Social Value	Social Value	Quality	10.00%

Procedure

Procedure type

Below threshold - open competition

Special regime

Light touch

Documents

Associated tender documents

<https://procontract.due-north.com/Procurer/Advert/View?advertId=875fa70f-470e-f111-813c-005056b64545&fromAdvertEvent=True>

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Contracting authority

Leicester City Council

- Public Procurement Organisation Number: PXRT-5737-VBQD

City Hall (4th Floor)

Leicester

LE1 1FZ

United Kingdom

Contact name: Robert Ingram

Telephone: +44 0

Email: robbie.ingram@leicester.gov.uk

Website: <https://www.leicester.gov.uk>

Region: UKF21 - Leicester

Organisation type: Public authority - sub-central government