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Tender

## **Recruitment Framework**

LEEDS TRINITY UNIVERSITY

F02: Contract notice

Notice identifier: 2024/S 000-020364

Procurement identifier (OCID): ocds-h6vhtk-047a6b

Published 3 July 2024, 6:50pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

LEEDS TRINITY UNIVERSITY

Brownberrie Lane,Horsforth

LEEDS

LS185HD

#### **Contact**

Lyndsay Glasper

#### **Email**

[l.glasper@leedstrinity.ac.uk](mailto:l.glasper@leedstrinity.ac.uk)

#### **Telephone**

+44 1132837100

#### **Country**

United Kingdom

**Region code**

UKE42 - Leeds

**Companies House**

6305220

**Internet address(es)**

Main address

<https://www.leedstrinity.ac.uk/>

Buyer's address

<https://neupc.delta-esourcing.com/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://neupc.delta-esourcing.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://neupc.delta-esourcing.com/>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Recruitment Framework

Reference number

PFB055LTU

#### **II.1.2) Main CPV code**

- 79600000 - Recruitment services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

To deliver its Strategic Plan, Leeds Trinity University's executive has approved a series of strategic initiatives/projects to deliver its ambition for rapid growth in terms of student numbers. One of these projects is the opening of a new campus in Leeds City Centre in September 2024. The University recognises that in order to meet the requirements of these deliverables it needs to have access to a diverse and flexible workforce.

The University is therefore seeking to appoint a number of experienced recruitment partners to a framework agreement that it can call-off against, providing a full range of recruitment services. The contract is divided into lots as follows:

Lot 1 - Admin/Clerical

Lot 2 - Corporate & Professional

- 2a - HR

- 2b - Finance & Procurement

- 2c - Estates & Facilities

- 2d - Marketing & Communications

Lot 3 - IT

- 3a Temporary, Permanent and Fixed Term Positions
- 3b Contractor and As a Service Roles

Lot 4 - Academic

Lot 5 - Programme Management Office and Strategic Change

Lot 6 - Executive Search

The types of recruitment the University anticipates conducting utilising the framework agreement are:

- Temporary staff
- Permanent and fixed term appointments
- Appointment of day rate contractors and interim workers
- 'As a service' project work

Instructions and accessing the tender documents:

The procurement will be conducted exclusively via the university's e-tendering website, where all documentation can be found and downloaded:

<https://neupc.delta-esourcing.com/members/leeds-trinity-university/>

Accessing an Opportunity via the university's e-tendering website:

Once you have created a supplier profile, to respond to an opportunity, click 'Response Manager' or 'View Invites and Responses'. You will then be presented with a list of all

opportunities your organisation has previously worked on and will be given the option of viewing current invites or entering the access code to begin responding to a new opportunity.

Notes:

Project: PFB055 Recruitment Framework

Access Code: 4643232X3H

## **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Admin/Clerical

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 79600000 - Recruitment services

### **II.2.3) Place of performance**

NUTS codes

- UKE42 - Leeds

### **II.2.4) Description of the procurement**

This lot is designed to cover office-based support staff and clerical style support roles such as librarians, data entry, invigilation staff, and summer admissions vacancies. Examples of types of role are listed below, please note this is not exhaustive:

- Team administrator
- Admin officer or assistant
- Receptionist
- PA
- Secretary
- Business support manager
- Data entry clerk
- Filing clerk

- Call handler
- Call centre/customer service operative/advisor
- Executive assistant
- Administration manager
- Librarian staff
- Invigilation staff

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Tenders for renewals will likely commence around 6 months prior to expiry of the agreement

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

1. The intended duration of the agreement is four years.
2. Following the initial term, the University reserves the right to further extend the

agreement by 2 periods of 12 months, subject to ongoing requirement and supplier performance.

## **II.2) Description**

### **II.2.1) Title**

Corporate & Professional

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 79600000 - Recruitment services

### **II.2.3) Place of performance**

NUTS codes

- UKE42 - Leeds

### **II.2.4) Description of the procurement**

This lot is sub-divided into the following categories:

Lot 2a - HR

This lot is designed to cover a wide range of more senior/specialist staff across HR. Examples of types of role are listed below, please note this is not exhaustive:

- People Advisor
- People Business Partner
- Talent Acquisition
- Learning and development Manager
- Organisational Development Business Partners

Lot 2b - Finance and Procurement

This lot is designed to cover a wide range of specialist staff across the Finance and Procurement functions. Examples of types of role are listed below, please note this is not

exhaustive:

- Procurement/purchasing officer
- Procurement/purchasing manager
- Category manager
- Accountant
- Payroll manager
- Finance Business Partner

#### Lot 2c - Estates and Facilities

This lot is designed to cover a wide range of more specialist staff across the Estates and Facilities functions. Example roles include but are not limited to:

- Project manager
- Programme manager
- Estates manager
- Compliance Manager
- Facilities manager
- Surveyor
- Domestic assistant/cleaner
- Porter

#### Lot 2d - Marketing and Communications

This lot is designed to cover a wide range of more senior/specialist staff within Marketing and Communications. Example roles include but are not limited to:

- Marketing manager
- Communications manager



- Social media specialist
- Digital media specialist
- Content manager

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Tenders for a superseding arrangement will likely be invited 6 months before the expiry of this agreement.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

1. The intended duration of the agreement is four years.
2. Following the initial term, the university reserves the right to further extend the agreement by 2 periods of 12 months, subject to ongoing requirement and supplier performance.

### **II.2) Description**

#### **II.2.1) Title**

IT

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 79600000 - Recruitment services

### **II.2.3) Place of performance**

NUTS codes

- UKE42 - Leeds

### **II.2.4) Description of the procurement**

This lot is sub-divided into:

Lot 3a - temporary and permanent roles

Lot 3b - contractor and as a service roles

This lot covers the full range of IT, Cyber, data, digital, cloud and technical roles. It covers the full scope from IT helpdesk staff, right through to senior IT managers. Example areas for roles include but are not limited to:

- Infrastructure Service Desk
- Network
- Media Services
- Business Analysis
- Project Management
- Cyber-Security

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Tenders for a superseding arrangement will likely be invited 6 months before the expiry of this agreement.

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

1. The intended duration of the agreement is four years.
2. Following the initial term, the university reserves the right to further extend the agreement by 2 periods of 12 months, subject to ongoing requirement and supplier performance.

## **II.2) Description**

### **II.2.1) Title**

Academic

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 79600000 - Recruitment services

### **II.2.3) Place of performance**

NUTS codes

- UKE42 - Leeds

#### **II.2.4) Description of the procurement**

This lot will provide roles for a wide range of academic, teaching and ancillary staff across the full range of academic departments within the University.

It is expected that most roles in this lot will be for temporary, fixed term or permanent staff.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Tenders for a superseding arrangement will likely be invited 6 months before the expiry of this agreement.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

1. The intended duration of the agreement is four years.
2. Following the initial term, the university reserves the right to further extend the

agreement by 2 periods of 12 months, subject to ongoing requirement and supplier performance.

## **II.2) Description**

### **II.2.1) Title**

Programme Management Office & Strategic Change

Lot No

5

### **II.2.2) Additional CPV code(s)**

- 79600000 - Recruitment services

### **II.2.3) Place of performance**

NUTS codes

- UKE42 - Leeds

### **II.2.4) Description of the procurement**

This lot will provide roles in programme, project and change management for university wide projects.

It is expected that assignments in this lot could fall within any of the role categories.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Tenders for a superseding arrangement will likely be invited 6 months before the expiry of this agreement.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

1. The intended duration of the agreement is four years.
2. Following the initial term, the university reserves the right to further extend the agreement by 2 periods of 12 months, subject to ongoing requirement and supplier performance.

### **II.2) Description**

#### **II.2.1) Title**

Executive Search

Lot No

6

#### **II.2.2) Additional CPV code(s)**

- 79600000 - Recruitment services

#### **II.2.3) Place of performance**

NUTS codes

- UKE42 - Leeds

#### **II.2.4) Description of the procurement**

This lot seeks to appoint established executive search organisations to fill its most senior roles. These positions will be for heads of department, Directors, Deans and Executive roles.

It is expected that these roles will be secured on a retainer basis and will, in most cases, be fixed term or permanent recruitments. There may also be the need for interim positions where longer term recruitments are anticipated.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

Tenders for a superseding arrangement will likely be invited 6 months before the expiry of this agreement.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

1. The intended duration of the agreement is four years.
2. Following the initial term, the university reserves the right to further extend the agreement by 2 periods of 12 months, subject to ongoing requirement and supplier performance.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents



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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

2 August 2024

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

6 September 2024

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: Tenders for a superseding arrangement will likely be invited 6 months before the expiry of this agreement.

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Leeds Trinity University

Finance Office

Leeds

LS18 5HD

Email

[l.glasper@leedstrinity.ac.uk](mailto:l.glasper@leedstrinity.ac.uk)

Country

United Kingdom