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Tender

Employee Engagement Platform

LEEDS TRINITY UNIVERSITY

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

Notice identifier: 2025/S 000-066347

Procurement identifier (OCID): ocds-h6vhtk-0580a2 ([view related notices](#))

Published 17 October 2025, 2:09pm

Scope

Reference

PFB064LTU

Description

Leeds Trinity University has a requirement to put in place a contract with a single supplier for the provision of employee engagement services.

The last full colleague survey was delivered in June 2023, and was followed by two pulse surveys in 2024, (with themes of wellbeing and leadership).

Building leadership capability is a key feature of the contract to ensure that leaders have the skills and ability to identify concrete actions in support of their own teams' results.

To deliver on our Organisational Culture and Transformation priority going forward, we plan to introduce a regular rhythm to colleague engagement and action planning. Consideration will need to be given to:

- Working within an environment of recent, and potentially ongoing, structural change

- A history of lack of action and visible change following surveys
- A survey and reporting system that meets accessibility requirements and technological compatibility and enables easy access to survey results.

The contract will be in place for an initial period of 3 years with the option to extend for two further periods of twelve months.

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: PFB064LTU Employee Engagement Platform

Access Code: 6SZ88W6DJX

Closing Date: 09:00 on 17/11/2025

Total value (estimated)

- £180,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 February 2026 to 31 January 2029
- Possible extension to 31 January 2031
- 5 years

Description of possible extension:

Two further periods of twelve months are available, subject to supplier performance and ongoing requirement.

Options

The right to additional purchases while the contract is valid.

Additional services in relation to employee engagement, leadership capability building and staff surveys may be procured from the successful supplier.

Main procurement category

Services

CPV classifications

- 79311000 - Survey services
- 79414000 - Human resources management consultancy services

Contract locations

- UKE42 - Leeds
-

Participation

Particular suitability

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

Submission

Tender submission deadline

17 November 2025, 9:00am

Submission address and any special instructions

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Tenders may be submitted electronically

Yes

Award criteria

Weightings as follows:

Quality - 60%

Price - 40%

Further detail, including sub-criteria, is provided in the tender documentation.

Procedure

Procedure type

Below threshold - open competition

Contracting authority

LEEDS TRINITY UNIVERSITY

- Companies House: 06305220
- Charity Commission (England and Wales): 1120102
- Public Procurement Organisation Number: PGBV-8529-RCMZ

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LS18 5HD

United Kingdom

Contact name: Lyndsay Glasper

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

Region: UKE42 - Leeds

Organisation type: Public authority - sub-central government