

12th November 2024

Dear potential supplier

**Preliminary Market Consultation**

**RE: SpLD (dyslexia/dyspraxia) diagnostic assessments – our ref PFB059LTU**

In respect of the above Leeds Trinity University seeks advice from independent experts/authorities/market participants with a view to developing the scope and specifications needed to plan and conduct its procurement procedures.

The primary objective of this consultation is to refresh our understanding of:

1. The size and characteristics of the supply market
2. The appropriate specification for the service, including service levels and KPIs.
3. The likely costs, and how these are constituted.

Our current understanding of appropriate requirements is set out below. We will be interested to hear from providers that meet or exceed these requirements, or who are able to discuss aspects of the specification that are superfluous, inappropriate, or even omitted, with a view to improving student experience. The University envisages demand of at least 100 SpLD assessments per academic year, and requests indicative pricing thereof.

For the avoidance of doubt, no call for competition has been made, and no contract award opportunity identified. All relevant information exchanged or resulting from this preliminary market consultation will be documented and may be communicated to other candidates and tenderers participating in any resultant procurement procedure.

Responses to this preliminary market consultation will be received until **30th November 2024.**

Please respond and address any queries by e-mail to [Mark Hayter](mailto:m.hayter@leedstrinity.ac.uk), Head of Procurement ([m.hayter@leedstrinity.ac.uk](mailto:m.hayter@leedstrinity.ac.uk))

We hope to hear from you soon

With kind regards

[Mark Hayter](mailto:m.hayter@leedstrinity.ac.uk)

Head of Procurement

**Information about known requirements, standards, and output specification:**

1. Face-to-face and remote assessments.
2. Face to face bookings should be available in a variety of locations including the University campus, Leeds City Centre and other towns and cities across the UK.
3. A choice of assessment locations is required for students living in different areas, apprenticeship students and distance learners. This enables a flexible service for both University staff and students.
4. Remote assessments should be offered where this is student preference. Appointments should be offered during the day or alternatively evenings and weekends. As remote assessments require specific computer equipment, this will need to be confirmed with the student at the time of booking and paperwork should be sent out to make sure students can adhere to the requirements.
5. Assessment appointment dates will be offered within 2-4 weeks of initial contact between assessment provider and student.
6. Reminder and confirmation messages are communicated to the students prior to assessment appointments.
7. Two-week turnaround from date of assessment appointment to full diagnostic assessment report being made available to Leeds Trinity University Disability Services and student.
8. All reports forwarded to students and Disability Services are required to be password protected in line with GDPR.
9. All reports should follow the expected format as outlined by the SpLD Assessment Standards Committee (SASC).
10. For assessments that result in a negative diagnosis (i.e. no SpLD/disability) a general ‘template’ will be agreed between the assessment provider and the University in terms of the wording of institutional recommendations to ensure it is consistent with the University’s approach to providing support but remain a valuable document for the recipient.
11. As most funding bodies in England, Scotland, Northern Ireland and Wales require clear indications of a specific learning difficulty before they will agree to students receiving Disabled Students’ Allowance (DSA), the reports need to clearly conclude whether a student has, or does not have, a specific learning difficulty.
12. Psychologists need to be registered with the Health and Care Professions Council (HCPC) as ‘Practitioner Psychologists.’
13. To demonstrate HCPC registration each report must show the name and HCPC Registration Number of the psychologist, demonstrating not only professional accountability but also legal accountability.