

# **Attachment 12: Skills Bootcamps Application Guidance**

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## Introduction

This document sets out the guidance on how to complete your application and lists all attachments that Potential Suppliers must complete when submitting their application to the GLA for the delivery of Skills Bootcamps. The document should be read alongside Attachment 11: Skills Bootcamps Prospectus (London).

All applications must be submitted in the format prescribed by the supplied attachments (a combination of PDF and Microsoft Excel), using the templates provided in the application documents.

You should submit **ONLY** those attachments we have asked for in line with the requirements specified – any other supporting evidence, certificates for example, will be requested separately by us. Other documents beyond those requested will not be considered when evaluating applications. Please refer to the Application Checklist in Attachment 1: Skills Bootcamps General Application Form for a list of all attachments and further references required to be submitted as part of your application.

Potential Suppliers must only submit one application, regardless of the number of Skills Bootcamps they intend to deliver.

Potential Suppliers must ensure all the following information is submitted in the format shown in Table 1.

**Table 1 – Assessment of Skills Bootcamps Application Forms and Attachments**

Document	Format	Scoring/Weighting
Attachment 1: Skills Bootcamps General Application Form	Response required via PDF document ALL MANDATORY QUESTIONS Sections 3 and 4 are Discretionary Fail	PASS/FAIL
Attachment 6: Security Questionnaire	Response required via Excel Spreadsheet	PASS/FAIL
Attachment 7: Skills Bootcamps Customer References (Or Employers Training Their Own Employees)	Response required via PDF document Potential Suppliers are required to provide the names of three Customer Referees who are previous customers and can confirm that the Potential Supplier has successfully delivered key aspects of the Skills Bootcamps model previously. We will contact	PASS/FAIL

	a minimum of one of these referees and ask a scripted set of questions to give an acceptable level of confidence that the Potential Supplier has the relevant experience of successful Bootcamps delivery claimed.	
Financial Due Diligence Documents in accordance with Attachment 9: Financial Health Requirements and Guidance	<p>Response required via attachments of requested financial information.</p> <p><b>Please attach the following:</b></p> <ul style="list-style-type: none"> <li>– A Certificate of Incorporation.</li> <li>– Audited accounts for the past two years.</li> <li>– Accounts for the past two years signed by an independent qualified accountant (if your organisation is exempt from audit).</li> <li>– A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.</li> <li>– Management accounts to date, showing activity, along with forecast figures for the remaining period of at least one year.</li> </ul>	PASS/FAIL
<b>Scored Attachments</b>		
Attachment 1: Skills Bootcamps General Application Form (Section 5)	Potential Suppliers are required to submit three Employer Letters of Support via PDF document as part of question 5.3, using the template provided in Attachment 8.	Scored 80%
Attachment 2: Skills Bootcamps Specific Application Form (Bootcamp specific)	<p>Response required via PDF document</p> <p>Q6.1 – MANDATORY QUESTION (taking into account Attachment 4: Course Content Template)</p> <p>Q6.2 – If applying to Sector 7 Green Skills</p>	
Attachment 5: Skills Bootcamps Pathway to Accelerated Apprenticeships Mapping Spreadsheet	Q6.3 – Refer to Attachment 6 if applying to Pathway to Accelerated Apprenticeships Bootcamps	

Potential Suppliers will be required to achieve a minimum score of 60% in the quality scored questions above (Section 5 of Attachment 1, Attachment 2 and Attachment 5 (where relevant)) to successfully pass this stage of the evaluation. Applications from Potential Suppliers who fail to meet this requirement will not be considered further.		PASS/FAIL
Attachment 3: Skills Bootcamps Pricing Schedule (bootcamp specific)	Response required via Excel Spreadsheet	Scored 20%

Further Guidance Documents to help Potential Suppliers with the application process:

- Attachment 9: Financial Health Requirements and Guidance
- Attachment 10: Skills Bootcamps Data Submission Sheet
- Attachment 11: Skills Bootcamps Prospectus (London)
- Attachment 12: Skills Bootcamps Application Guidance
- Attachment 13: Skills Bootcamps Pathway to Accelerated Apprenticeships Guidance (Only for Sector 6)
- Attachment 14: Skills Bootcamps Interview Questions for Customer Referees
- Attachment 15: Skills Bootcamps Privacy Notice (Potential Suppliers)
- Attachment 16: Skills Bootcamps Privacy Notice (Successful Suppliers)
- Attachment 17: GLA OPS Registration

#### IMPORTANT: Naming Conventions

**Potential Suppliers must present a naming abbreviation for their organisation, to be used for ALL ATTACHMENTS submitted as part of their application.**

This abbreviation must be consistent with the Organisation Name presented in Section 1 of Attachment 1: Skills Bootcamps General Application Form.

As an example:

Organisation Name: Greater London Authority  
Name Abbreviation: GLA

For example, when submitting Attachment 6, you must rename the file as follows:

‘Attachment 6 – GLA’

For applications to be considered, Potential Suppliers must download, complete and submit all attachments IN ONE APPLICATION by sending them as a zipped file to [skillsbootcamps@london.gov.uk](mailto:skillsbootcamps@london.gov.uk).

## Registering on GLA- Open Project System (OPS)

Potential Suppliers will be required to register on GLA's Open Project System (OPS) in advance of starting an application. Once registered, Potential Suppliers must complete all relevant sections of the application form for it to be considered.

For further information on how to Register on OPS please refer to Attachment 17.

## Skills Bootcamps General Attachments

Potential Suppliers should only submit **Skills Bootcamps General Attachments** once in their application, regardless of the number of Skills Bootcamps they apply to deliver.

Skills Bootcamps General Attachments:

- Attachment 1: Skills Bootcamps General Application Form
- Attachment 6: Security Questionnaire
- Attachment 7: Skills Bootcamps Customer References (Or Employers Training Their Own Employees)
- Attachment 8: Skills Bootcamps Employer Letter of Support (three of them)

## Skills Bootcamps General Application Form Guidance

Potential Suppliers will be required to complete the Skills Bootcamps General Application Form ONCE regardless of the number of Skills Bootcamps they will be applying for.

PLEASE NOTE: All questions in the Skills Bootcamps General Application Form are mandatory and must not be left blank. Where relevant, 'N/A' must be chosen as an answer.

### IMPORTANT: Naming Conventions

When submitting Attachment 1, you must rename the file as follows:

'Attachment 1 – Name Abbreviation'

## Section 1 – Project Details

Section 1 of the questionnaire asks for provider and project information. You must complete all fields.

As stated in the Prospectus, Potential Suppliers will be required to register with the UK Register of Learning Providers (UKRLP) and have an active UK Provider Reference Number (UKPRN) before the commencement of delivery. Please provide your UKPRN at **1.2** if already registered or N/A where the Potential Supplier is applying to be added to the UKRLP.

Please provide the total value of all bids in your application at **1.8**. This value should equal the sum of all values in cell C30 of 'Attachment 3: Skills Bootcamps Pricing Schedule' for the bootcamps being applied to.

You must provide the address of the established delivery location in London or the London Fringe at **1.9**. The 'Borough or Fringe Authority' you select at **1.10** must be the London Borough or Fringe Area (outlined in Annex B of the prospectus) in which your delivery site is located. If you will deliver across multiple authorities, please indicate that option. Please provide the postcode of your main delivery site at **1.11**.

**Table 2 – Project Detail Questions**

Question number	Question
1.1	Organisation Name
1.2	UKPRN
1.3	If you are registered with GLA OPS, please provide the ID
1.4	Please describe your role in the delivery
1.5	List the other partners (only for consortium)
1.6	Are you a Small or Medium Enterprise (SME)?
1.7	Brief Description of Programme
1.8	Total Value of Bid
1.9	Delivery Address
1.10	Borough or Fringe Authority
1.11	Postcode
1.12	Main contact for the organisation
1.13	Email address for main contact

## **Section 2 – Subcontracting**

Section 2 of the questionnaire asks for information on any subcontracting arrangements you intend to have in place. You must indicate at **2.1** whether you will use subcontractors or not.

Successful providers are responsible for undertaking necessary due diligence on their subcontractors and ensuring that subcontractors meet their delivery obligations.

**Table 3 – Subcontracting Questions**

Question number	Question
2.1	Does this project have subcontractors?
2.2	Will you ensure that, if successful, your due diligence and management processes for subcontractors comply with the GLA funding rules?

### **Section 3 – Qualifying Criteria**

This section of the application asks some pre-qualification questions which may be used to exclude your organisation from the competition. You must respond to all the questions in this section. Questions **3.1 to 3.4** are **Discretionary Fail** questions meaning that the Potential Supplier will Fail if satisfactory assurance has not been provided that the issue has been addressed. Question **3.5** will allow Potential Suppliers to “self-cleanse” i.e. offer mitigation against an answer that would otherwise receive a Fail score. If we accept the mitigation, then the Fail score can be overturned.

As stated in the Prospectus, the GLA expects Potential Suppliers to have delivered education and training services in the past, and that they will have management information systems in place that will enable them to submit data in the required formats. If required in the future this will include data submissions through the Individualised Learner Record (ILR).

If the organisation has been assigned a Grade 4 Inadequate Rating or Grade 3 Requires Improvement at their most recent inspection, they must respond ‘Yes’ to **3.3** or **3.4** respectively and provide an explanation of the steps they have taken to improve provision since the inspection. GLA officials may contact the Potential Supplier for further information, and may, at their discretion, exclude the Potential Supplier from the competition where sufficient assurance has not been provided that provision has improved.

Activity must align with the following national sector skills areas: Digital, Technical, Construction, Green Skills, and Logistics (HGV driving). Alternatively, the Potential Supplier can make a case to fund activity relating to another sector (Bespoke) if they can provide evidence for why it should be considered a priority. Applications for Skills Bootcamps in the ‘Bespoke’ sector must align with the Local priority areas, including the Creative, Hospitality, Health and Social Care (including life Sciences) and Professional Service (including Finance) sectors. The GLA also welcomes proposals for the priority sector skills area of Pathway to Accelerated Apprenticeship Skills Bootcamps. **PLEASE NOTE that funding available for Bespoke Sectors will constitute 10% of GLA’s overall funding.** Potential Suppliers must select the sector(s) with which their provision will align at 3.6.

**Table 4 – Qualifying Criteria Questions**

Question number	Question
3.1	Do you have a track record of delivering education and training services?
3.2	Can you confirm that your organisation will have appropriate management information systems in place to enable the collection and submission of accurate data in the required formats?
3.3	Has your organisation been assigned a Grade 4 Inadequate rating at your most recent Ofsted inspection?
3.4	Has your organisation been assigned a Grade 3 Requires Improvement rating at your most recent Ofsted inspection?
3.5	If you have chosen ‘Yes’ to any question 3.1- 3.4, please outline actions have you taken to improve the quality of your provision.
3.6	<p>What sector(s) does your application cover?</p> <ul style="list-style-type: none"><li>– Digital Core</li><li>– Digital Bespoke</li><li>– Technical Core</li><li>– Technical Bespoke</li><li>– Construction</li><li>– Pathway to Accelerated Apprenticeship</li><li>– Green Skills</li><li>– Logistics</li><li>– Creative Industries</li><li>– Hospitality</li><li>– Health and Social Care (including Life Sciences)</li><li>– Professional Services Incl. Finances.</li></ul>



## Section 4 – Additional Qualifying Criteria

Similar to Section 3, this section of the questionnaire asks some pre-qualification questions which may be used to exclude your organisation from the competition. Potential Suppliers must respond to all the questions in this section. All questions in Section 4 are **Discretionary Fail** questions.

Section 4 asks Potential Suppliers to declare whether any convictions, improper conduct, or failure to meet past financial or contractual obligations apply to them. Where a Potential Supplier responds 'Yes' to any of **4.1-4.7** they will be prompted to provide further information regarding how they have addressed the issue. GLA officials may contact the Potential Supplier for further information, and may, at their discretion, exclude the Potential Supplier from the competition where sufficient assurance has not been provided that the issue has been addressed.

**Table 5 – Additional Qualifying Criteria Questions**

Question number	Question
4.1	Has your organisation been declared bankrupt or been the subject of insolvency proceedings within the past three years?
4.2	Has it been established that the organisation was in breach of obligations relating to the payment of tax or social security contributions within the past three years?
4.3	Has your organisation shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public agreement which led to early termination of that prior agreement within the past three years?
4.4	Has your organisation failed to repay funding due to a funder or contracting organisation in excess of £50,000 in the last three years?
4.5	Have there been any significant irregularities identified in your organisation's award of qualifications or processing of learner documentation?
4.6	If you have chosen 'Yes' to the questions 4.1-4.5, please provide further details.

4.7	<p><b>Convictions</b></p> <p>Indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences.</p>
4.8	<p>If you have chosen any other option apart from 'None of the above' to question 4.7, please provide further details.</p>
4.9	<p><b>Conduct</b></p> <p>Please indicate if, within the past three years, you have been in breach of health and safety or safeguarding legislation.</p>
4.10	<p>If you have chosen any other option apart from 'None of the above' to question 4.9, please provide further details.</p>

## Quality Evaluation Criteria

Questions from Section 5 of the Skills Bootcamps General Application Form and the Skills Bootcamp Specific Application Form will form the quality score assigned to Potential Suppliers. Quality will constitute 80% of the maximum score available.

All questions are mandatory and designed to ensure the GLA will be able to evaluate the quality aspects that determine the most economically advantageous bids for the supply of required Services. Potential Suppliers should ensure they have read and understood the required Services before preparing their responses and submitting their bids.

As above mentioned, each question will be assigned a score according to **Table 6** below. The scores range between 0 and 5. High scores will be awarded when the evidence provided demonstrates the ability to deliver the required services and provides high confidence in reliable delivery of the requirement as specified.

Potential Suppliers will be required to meet a minimum overall percentage score in the quality scored questions to ensure that quality meets the standard required to deliver Skills Bootcamps. The minimum percentage score will be 60% of the maximum overall scores available (an average of Score 3 – Satisfactory).

**Table 6 – Quality Evaluation Scoring Criteria**

Score	Acceptability	Criteria for Scoring
5	<b>Excellent</b>	<p>The response <b>fully and successfully meets</b> the criteria detailed<sup>1</sup> and provides proposals which demonstrate that the Potential Provider can deliver the required services to an <b>excellent standard</b> and will bring <b>significant value and benefit</b> to the GLA and eligible Providers.</p> <p>Full and relevant evidence is provided to support the response and explain how the Potential Provider will fully and successfully meet the criteria in full and to an excellent standard.</p>
4	<b>Good</b>	<p>The response <b>fully and successfully meets</b> the criteria detailed and has provided proposals which demonstrate that they can deliver the required services to a <b>good standard</b> and will bring <b>good value and benefit</b> to the GLA and eligible Providers.</p> <p>Full and relevant evidence is provided to support the response and explain how the Potential Provider will satisfy the criteria in full.</p>
3	<b>Satisfactory</b>	<p>The response <b>meets</b> the criteria detailed, (with only minor omissions), and has provided proposals which demonstrate that they can deliver the required services to a <b>satisfactory standard</b> and will bring <b>satisfactory value and benefit</b> to the GLA and eligible providers.</p> <p>Relevant evidence is provided to support the response. Lack of clarity and any missing evidence or detail is only minor.</p>
2	<b>Poor</b>	<p>The response <b>fails to meet a number of the criteria</b> detailed and/or the response exhibits some omissions with regard to meeting the criteria and/or has provided proposals which <b>lack adequate supporting evidence</b> that they can deliver the required services to a satisfactory standard, demonstrating some <b>misunderstanding</b> and/or <b>failure to meet the service requirements</b> in many ways and/or materially in one or more ways.</p>
1	<b>Very Poor</b>	<p>The response <b>fails to meet a significant number of the criteria</b> detailed and/or has provided proposals which exhibit <b>clear and significant omissions</b> with regard to meeting the criteria detailed, and/or <b>inadequate or no supporting evidence</b> has been provided</p>

<sup>1</sup> For additional details on the criteria, please refer to the '**detailed evaluation criteria**' in Table 7 and Table 8.

		to support the response.
0	<b>Unacceptable</b>	The response proposals are <b>absent or incomplete</b> and/ or the Response has proposals that are <b>not relevant</b> to the GLA's requirements.

Each question has been assigned a weighting as indicated in **Table 7** and **Table 8**. These weightings are presented on a scale of 0-100%.

An example of how an overall score for the Quality Evaluation is calculated is set out below:

Using the 0-5 scale in **Table 6**, if a Potential Supplier were to score 5 on Question 5.1, they would receive full marks. As Question 5.1 is worth 10% of the overall marks for the Quality Evaluation, they would receive all 10%. If, however, the Potential Supplier was to receive a score of 3 on Question 5.1, they would receive a score of  $(3 / 5) \times 10\% = 6\%$ . This is repeated for each question and will result in each Potential Supplier receiving a **Total Quality Score** between 0-100%.

## Section 5 – Service Specific ‘Core’ Questions

Section 5 forms the first scored element of the application. Responses to these questions will be assessed against the quality evaluation scoring criteria set out in **Table 6** above in line with the Detailed Evaluation Criteria in Table 7, provided the Potential Supplier meets the eligibility and qualifying criteria.

There is a limited character count for responses to each question.

As stated at **5.3**, Potential Suppliers will be required to provide a letter from three employers stating specifically:

- how they will engage end to end in the design, delivery and support of the proposed Skills Bootcamp; and
- how they intend to use the proposed Skills Bootcamp to fill specific vacancies within their organisation. Where you are delivering Skills Bootcamps for only one employer, we require a letter from that employer. If you are an employer submitting a tender to train your own employees, you don't need to provide three letters from other employers, instead, please describe three examples of how the Skills Bootcamp will benefit your organisation.

**Each employer letter of support has a character count of 900 characters.**

### IMPORTANT: Naming Conventions

When submitting Attachment 8, you must rename each file as follows:

- 'Attachment 8 – Name Abbreviation - 001'
- 'Attachment 8 – Name Abbreviation - 002'
- 'Attachment 8 – Name Abbreviation - 003'

The questions in this section are weighted as shown in **Table 7**.

**Table 7 –Service Specific ‘Core’ Questions**

Question	Detailed Evaluation Criteria	Weighting
<p>5.1 Outline your approach to the design/delivery of the Skills Bootcamp model to support new jobs and new skills.</p>	<p>Set out a high-level project plan, and service delivery implementation plan for delivery implementation plan for delivery of the proposed Skills Bootcamp(s), to include milestones to start delivery no later than September 2022.</p> <p>In the case where the Provider is an employer planning to deliver training for their own vacancies or to train their existing employees, describe your approach, with timeline (referring to requirements below as applicable).</p> <p>Detail how your Skills Bootcamp design and development considers the training needs of:</p> <ul style="list-style-type: none"> <li>– the unemployed</li> <li>– those looking to move into a new job with an existing employer</li> <li>– those looking to move into a new role or additional responsibilities with an existing employer</li> <li>– the self-employed looking to access new contracts and new opportunities.</li> </ul> <p>Identify the key stakeholders and the role they will play in the design and delivery of your Skills Bootcamp(s).</p> <p>Provide a high-level risk summary detailing the key risks to delivery and the mitigations you propose to undertake in response.</p> <p>Refer to how the Skills Bootcamp(s) will address the priorities outlined in the Skills for Londoners Roadmap.</p>	<p>10%</p>

<p>5.2 Describe your approach to learner engagement, enrolment, and participation including wraparound support, particularly for under-represented groups.</p>	<p>State how you will recruit learners, who are the key stakeholders in your learner recruitment, and give specific relevant examples of your experience in learner recruitment to similar training courses.</p> <p>Describe what support you will provide before, during and after the completion of the training e.g. mentoring, coaching, interview preparation, signposting, career advice and addressing learner feedback.</p> <p>Describe how you will ensure that recruitment processes are fair and transparent, that alternative selection methods are available according to need and that participants fully understand the commitment involved.</p> <p>Describe how you will engage and recruit under-represented groups, such as those with protected characteristics, and those who might face barriers to employment (particularly disabled learners).</p> <p>Describe how you will ensure training opportunities will be available and accessible to a diverse cohort and which represent the local communities in which you will deliver.</p> <p>Demonstrate how you will support unsuccessful applicants, and what other options/routes will you refer them to e.g. apprenticeships / other courses.</p>	<p>10%</p>
<p>5.3 Describe your approach to employer engagement for the duration of the contract, including how employers are involved with the co-design and delivery of training. You must identify by name all the employers who support this application, either through co-design, endorsement of course content and/or offering potential</p>	<ul style="list-style-type: none"> <li>• Provide the mandatory evidence of employer engagement as required to support your bid (i.e named employers and letters of support).</li> <li>• Describe how you will continue to grow your employer network for the benefit of your learners.</li> <li>• Describe how you will ensure employers engage with learners throughout the delivery phase. Provide examples of what form this will take.</li> <li>• Describe how you will engage with SMEs to meet the 60% SME target.</li> <li>• Outline how will you prioritise employer demand to match vacancies.</li> </ul>	<p>12.5%</p>

<p>vacancies for your learners (*if you are an employer submitting a tender to train your own employees, you don't need to identify other employers, instead, please describe how the training you will offer meets the needs of the new roles you have identified).</p> <p>You must provide a letter from three employers stating specifically a) how they will engage end to end in the design, delivery and support of the proposed Skills Bootcamp; and b) how they intend to use the proposed Skills Bootcamp to fill specific vacancies within their organisation.</p> <p>Where you are delivering Skills Bootcamps for only one employer, we require a letter from that employer.</p> <p>If you are an employer submitting a tender to train your own employees, you don't need to provide three letters from other employers, instead, please describe three examples of how the Skills Bootcamp will benefit your organisation.</p>		
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<p>5.4 Describe how your prior experience of delivering employer led training initiatives, at medium to higher level skills (Level 3 – 5 or equivalent) aimed at delivering an improved job/role/work outcome, will benefit the successful delivery of a Skills Bootcamp.</p>	<p>Give specific examples of prior successful delivery of this type of employer led medium to higher level skills (Level 3-5 or equivalent) training (or Level 2 or equivalent if bid is to deliver training for skills at this Level under Lot 5 or 7) and the benefit this experience brings to the delivery of Skills Bootcamps.</p> <p>Set out the training resources / equipment that will be used / required to deliver the Skills Bootcamp provision proposed.</p> <p>Describe how you will ensure that training is delivered by suitable, high quality, experienced practitioners, and that you have sufficient teacher resource to deliver all your proposed Skills Bootcamps.</p>	<p>9%</p>
<p>5.5 Demonstrate how you will utilise local market data, information from employers and sector insights to inform service planning and delivery.</p>	<p>State what data/information you have used to determine training course and learner numbers to inform your bid. Include references to where this evidence has been sourced.</p> <p>Describe how your proposal will support training that will address skills gaps.</p> <p>Describe how your proposal aligns with the skills analysis and priorities of the Skills for Londoners Roadmap. Describe how this will inform the Skills Bootcamp design and delivery.</p> <p>Describe how you will ensure your proposal does not duplicate delivery led by local bodies and how you will ensure you are not competing for the same employers and vacancies.</p>	<p>9%</p>
<p>5.6 Describe your contract management and resourcing approach to ensure the quality of provision is consistently high.</p>	<p>Describe your approach to track performance against your delivery plan, ensuring early identification of issues and risk mitigation, and implementing actions to address shortfalls.</p> <p>Describe your approach to assurance and continuous improvement, with evidence, e.g. SFIA, RARPA, industry standards/accreditation, alignment with apprenticeship standards.</p> <p>Describe your overall approach to continuous</p>	<p>9%</p>



	<p>improvement including how you will:</p> <p>Share lessons learned and develop new ways of working to maximise efficiency.</p> <p>Implement robust and auditable procedures for logging, managing, escalating, and resolving issues, complaints, and risks.</p> <p>Optimise value for money opportunities through system and process reviews and improvements.</p>	
5.7 Describe your approach to data collection, management and reporting to meet GLA requirements.	<p>Describe how you will ensure that all required data is collected and reported to the GLA at the defined intervals.</p> <p>Describe how you will coordinate data collection and reporting within your supply chain.</p> <p>Describe how you will ensure that the data you collect, and record, is accurate. Describe how you will collect and store evidence that supports the data you report to the GLA.</p>	9%
<p>5.8 Describe your approach to ensuring, promoting and measuring equal opportunities.</p> <p>You should refer to the diversity, fair employment and safeguarding policies you have in place. Include references to evidence these policies.</p>	<p><b>Diversity</b></p> <p>Describe the diversity and equality policies in place and your commitment to improve diversity at all levels where your organisation is not representative, how these are communicated to staff, delivery partners and learners, and the processes in place to evidence and review their effectiveness.</p> <p>Describe processes in place to assess the diversity and equality impact of organisational activities.</p> <p><b>Fair Employment Practices</b></p> <p>Describe the policies in place to ensure fair employment for staff, how these are communicated to staff, delivery partners and learners, and the processes in place to evidence and review the effectiveness of these policies.</p>	9%

	<p><b>Safeguarding</b></p> <p>Describe the policies in place to ensure safeguarding of vulnerable adults, how these are communicated to staff, delivery partners and learners, and processes in place to evidence and review the effectiveness of these policies.</p> <p>Describe processes in place to evidence and review the effectiveness of policies.</p>	
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## Skills Bootcamps Specific Attachments

Potential Suppliers will be required to submit multiple **Skills Bootcamps Specific Attachments** for each Skills Bootcamp they intend to deliver.

Skills Bootcamps Specific Attachments:

- Attachment 2: Skills Bootcamps Specific Application Form (bootcamp specific)
- Attachment 3: Skill Bootcamps Pricing Schedule (bootcamp specific)
- Attachment 4: Skills Bootcamps Course Content Template (bootcamp specific)
- Attachment 5: Bootcamps Pathway to Accelerated Apprenticeships Mapping Spreadsheet

## Skills Bootcamps Specific Application Form Guidance

Attachment 2: Skills Bootcamp Specific Application Form will be scored against the quality evaluation scoring criteria set out in **Table 6 in line with the Detailed Evaluation Criteria in Table 8** and weighted as shown in **Table 9**.

**Potential Suppliers must submit a separate Skills Bootcamp Specific Application Form for each Bootcamp they want to apply for.**

All Potential Suppliers must submit an answer to question **6.1**. As part of the assessment for this question, Attachment 4: Skills Bootcamp Course Content Template will be taken into account.

### Attachment 4: Skills Bootcamp Course Content Template

Potential Suppliers must also submit a separate Attachment 4: Skills Bootcamp Course Content Template for each Bootcamp they want to apply for.

Further guidance on completing the Course Content Template spreadsheet is available in the Guidance tab of Attachment 4.

### IMPORTANT: Naming Conventions

When submitting Attachment 4, you must rename each file as follows:

#### **As an example, when submitting a bid for Sector 1:**

The file must be renamed as: 'Attachment 4 – Sector 1 - Contribution Type - Name Abbreviation - 001'

The Contribution Type Naming Conventions should be as follows:

FF: 0% contribution for any learners not being trained by their existing employer (i.e the GLA will fund 100%)

CFSME: 10% contribution from SME employers training their own employees (organisations of less than 250 employees)

CFLE: 30% contribution from Large Employers training their own employees (organisations of 250 or more employees)

#### **As an example, when submitting a bid for sector 1 for a co-funded Bootcamp as a large employer:**

'Attachment 4 - Sector 1 - CFLE - Name Abbreviation - 001'

Where you are submitting more than one bid in the same sector you must complete an attachment 4 for each bid that you submit and include the correct suffix as follows:

Sector 1 submissions suffixed '- 002', '- 003', etc

You should repeat this process for all Sectors for which you are submitting bids.

Responses to the additional questions **6.2** and **6.3** will only be required from Potential Suppliers intending to deliver Green Skills or Pathway to Accelerated Apprenticeships Bootcamps respectively.

PLEASE NOTE: The weighting assigned to **6.1** to **6.3** will vary depending on the questions answered, as detailed in **Table 9**.

In response to question **6.3**, Potential Suppliers must submit a separate Pathway to Accelerated Apprenticeships Mapping Spreadsheet (Attachment 5) in addition to the Skills Bootcamps Specific Application Form per relevant bootcamp they are bidding to provide. Further guidance on completing Attachment 5 is provided in Attachment 13: Pathway to Accelerated Apprenticeships Skills Bootcamps- Guidance (Sector 6).

### IMPORTANT: Naming Conventions

When submitting Attachment 2, you must rename each file as follows:

#### **As an example, when submitting a bid for Sector 1:**

The file must be renamed as: 'Attachment 2 - Sector 1 - Contribution Type - Name Abbreviation - 001'

#### **As an example, when submitting a bid for sector 1 for a co-funded Bootcamp as a large employer:**

'Attachment 2 - Sector 1 - CFLE - Name Abbreviation - 001'

Where you are submitting more than one bid in the same sector you must complete an attachment 2 for each bid that you submit and include the correct suffix as follows:

Sector 1 submissions suffixed '- 002', '- 003', etc

**You must ensure that the naming between your Attachment 2 Response and Attachment 4 Course Content Template is consistent so that the suffix for both documents is the same for each specific bid.**

You should repeat this process for all Sectors for which you are submitting bids.

**Table 8 – Bootcamps Specific Questions**

Question	Detailed Evaluation Criteria
<p>6.1 Outline your Skills Bootcamp, indicating how you will provide high quality training and meet the minimum 100% requirement to:</p> <ul style="list-style-type: none"><li>a) guarantee the offer of an interview for a job that matches the new skills acquired through the Skills Bootcamp where the learner is fully funded,</li><li>b) an offer of a new role and/or responsibilities that matches the new skills acquired through the Skills Bootcamp where the learner is co-funded,</li><li>c) written confirmation/plan from the</li></ul>	<ul style="list-style-type: none"><li>• Set out the proposed delivery model(s) outlining the end-to-end process that involves:<ul style="list-style-type: none"><li>a) working as or with employer(s) to identify medium to higher skills needed to fill actual vacancies and to identify/develop relevant training,</li><li>b) attracting, recruiting, supporting and motivating learners to progress through training to successful completion,</li><li>c) preparation, coaching and support for interviews to secure a job with a new organisation, or to start a new role or additional responsibilities in an existing organisation, or to access new opportunities in the case of the</li></ul></li></ul>

<p>learner of how the new learning has/will be applied to acquire new opportunities/ contracts where the learner is self-employed,</p> <p>and</p> <p>d) 75% requirement to achieve a successful outcome, namely the offer of a new job, an apprenticeship, a new role/responsibility with an existing employer, or new contracts or new opportunities for the self-employed, utilising the skills acquired in the Skills Bootcamp within 6 months of completing the Skills Bootcamp.</p>	<p>self-employed.</p> <ul style="list-style-type: none"> <li>• Identify how training will be designed and delivered to address any barriers or difficulties.</li> <li>• Describe any employer-defined entry requirements required for learners to participate in the Skills Bootcamp.</li> <li>• Identify and/ or quantify the measurement of successful completion for the Skills Bootcamp.</li> <li>• Describe approach to monitoring learner progress and final assessment.</li> <li>• Describe how learners will be supported throughout training including peer learning networks and other forms of intervention.</li> <li>• Outline any specific behavioural skills, soft skills or additional support provided to learners as they prepare to go into the workplace e.g. mentoring.</li> </ul>
<p>6.2 Green Skills Bootcamps – Additional Question</p> <p>If you're applying for Green Skills Bootcamps, outline how each Bootcamp will:</p> <ul style="list-style-type: none"> <li>a) Deliver skills that meet the green definition.</li> <li>b) Deliver skills relevant to a Prioritised Green Sector.</li> <li>c) Deliver skills that are 'direct green' – those skills specific to a Prioritised Green Sector or skill/role within that sector - Detail how the Skills Bootcamp meets the 'direct green' criteria.</li> </ul> <p>Where your bid includes Skills Bootcamps delivery at level 2, demonstrate the need for skills delivery at this level.</p>	<ul style="list-style-type: none"> <li>a) Identify how the Skills Bootcamp will deliver skills that meet the green definition.</li> <li>b) Skills that directly meet the needs of the green economy: support the transition from high to low carbon, directly contribute to the achievement of the UK's net zero emissions target and help mitigate climate risks.</li> <li>c) Identify how it will deliver skills relevant to a Prioritised Green Sector (as set out in Table 1 of the Introduction section of Attachment 1).</li> <li>• Detail which Prioritised Green Sector the Skills Bootcamp supports and the key green skills within that sector the Skills Bootcamp supports.</li> <li>• Detail how the Skills Bootcamp meets</li> </ul>

	the 'direct green' criteria – those skills specific to a prioritised green sector or role within that sector.
6.3 Pathway to Accelerated Apprenticeships – additional question	PLEASE NOTE: Potential Suppliers will complete this question by submitting a Pathway to Accelerated Apprenticeships Mapping Spreadsheet (Attachment 6) per relevant bootcamp being applied for.

**Table 9 – Bootcamp Specific Question Weightings**

	No.	Weighting		No.	Weighting		No.	Weighting
If both <b>6.2</b> and <b>6.3</b> answered	6.1	12.5%	If either <b>6.2</b> or <b>6.3</b> answered	6.1	17.5%	If neither <b>6.2</b> nor <b>6.3</b> answered	6.1	22.5%
	6.2	5%		6.2	0 or 5%		6.2	0
	6.3	5%		6.3	0 or 5%		6.3	0

## Skills Bootcamp Pricing Schedule Guidance

**Potential Suppliers must also submit a separate Attachment 3: Skills Bootcamp Pricing Schedule for each Bootcamp they want to apply for.**

Further guidance on completing the Pricing Schedule is available in the Guidance tab of Attachment 3.

### IMPORTANT: Naming Conventions

When submitting your Attachment 3, you must rename each file as follows:

**As an example, when submitting a bid for sector 1:**

'Attachment 3 - Sector 1 - Contribution Type - Name Abbreviation - 001'

**As an example, when submitting a bid for sector 1 for a co-funded Bootcamp as a large employer:**

'Attachment 3 - Sector 1 - CFLE - Name Abbreviation - 001'

Where you are submitting more than one bid for the same sector you must complete and submit a subsequent Attachment 3, which should be suffixed '- 002', '- 003', etc.

**You must ensure that the naming between your Attachment 2 Response, your Attachment 3 Pricing Schedule and your Attachment 4 Course Content Template is consistent so that the suffix for both documents is the same for each specific bid.**

You should repeat this process for all Sectors for which you are submitting bids.

## **Price Evaluation Criteria**

The Pricing Schedule constitutes 20% of a Potential Supplier's overall score.

The price will be evaluated on two criteria, which are in turn weighted:

- Cost per Guided Learning Hour (Weighted 66.66%)
- Cost per Learner overall (Weighted 33.33%)

Potential Suppliers will be awarded scores for these criteria according to the following formula:

**Score for Cost per Guided Learning Hour = (Lowest price ÷ Potential Supplier's price) x 100, for example:**

Potential Supplier 1 - £65, score 76.92

Potential Supplier 2 - £60, score 83.33

Potential Supplier 3 - £50, score 100

Potential Supplier 4 - £52, score 96.15

Potential Supplier 5 - £54, score 92.59

Potential Supplier 6 - £60, score 83.33

**Score for Cost per Learner Course = (Lowest price ÷ Potential Supplier's price) x 100, for example:**

Potential Supplier 1 - £1750, score 100  
Potential Supplier 2 - £1800, score 97.22  
Potential Supplier 3 - £2000, score 87.50  
Potential Supplier 4 - £2100, score 83.33  
Potential Supplier 5 - £1900, score 92.11  
Potential Supplier 6 - £2050, score 85.37

**Weighted Price Score: ((Cost per Guided Learning Hour Score x 66.66%) + (Cost per Learner Course Score x 33.33%))**

Potential Supplier 1 – Weighted score 84.62  
Potential Supplier 2 - Weighted score 87.96  
Potential Supplier 3 - Weighted score 95.83  
Potential Supplier 4 – Weighted score 91.88  
Potential Supplier 5 - Weighted score 92.43  
Potential Supplier 6 - Weighted score 84.0

**NOTE:** For the purposes of price evaluation, bids will only be compared against other bids within the same sector and same contribution type. For example, a bid in Sector 1 from an SME will only be compared to other SMEs within the same sector. Each pricing schedule submitted by a Potential Supplier will be assessed independently of other pricing schedules submitted by the same Potential Supplier.

## Evaluation Methodology

Potential Suppliers' applications will be assessed for quality based on their scores from Section 5 of the Skills Bootcamps General Application Form (attachment 1) and the Skills Bootcamp Specific Application Form (Attachment 2). Quality will constitute 80% of the maximum score available.

The other 20% of the maximum score available will be assigned through a price evaluation of Potential Suppliers' Pricing Schedules (Attachment 3).

The **Weighted Quality Score** from the quality evaluation (accounting for 80%) and the **Weighted Price Score** from the price evaluation (accounting for 20%) are then added together to compute the **Overall Score** for the bid (0-100%).

A breakdown of the bid evaluation criteria is set out in **Annex A**.

## Financial Due Diligence Guidance

Potential Suppliers are required to submit documentation for the GLA to undertake financial due diligence. Potential Suppliers will not be awarded a grant without successfully passing financial due diligence. Further information of the criteria and the assessment strategy of the financial due diligence is provided in the *Financial Health Requirements and Guidance* as part of the



Skills Bootcamps Application Guidance Documents.

The relevant documentation required from Potential Suppliers is outlined in **Table 10** below.

**Table 10 – Financial Due Diligence Documents**

Financial due diligence Checklist
A Certificate of Incorporation.
Audited accounts for the past 2 years.
Accounts for the past 2 years signed by an Independentqualified accountant (if your organisation is exempt from audit).
A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.
Management accounts to date, showing activity, along with forecast figures for the remaining period of at least one year.

## Declaration Guidance

Potential Suppliers are required to complete a declaration. You must respond to all these questions and disclose any links to GLA officials and staff in response to **7.1** and **7.3**. Where links are disclosed, you must evidence how your association with official(s)will not influence the content of your bid.

As discussed above, Sections 3 and 4 include a set of qualifying questions which will be used to exclude Potential Suppliers from this process where certain conditions are not met. Potential Suppliers must respond 'Yes' to **7.11** to declare that they understand that the criteria in Section 3 and 4 will be applied and may result in the exclusion of their organisation from the process.

Finally, Potential Suppliers must declare that they understand the evaluation and appeals processesby responding 'Yes' to **7.8**.

Applications will not be considered without response to the questions as set out above.

**Table 11 – Declaration Questions**

Question number	Question
7.1	Are you related to any elected GLA officials or members of GLA staff?
7.2	If answered 'Yes' to 7.1, please state their names and team(s) they work in.
7.3	Has anyone involved in the project been in contact with any elected Greater London Authority officials or members of our staff in relation to your project at any stage?
7.4	If answered 'Yes' to 7.3, please state their names and team(s) they work in and the nature of support.
7.5	Confirm that the information provided is complete and correct.
7.6	Do you accept how we generally plan to treat your application and other related information?
7.7	Should we treat any financial information provided by you as commercially sensitive information?
7.8	If answered 'yes' to 7.7, please provide details on the information you consider to be sensitive or not suitable for publication, and the reasons why you believe this to be the case.
7.9	Are there other specific pieces of information in your application which you consider to be exempt information?
7.10	If answered 'yes' to 7.9, please provide details on the information you consider to be sensitive or not suitable for publication, and the reasons why you believe this to be the case.
7.11	Do you understand that, at its discretion, the GLA may exclude your organisation from participation in this competition if you do not fulfil the qualifying criteria set out in Sections 3 and 4?
7.12	Do you understand that the GLA will evaluate applications in accordance with the process set out in the Prospectus and Questionnaire Guidance, and that the GLA will not consider appeals regarding the final award decisions made?

## Annex A- Evaluated Sections from Attachment 1, Attachment 2, and Attachment 3

Discretionary Fail questions from Attachment 1				
Question	Answer type	Answer options	Evaluation	Weighting
Do you have a track record of delivering education and training services?	Single select question	YES,NO	Pass/Disc retionary Fail	N/A
<b>3.2</b> Can you confirm that your organisation will have appropriate management information systems in place to enable the collection and submission of accurate data in the required formats?	Single select question	YES,NO	Pass/Disc retionary Fail	N/A
<b>3.3</b> Has your organisation been assigned a Grade 4 Inadequate rating at your most recent Ofsted inspection?	Single select question	YES,NO,N/A	Pass/Disc retionary Fail	N/A
<b>3.4</b> Has your organisation been assigned a Grade 3 Requires Improvement rating at your most recent Ofsted inspection?	Single select question	YES,NO,N/A	Pass/Disc retionary Fail	N/A
<b>3.5</b> If you have chosen 'Yes' to any question 3.1- 3.4, please outline actions have you taken to improve the quality of your provision	Narrative	3500 characters	Pass/Fail	N/A

<b>3.6</b> What sector(s) does your application cover?	Tick box, multi select option	Digital Core Digital Bespoke Technical Core Technical Bespoke Construction Logistics Pathway to Accelerated Apprenticeship; Green Skills Creative Industries Hospitality Health and Social Care (including Life Sciences); Professional Services Incl. Finances		N/A
<b>4.1</b> Has your organisation been declared bankrupt or been the subject of insolvency proceedings within the past three years?	Single select question	YES,NO	Pass/Disc retionary Fail	N/A

<b>4.2</b> Has it been established that the organisation was in breach of obligations relating to the payment of tax or social security contributions within the past three years?	Single select question	YES,NO	Pass/Disc retionary Fail	N/A
<b>4.3</b> Has your organisation shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public agreement which led to early termination of that prior agreement within the past three years?	Single select question	YES,NO	Pass/Disc retionary Fail	N/A
<b>4.4</b> Has your organisation failed to repay funding due to a funder or contracting organisation in excess of £50,000 in the last three years?	Single select question	YES,NO	Pass/Disc retionary Fail	N/A
<b>4.5</b> Have there been any significant irregularities identified in your organisation's award of qualifications or processing of learner documentation?	Single select question	YES,NO	Pass/Disc retionary Fail	N/A
<b>4.6</b> If you have chosen 'Yes' to the questions 4.1-4.5, please provide further details	Narrative	3500 characters	Pass/Fail	N/A
<b>4.7</b> Indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or	Tick box, multi select	Participation in a criminal	Pass/Disc retionary	N/A

control in the organisation been convicted anywhere in the world of any of the offences	option	organisation. Corruption. Fraud. Terrorist offences or offences linked to terrorist activities Money laundering or terrorist financing Child labour and other forms of trafficking in human beings None of the above	Fail	
<b>4.8</b> If you have chosen any other option apart from 'None of the above' to question 4.7, please provide further details	Narrative	3500 characters	Pass/Fail	N/A
<b>4.9</b> Please indicate if, within the past three years, you have been in breach of health and safety or safeguarding legislation	Tick box, multi select option	Health and Safety Safeguarding None of the above	Pass/Disc retionary Fail	N/A
<b>4.10</b> If you have chosen any other option apart from 'None of the	Narrative	3500 characters	Pass/Fail	N/A

above' to question 4.9, please provide further details				
<b>Scored Questions – Section 5 of Attachment 1</b>				
<b>Question</b>	<b>Answer type</b>	<b>Answer options</b>	<b>Evaluation</b>	<b>Weighting</b>
<b>5.1</b> Outline your approach to the design/delivery of the Skills Bootcamp model to support new jobs and new skills.	Narrative	6000 characters	Scoring 0-5	10%
<b>5.2</b> Describe your approach to learner engagement, enrolment, and participation including wraparound support, particularly for under-represented groups.	Narrative	6000 characters	Scoring 0-5	10%
<p><b>5.3</b> Describe your approach to employer engagement for the duration of the contract, including how employers are involved with the co-design and delivery of training. You must identify by name all of the employers who support this application, either through co-design, endorsement of course content and/or offering potential vacancies for your learners (*if you are an employer submitting a tender to train your own employees, you don't need to identify other employers, instead, please describe how the training you will offer meets the needs of the new roles you have identified.) You must provide a letter from 3 employers stating specifically a) how they will engage end to end in the design, delivery and support of the proposed Skills Bootcamp; and b) how they intend to use the proposed Skills Bootcamp to fill specific vacancies within their organisation.</p> <p>Where you are delivering Skills Bootcamps for only 1 employer, we require a letter from that employer.</p> <p>If you are an employer submitting a tender to train your own employees, you don't need to provide 3 letters from other</p>	Narrative	5100 characters	Scoring 0-5	12.5%

employers, instead, please describe 3 examples of how the Skills Bootcamp will benefit your organisation.				
<b>5.4</b> Describe how your prior experience of delivering employer led training initiatives, at medium to higher level skills (level 3 – 5 or equivalent) aimed at delivering an improved job/role/work outcome, will benefit the successful delivery of a Skills Bootcamp	Narrative	3900 characters	Scoring 0-5	9%
<b>5.5</b> Demonstrate how you will utilise local market data, information from employers and sector insights to inform service planning and delivery	Narrative	3000 characters	Scoring 0-5	9%
<b>5.6</b> Describe your contract management and resourcing approach to ensure the quality of provision is consistently high	Narrative	4500 characters	Scoring 0-5	9%
<b>5.7</b> Describe your approach to data collection, management and reporting to meet GLA requirements	Narrative	3000 characters	Scoring 0-5	9%
<b>5.8</b> Describe your approach to ensuring, promoting and measuring equal opportunities  You should refer to the diversity, fair employment and safeguarding policies you have in place. Include references to evidence these policies.	Narrative	3000 characters	Scoring 0-5	9%
<b>Scored Question – Attachment 2: Skills Bootcamps Specific Questions</b>				
<b>Question</b>	<b>Answer type</b>	<b>Answer options</b>	<b>Evaluation</b>	<b>Weighting</b>
<b>6.1</b> Outline your Skills Bootcamp, indicating how you will provide high quality training and meet the minimum 100% requirement to:	Narrative	9000 characters	Scoring 0-5	12.5



<p>a) guarantee the offer of an interview for a job that matches the new skills acquired through the Skills Bootcamp where the learner is fully funded</p> <p>b) an offer of a new role and/or responsibilities that matches the new skills acquired through the Skills Bootcamp where the learner is co-funded</p> <p>c) written confirmation/plan from the learner of how the new learning has/will be applied to acquire new opportunities/ contracts where the learner is self-employed</p> <p>and</p> <p>d) 75% requirement to achieve a successful outcome, namely the offer of a new job, an apprenticeship, a new role/responsibilities with an existing employer, or new contracts or new opportunities for the self-employed, utilising the skills acquired in the Skills Bootcamp within 6 months of completing the Skills Bootcamp</p>				<p>17.5%/</p> <p>22.5%/%( depending on questions answered 6.2-6.3)</p>
<p><b>6.2</b> If you're applying for Green Skills Bootcamps, outline how each Bootcamp will:</p> <p>a) Deliver skills that meet the green definition</p> <p>b) Deliver skills relevant to a Prioritised Green Sector</p> <p>c) Deliver skills that are 'direct green' – those skills specific to a Prioritised Green Sector or skill/role within that sector - Detail how the Skills Bootcamp meets the 'direct green' criteria</p> <p>Where your bid includes Skills Bootcamps delivery at level 2, demonstrate the need for skills delivery at this level.</p>	Narrative	3000 characters	Scoring 0-5	5%

<b>6.3</b> Pathway to Accelerated Apprenticeships – additional question			Scoring 0-5	5%
<p>The scored questions in Attachments 1 and 2 above constitute 80% of the Potential Supplier's overall score.</p> <p>PLEASE NOTE: Questions in these sections will need to meet a minimum overall score of 60%</p>				
<b>Attachment 3: Skills Bootcamps Pricing Schedule</b>				
<p>The Pricing Template constitutes the other 20% of the Potential Supplier's overall score.</p>				