

Attachment 6: Wave 5 - 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 Providers must complete when submitting their application to the GLA for the delivery of Skills Bootcamps. The document should be read alongside the Skills Bootcamps Wave 5 (2024/25) Prospectus.

All applications must be submitted in the format prescribed by the supplied attachments (a combination of Microsoft Word 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.

Potential Providers must only submit one application, regardless of the number of Skills Bootcamps they intend to deliver. This is to include a Bootcamp Application Form and associated documents for each individual proposed Bootcamp. Each Bootcamp will be assessed on its own basis by combining the score of the main application and the individual Bootcamp application score. Please note that the £800,000 limit to the value of an application applies to the value of whole application including all Bootcamps proposed within.

Potential Providers 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
One completed Template <u>per applicant</u>	
Main Application Form	Response required via completed Microsoft Word document Please submit ONE form for your application. Part A includes Qualifying Criteria. Please refer to the relevant guidance section in this document for further information Part E will be evaluated and scored. Please refer to the relevant guidance in this document for the weighting schedule and guidance.
Risk Matrix	Response required via Excel Spreadsheet Please submit ONE form for your application

Financial Due Diligence Documents	<p>Response required via attachments of requested financial information.</p> <p>Please see Attachment 7 Financial Health Requirements and Guidance</p> <p>Please attach the following:</p> <p>A Certificate of Incorporation.</p> <p>Audited accounts for the past two years.</p> <p>Accounts for the past two years signed by an independent qualified accountant (if your organisation is exempt from audit).</p> <p>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.</p> <p>Management accounts to date, showing activity, along with forecast figures for the remaining period of at least one year.</p>
<p>Application templates required per bootcamp</p> <p>Please complete and submit separate applications for EACH bootcamp and EACH funding model of that bootcamp.</p>	
Bootcamp Application (Word)	<p>Response required via completed Microsoft Word document</p> <p>Please complete and submit separate applications for EACH bootcamp and EACH funding model of that bootcamp.</p>
Bootcamp Pricing Schedule and Delivery Information (Excel)	<p>Response required via completed Microsoft Excel document</p> <p>Please complete and submit separate applications for EACH bootcamp, and EACH funding model of that bootcamp.</p>
Employer Statements of Support	<p>Templates required via completed Microsoft Word Document</p> <p>Employer Statements must be submitted to support each Bootcamp Application.</p> <p>One Employer Statement per 1-100 learners of your bootcamp.</p> <p>e.g., if your bootcamp is for 250 learners, you will need to submit 3 Employer Statements</p>

IMPORTANT: Naming Conventions

Potential Providers 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 (or Abbreviated name) presented in Section A of Main Application Form.

As an example:

Organisation Name: Greater London Authority
Name Abbreviation: GLA
UKPRN: 10000000

For example, when submitting Main Application, you must rename the file as follows:

“Main Application – GLA - 10000000”

For applications to be considered, Potential Providers must download, complete and submit all attachments IN ONE APPLICATION by sending them as a zipped file to skillsbootcamps@london.gov.uk.

How your Application will be evaluated

The Main Application Form includes pre-qualifying questions which may be used to exclude your organisation from the competition.

Upon passing the pre-qualifying assessment, applications will undergo Quality and Price Evaluation Scoring.

Applications will be scored via the following process:

- 1) The main application will be scored for quality.
- 2) Each bootcamp will be scored for quality.
- 3) Then each main application and bootcamp that passes the Quality Weighted Score pass mark of 60% will be scored for price.

All three scores will be combined to achieve a Final Weighted Score per bootcamp. Please read **Quality Evaluation Scoring** section for more information.

Where an application includes proposals for bootcamps across more than one of green, digital and other sectors, a score will be derived for each sector bootcamp as though it was a separate application to allow for the value of funding to be attributed to the correct pot of funding. The GLA may decide not to award funding for a specific bootcamp proposal.

Potential Providers' applications will be assessed for quality based on their scores from Part E of the Skills Bootcamps Main Application Form (Attachment 1) and Part B of the Bootcamp Application Form (Attachment 3). 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 Providers' Pricing Schedule within the Bootcamp Pricing Schedule and Delivery Information Template (Attachment 5). Please see the Pricing Evaluation section in this document for detailed information.

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%).

Please see Table 2 and Table 3 on the next page.

Table 2: Combined Score Weighting and Methodology

	Quality Score Weighting (Maximum)	Price Score Weighting (Maximum)	Final Weighted Score calculation
Main Application Quality Score	30%		
Bootcamp Application Quality Score	70%		
Total Quality Score <i>(Quality Score pass mark is 60% - any bootcamp application not achieving 60% will not be considered for funding)</i>	100%		Total Quality Score x 80%
			Plus
Price		100%	Price score x 20%
Final Weighted Score (this determines the bootcamp application score ranking)			= Final Weighted Score %

The table below provides an example of how an application would be assessed in accordance with above should it achieve the following weighted scores:

Table 3: Applied Example of Evaluation Methodology

EXAMPLE	Quality Weighted Score (Example)	Price Weighted Score (Example)	Final Weighted Score calculation	Final Weighted Score
Main Application Quality Score	20%			
Bootcamp Application Quality Score	45%			
Total Quality Score <i>(above Quality Score pass mark of 60%)</i>	65%		Total Quality Score = 65% x 80%	52%
				Plus
Price		79%	Price weighted score = 79% x 20%	15.2%
Final Weighted Score				67.2%

Main Application Form – Part A

Part A of the Main Application Form 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.

IMPORTANT: Naming Conventions

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

Main Application – Provider Name - UKPRN

Next to each question in Part A of the Main Application Form, we have indicated the purpose and use of your response:

I	Information required by the GLA
QC	Qualifying Criteria -

Questions identified as **Qualifying Criteria** are **Pass/Discretionary Fail** means that the Potential Provider will Fail if satisfactory assurance has not been provided that the issue has been addressed. Questions that request a written response for further details enables Potential Providers 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.

Specific Guidance to Part A – Section 1

As stated in the Prospectus, Potential providers 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 if already registered or N/A where the Potential Provider is applying to be added to the UKRLP.

The GLA reserves the right to not take forward for consideration any application from an existing GLA skills provider where there have been serious performance issues. Serious issues which would be taken into consideration include termination of past contracts for breach and performance issues primarily resulting from the provider’s management of the delivery against the grant agreement, rather than external factors. The period covered is 3 years (financial years 21/22, 22/23 23/24).

Skills Providers who have had a Skills Bootcamps contract or grant agreement terminated by any other Skills Bootcamps funding body is required to set out information relating to this in their application and the GLA reserve the right not to take forward consideration of their application.

Please indicate any subcontracting arrangements you intend to have in place. We

would advise that you ascertain whether your proposed subcontracted delivery partners are supporting other bids for Wave 5, as this may present a capacity issue if all those bids were funded.

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

Specific Guidance to Part A – Section 2

As stated in the Prospectus, the GLA expects Potential Providers 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 declare this at Question 2.3. They must then at Question 2.4 provide an explanation of the steps they have taken to improve provision since the inspection. GLA officials may contact the Potential Provider for further information, and may, at their discretion, exclude the Potential Provider from the competition where sufficient assurance has not been provided that provision has improved.

Specific Guidance to Part A – Section 3

Section 3 asks Potential Providers to declare whether any convictions, improper conduct, or failure to meet past financial or contractual obligations apply to them. Where a Potential Provider responds 'Yes' to any Question 3-1 to 3.9 they will be prompted to provide further information regarding how they have addressed the issue. GLA officials may contact the Potential Provider for further information, and may, at their discretion, exclude the Potential Provider from the competition where sufficient assurance has not been provided that the issue has been addressed.

Main Application Form – Part B: References

Potential Provider are required to provide the names of three Referees who are previous customers and can confirm that the Potential Provider has successfully delivered key aspects of the Skills Bootcamps model previously. We will contact a minimum of one of these referees and ask a scripted set of questions to give an acceptable level of confidence that the Potential Provider has the relevant experience of successful Bootcamps delivery claimed.

Please provide details of 3 organisations who have funded you to deliver training.

If you have prior experience of delivering skills bootcamps funded under the DfE Skills for Life programme, one of your references must be the funding body.

Reference calls will be undertaken relating to all of the following key aspects of the Skills Bootcamp model:

- Developing a targeted training programme related to the contract scope, at Level 3-5 or equivalent, (or level 2 for providers proposing to deliver Level 2 or equivalent training within Construction or Green Skills) to meet the needs of employers in one or more of the last 3 years.
- Delivering training, at Level 3-5 or equivalent, (or Level 2 for providers proposing to deliver Level 2 or equivalent training within Construction or Green Skills), for skills related to contract scope in one or more of the last 3 years.
- Placing learners in jobs (which may be an apprenticeship) requiring Level 3 or higher skills, (or Level 2 for providers proposing to deliver Level 2 or equivalent training within Construction or Green Skills) related to the contract scope, in one or more of the last 3 years. In the case of employers training their own employees, that they have placed employees into new jobs or roles within their own organisation.
- Offering ‘a wraparound service’, using a coaching and mentoring approach, from programme application stage, during, and post programme, to move people into jobs (which may be an apprenticeships), new roles and new opportunities. This should include upfront screening of applicants, soft skills (or work readiness) training to support the occupational skills training, vacancy/role/opportunity identification, providing pastoral services to help participants complete the program, and follow-up services to participants and employers to support job placement

Referees can be with public or private sector, voluntary, charity or social enterprise organisations.

The Referee Interview Questions can be reviewed at Attachment 8.

Main Application Form – Part C: Declaration

Declaration Guidance

Potential Providers 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 Questions 1-3. Where links are disclosed, you must evidence how your association with official(s) will not influence the content of your bid.

As discussed above, Part A of the Main Applications includes qualifying questions which will be used to exclude Potential Providers from this process where certain conditions are not met. Potential Providers must respond 'Yes' to Part B Question 11 to declare that they understand that the criteria in Part A will be applied and may result in the exclusion of their organisation from the process.

Finally, Potential Providers must declare that they understand the evaluation and appeals processes by responding 'Yes' to Part B Question 12.

Main Application Form – Part D: Bootcamps Summary

Please complete this section to summarise the total of all the Bootcamp Proposals contained within your Application.

Please provide the total value of all bids in your application. This value should equal the sum of all values of GLA grant applied for across each Bootcamp and should not be greater than £800,000. Do not include any employer contributions in this value.

Your bootcamp proposals must align with the Skills Bootcamps Priority Skills Sectors outlined in Section 3 of The Prospectus.

Where an application includes proposals for bootcamps across more than one of green, digital and other sectors, a score will be derived for each sector bootcamp as though it was a separate application to allow for the value of funding to be attributed to the correct pot of funding. The GLA may decide to award funding for a specific bootcamp proposal and not award funding for another specific bootcamp proposal within your Application.

Main Application Form – Part E: Questions for Evaluation Scoring

Part E forms the first scored element of the application. Responses to these questions will be assessed against the quality evaluation scoring criteria set out in the Quality Evaluation Scoring section in line with the Detailed Evaluation Criteria set out below each question, provided the Potential Provider meets the eligibility and qualifying criteria.

Written responses to questions 1 to 4 in Part E of the Main Application Form will form 30% of the quality score. This score will form part of the quality score of each Bootcamp.

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

1	<p>Experience</p> <p>Please describe your experience of delivering employer led training initiatives focusing on higher level skills (level 3 – 5 or equivalent) supported learners to achieving job outcomes.</p> <p>If you have prior experience of delivering skills bootcamps funded under the DfE Skills for Life programme, you must confine your response to this question on your skills bootcamps provision and detail the Milestone performance outcomes achieved.</p> <p>Please state whether this contract was via:</p> <ul style="list-style-type: none"> • DfE national programme • Mayoral Combined Authority/Local Area • Greater London Authority 	12%
<p>Maximum 700 words</p> <p>Detailed Evaluation Criteria</p> <ul style="list-style-type: none"> • Give specific examples of prior successful delivery of this type of employer led medium to higher level skills at Level 3-5 or equivalent (or Level 2 or equivalent if bid is to deliver training for skills under Sectors 1, 3 or 4) and the benefit this experience brings to the delivery of Skills Bootcamps. • If you have prior or current experience delivering Skills Bootcamps: <ul style="list-style-type: none"> ▪ State the body who awarded the contract ▪ Include all the sectors you have delivered Skills Bootcamps in, and your final or current performance of achieving Milestones 2 and 3. 		

<ul style="list-style-type: none"> The Customer References required as part of the Application will be taken into account in the score for this question. 		
2	<p>Employer Engagement</p> <p>Explain your Employer Engagement strategy, and your proposed activity to grow and strengthen your employer network to deliver the skills bootcamps KPIs in your chosen sector/s:</p> <ul style="list-style-type: none"> 100% guaranteed interview offers A minimum of 75% employment outcomes <p>Your answer must include:</p> <ul style="list-style-type: none"> Explanation of: plan and resources in place to drive employer engagement, actively liaising with employers to source vacancies suitable for bootcamp completers, and/or commitment and plan to stimulate demand through, for example, local business networks or supply chains. Description of the link between employer engagement activity and the training elements of bootcamp delivery, to seamlessly progress learners from training through to interviews and employment outcomes Description of activities to engage with Small and Medium Size Businesses (SME), to achieve the programme stipulation that 60% of employers involved in Skills Bootcamp development are SMEs. <p>If you are subcontracting this element of your bootcamp, please include within your answer your management processes to ensure subcontractor/s will meet the Skills Bootcamps KPIs</p>	11%
<p>Maximum 700 Words</p> <p>Detailed Evaluation Criteria</p> <p>The GLA expects Potential Providers to engage employers from the outset in the design and/or delivery of their Skills Bootcamp provision and to gain commitment to interview candidates from the Skills Bootcamps for relevant vacancies, or to establish what the impact will be if they are training their own employees.</p> <p>Specific Employer Engagement for specific bootcamp proposals will be assessed in the Bootcamp Application.</p> <p>Use your response to this question to:</p> <ul style="list-style-type: none"> Outline your overall Employment Engagement Strategy 		

	<ul style="list-style-type: none"> Name Employers involved in the development of your approach to design Skills Bootcamps. Describe how you will continue to grow your employer network for the benefit of your learners. Describe your approach to ensuring employers engage with learners throughout the delivery phase. Provide examples of what form this will take. Describe how you will engage with SMEs to meet the 60% SME target. Outline how will you prioritise employer demand to match vacancies. 	
3	<p>Accurate data and evidence reporting</p> <p>Describe your approach to data collection, management and reporting to comply with the DfE and the GLA's monthly reporting and evidence requirements to document achievement of the following milestones</p> <ul style="list-style-type: none"> Signed enrolment form Proof that learner has received mandatory DfE information links Learner attendance register Copy of dated interview offer Proof of employment outcome (new job or career progression) 	4%
<p>Maximum 500 words</p> <p>Detailed Evaluation Criteria</p> <p>Please review Section 5.3 of The Prospectus before writing your response to this question. Potential Providers are required to supply the GLA with data and learner information in accordance with audit, GDPR and the Data Protection Act 2018 guidelines.</p> <p>The submission of accurate data will be regularly checked by the GLA and in addition may be audited by the GLA and the DfE.</p> <ul style="list-style-type: none"> Describe how you will ensure that all required data is collected and reported to the GLA at the defined intervals. Describe how you will coordinate data collection and reporting within your supply chain. 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 		
4	<p>Social value.</p> <p>What additional benefits would you be able to deliver if you were awarded this grant.</p>	3%

	<p>Examples could include:</p> <ul style="list-style-type: none"> • How your organisation will support or deliver benefits for London's communities • How you will ensure your workforce represents the diversity of London's population • Any work you will undertake with community groups, hubs or associations • How you will ensure that measures are put in place so your commissioning is inclusive and small organisations, voluntary community sector organisations and organisations led by individuals with protected characteristics, have equitable access. 	
<p>Maximum 500 words</p> <p>Explain what additional benefits you would be able to deliver if you were awarded this grant.</p> <p>To meet minimum requirements, you will need to demonstrate the following:</p> <ul style="list-style-type: none"> • You have good understanding of London different communities. • You put measures put in place, or you are working towards to engage in projects that deliver benefits to the local community i.e., projects promoting community health and wellbeing, supporting environmental objectives, tackling digital poverty, reducing homelessness, poverty and hunger; reducing loneliness; helping with English language proficiency etc. Employee volunteering schemes applicable to the contract workforce. • You put policies in place to make sure that your recruitment practices are inclusive and accessible. Including candidates with protected characteristics, in shortlists for recruitment and promotions. • You ensure advertising of supply chain opportunities is open and are accessible to a diverse range of businesses. • You ensure accessibility for disabled business owners and employees. • You structure your supply chain selection process in a way that ensures fairness and encourages participation by a diverse range of businesses. • You will promote the Mayor's Good Work Standard (The Good Work Standard (GWS) London City Hall) 		

Risk Matrix

A Risk Matrix must be completed on the Risk Matrix (excel) template provided.

Only ONE Risk Matrix is required per Application.

Instructions are provided on the excel template.

- Risks 1-10 are mandatory for completion
- Risks 11-13 are only required if relevant to your Application
- Three additional lines are included if Potential Providers have identified other risks which they would like to demonstrate to the GLA that they have considered and mitigated against.

Financial Due Diligence Guidance

Potential Providers are required to submit documentation for the GLA to undertake financial due diligence. Potential Providers 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 Attachment *7 Financial Health Requirements and Guidance* as part of the Skills Bootcamps Application Guidance Documents.

Potential Providers are only required to submit one set of Financial Due Diligence Documents with their Main Application.

The relevant documentation required from Potential Providers is listed below:

- A Certificate of Incorporation.
- Audited accounts for the past two years.
- Accounts for the past two years signed by an independent qualified 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.

Bootcamp Application Form

Potential Providers are required to submit each of the below listed documents for every Skills Bootcamp they are proposing to deliver.

Where your Application includes a bootcamp course which is offered to both fully funded and employer co-funded learners, or to co-funded learners with different rates of employer contribution, these must be considered as separate Skills Bootcamps. Each separate Skills Bootcamp proposal requires:

- a Bootcamp Application Form
- relevant number of Employer Statements of Support; and
- a Bootcamp Pricing Schedule and Delivery Information Template (excel workbook).

Example:

For instance, if you were applying for a Bricklaying bootcamp course to be delivered with part time and full time options, and for fully funded, large employer co-funded (LE) and SME co-funded, this would require six Bootcamp applications.

Bricklaying – FF – Full-time
Bricklaying – FF – Part time
Bricklaying – LE – Full time
Bricklaying – LE – Part time
Bricklaying – SME – Full time
Bricklaying – SME – Part time

IMPORTANT: Naming Conventions

When submitting your Bootcamp Application (Word), you must rename each Word document as follows:

Where you are submitting more than one bid in the same sector you must complete a Bootcamp Application (word) 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.

Bootcamp Application – Sector number – Contribution Type – Bootcamp Title – PT/FT - 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%)

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

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

Using the example above, your Bootcamp Applications would be named as follows:

Bootcamp Application – Sector 3 – FF – Bricklaying – FT - 001

Bootcamp Application – Sector 3 – FF – Carpentry – FT - 002

Bootcamp Application – Sector 3 – LE – Bricklaying – FT - 003

Bootcamp Application – Sector 3 – LE – Plumbing – PT - 004

Bootcamp Application – Sector 3 – SME – Bricklaying – FT - 005

Bootcamp Application – Sector 3 – SME – Bricklaying – PT - 006

Bootcamp Application – Part A

Summary of Bootcamp Application (Word)

Answers to Questions 3 to 9 must match the information and values within your Bootcamp Pricing Schedule and Delivery Information Template (Excel).

Bootcamp Application – Part B

The Bootcamp Application Form (Word document) Part B forms the next scored element of the application. Responses to these questions will be assessed against the quality evaluation scoring criteria set out in the Quality Evaluation Scoring section of this document, in line with the Detailed Evaluation Criteria set out below, provided the Potential Provider meets the eligibility and qualifying criteria.

Written responses to questions 1 to 8 in Part B of the Bootcamp Application Form will have a weighting of 70% and combined with the score for the weighted score of the Main Application to achieve the Quality Weighted Score. This Quality Weighted Score must be at least 60% for the bootcamp to be considered for funding.

If you are using sub contractors or are applying as a consortium, you must explain in each written response which organisation is responsible for that element of delivery.

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

1	Bootcamp strategic alignment Explain how the priorities of your proposed bootcamp: <ul style="list-style-type: none">• address sector skills needs and priority occupations identified in the Prospectus;• respond to clear evidence of skills gaps and vacancies; and• meet priorities set out in London's Local Skills Improvement Plan (LSIP) List achievable job titles and/or vacancy role categories your learners will be supported into. These must be clearly identifiable to the sector.	10%
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Maximum 700 words

Detailed Evaluation Criteria

Your response to this question needs to demonstrate the strategic alignment of your proposed bootcamp and how it addresses sector priorities.

To assist you to prepare your response, please:

- Review Section 2 Strategic Context in the Prospectus to understand how the GLA's priorities for Skills Bootcamps.
- Review Section 3 Skills Bootcamps Priority Skills Sectors to help you explain how your bootcamp proposal addresses sector skills needs. Further sector information is provided at Annexes C to M in The Prospectus.

2	<p>Co-design with employers to meet skills needs to fill vacancies: Explain how you have engaged employers in the design of your skills bootcamp/s, describing how the course content and any accreditations help fill skills gaps in their sector/s to meet the KPI of 75% job outcomes/career progressions for bootcamp learners.</p> <p>You must identify by name all the employers who support this application, either through co-design, endorsement of course content and/or offering vacancies for your learners.</p> <p>Employer Statement of Support (please use Template provided at Attachment 4)</p> <p>Please provide one Employer Statement of Support per 1-100 bootcamp learners e.g., if your bootcamp application is for 250 learners, please provide 3 Employer Statements of Support, i.e., from 3 separate Employers</p>	10%
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Maximum 700 words

To support the evaluation of your response to this question, you **must** include with each Bootcamp Application the specified number of **Employer Statements of Support**.

These must be completed on the Templates provided at Attachment 4. Each Template must be signed by the employer and need to cover:

- a) how they will engage in the co-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.

Where you are delivering Skills Bootcamps for only one employer, we require a letter from that employer.

If you are an employer submitting a bootcamp proposal to train your own employees, you do not need to provide Employer Statements from other employers. Instead, please describe three examples of how the Skills Bootcamp will benefit your organisation.

Detailed Evaluation Criteria

Your response must align specific sector and employer skills needs that support your bootcamp proposal.

- Explain named employer/s involvement in the co-design of your bootcamp, and how the bootcamp has been structured to meet sector and employer skills needs.
- Describe how you will engage with new employers in the relevant sector to ensure there are sufficient vacancies and opportunities for your learners to progress into.
- Describe your approach to ensuring employers engage with learners throughout the delivery phase. Provide examples of how specific forms of employer-learner engagement helps to fill sector skills gaps.
- Specify what percentage of the sector employers engaged in this proposed bootcamps are SMEs. If this is less than the 60% SME target, explain how you will increase this.

3	Mobilisation Plan Please outline your mobilisation plan to achieve: <ul style="list-style-type: none"> • 10% of learners to achieve Milestone 1 by 31st July 2024 • 30% of learners to achieve Milestone 1 by 30th September 2024 • All learner completions by 31st March 2025 • Minimum 75% job outcomes/career progressions by 31st March 2025. Applicants may put forward a case for consideration should the targets for July and September not be achievable.	8%
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Maximum 700 words

Detailed Evaluation Criteria

- Set out a high-level project plan, and service delivery implementation plan for delivery of the proposed Skills Bootcamp.
- Demonstrate how you will manage your internal resources and capacity to ensure successful delivery of your proposed bootcamps to the timelines set out above.
- If you are delivering Skills Bootcamps funded by another body (e.g., the DfE under a national contract, or a Mayoral Combined Authority or Local Area), please specify those commitments and explain how you will resource the bootcamp in this proposal alongside that other funded bootcamp delivery.
- Applicants may put forward a case for consideration should the targets for July and September not be achievable.

4	Recruiting learners	8%
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	<p>Describe your approach to learner engagement and enrolment, including how applicants will be assessed for:</p> <ul style="list-style-type: none"> • motivation for new jobs or career progression after completing the bootcamp, and • likelihood of achieving all three payment milestones. <p>You must explain how you will tailor your recruitment to meet your equalities targets, particularly to address any under representation of different groups employed in the bootcamp sector you are applying for.</p> <p>Please refer to Table 1 in Appendix B of the Skills Bootcamps Wave 5 (2024/25) Prospectus. If you are applying for any sector referenced in the table, you must include any highlighted protected/priority group in your response.</p>	
<p>Maximum 700 words</p> <p>Detailed Evaluation Criteria</p> <p>We will expect your response to be tailored to your specific bootcamp proposal. For instance, if your proposal is for an employer co-funded bootcamp your recruitment processes will differ from a fully funded bootcamp aimed at unemployed Londoners.</p> <ul style="list-style-type: none"> • 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. • 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. • Describe how you will engage and recruit under-represented groups, such as those with protected characteristics, and those who might face specific barriers to employment. • 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. • Explain how you will support applicants who do not pass your registration process, and what other options/routes will you refer them to e.g. apprenticeships / other courses 		
5	<p>Training delivery mode</p> <p>Explain which elements of your bootcamp will be delivered:</p> <ul style="list-style-type: none"> • in person • online <p>You must explain your rationale and how the delivery method for specific elements of your bootcamp will enhance the learner journey to contribute to achieving job outcomes/career progressions.</p> <p>Note: The GLA will not fund 100% online training delivery in Wave 5</p>	8%
<p>Maximum 700 words</p>		

Detailed Evaluation Criteria

Providers are required to operate from a physical, fit for purpose and accessible learning site within London and its Fringe Authorities. Only hybrid (mix of online and in person learning) and in person learning Bootcamps will be funded. Bids that offer 100% online Bootcamp will not be considered.

Your answer needs to include:

- What percentage your proposed bootcamp will be delivered in person
- What percentage of your proposed bootcamp will be delivered online
- Where relevant, potential barriers in delivery may impact Londoners with protected characteristics, and what additional measures Providers will put in place to ensure access to all elements of the proposed bootcamp delivery.

6	Learner development and progression Describe how you will capture, document and evidence learner fulfilment of course aims during their progression on the bootcamp. For instance, what assessments and monitoring will be in place to chart the learner journey and identify any additional learning support needed to successfully complete the bootcamp.	8%
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Maximum 700 words

Detailed Evaluation Criteria

Your answer to this question needs to include the measures you have in place to maximise learner completions on your proposed bootcamp.

Your response needs to include:

- How you will avoid or minimise learner drop-out
- The relevant stages or check-points in your bootcamp delivery to determine each learner is meeting the learner aims.
- Description of assessments during or at the end of the bootcamp delivery

7	Integrated support for learners Describe how you will support each learner's progress throughout the duration of the bootcamp to maximise course completions. In your answer you must include: <ul style="list-style-type: none">• Wrap around support for learners, including tailored support for those with additional barriers.• Details and link to your safeguarding policy and describe how this will be shared with learners• Support and signposting for any learners who might not succeed on your bootcamp	8%
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Maximum 700 words

Detailed Evaluation Criteria

Your answer to this question needs to include:

- Measures you will put in place to support the learners on your bootcamp,
- Wrap-around support mechanisms to minimise any factors outside of the learning environment which might negatively impact the learner's success.
- A link (or attached copy) to your Safeguarding policy

8	<p>Increasing learners' employability skills</p> <p>Describe the employability skills offer for your learners, to meet the KPI of a minimum of 75% employment outcomes.</p> <p>In your answer you must include:</p> <ul style="list-style-type: none">• CV writing• Application form support• Interview skills and practice• Workplace readiness and soft skills (including developing behaviours and attitude to enable successful transition into new jobs or career progression, such as communication, problem solving, collaborative team work and respect)• Employer interaction during bootcamp	10%
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Maximum 700 words

Detailed Evaluation Criteria

In addition to the sector-specific training delivery on your proposed bootcamp, your response to this question needs to set out all the employability support you will be providing to each learner.

Your response

- Must include as a minimum the list of employability skills activities listed in the question
- Your strategy for maintaining learner engagement and employability support after completing the bootcamp to maximise job outcomes/career progression

Evaluation Scoring

Applications will be scored via the following process:

- 1) The main application will be scored for quality.
- 2) Each bootcamp will be scored for quality.
- 3) Each bootcamp will be scored for price.

All three scores will be combined to achieve a Final Weighted Score per bootcamp:

- Quality (Main Application plus Bootcamp Application scores) will constitute 80% of the maximum score available.
- Pricing will constitute 20% of the maximum score available.

Table 2: Combined Score Weighting and Methodology

	Quality Score Weighting (Maximum)	Price Score Weighting (Maximum)	Final Weighted Score calculation
Main Application Quality Score	30%		
Bootcamp Application Quality Score	70%		
Total Quality Score <i>(Quality Weighted Score pass mark is 60% - any bootcamp application not achieving 60% will not be considered for funding)</i>	100%		Total Quality Score x 80%
			Plus
Price		100%	Price score x 20%
Final Weighted Score (this determines the bootcamp application score ranking)			= Final Weighted Score %

Where an applicant includes proposals for bootcamps across more than one of green, digital and other sectors, a score will be derived for each proposed sector bootcamp as though it was a separate bootcamp application to allow for the value of funding to be attributed to the correct pot of funding. The GLA may decide not to award funding for a specific bootcamp proposal.

Quality Evaluation Scoring Criteria

Each question will be assigned a score according to the **Table 2 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 Providers will be required to meet a minimum Quality Weighted Score to ensure that quality meets the standard required to deliver Skills Bootcamps. The minimum percentage score will be 60% of the maximum possible Quality Weighted Score available.

Table 4 – Question Score Criteria

Score	Acceptability	Criteria for Scoring
5	Excellent	The response fully and successfully meets the criteria detailed and provides proposals which demonstrate that the Potential Provider can deliver the required services to an excellent standard and will bring significant value and benefit to the GLA and eligible Providers. 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.
4	Good	The response fully and successfully meets the criteria detailed and has provided proposals which demonstrate that they can deliver the required services to a good standard and will bring good value and benefit to the GLA and eligible Providers. Full and relevant evidence is provided to support the response and explain how the Potential Provider will satisfy the criteria in full.
3	Satisfactory	The response meets the criteria detailed, (with only minor omissions), and has provided proposals which demonstrate that they can deliver the required services to a satisfactory standard and will bring satisfactory value and benefit to the GLA and eligible providers. Relevant evidence is provided to support the response. Lack of clarity and any missing evidence or detail is only minor.
2	Poor	The response fails to meet a number of the criteria detailed and/or the response exhibits some omissions with regard to meeting the criteria and/or has provided proposals which lack adequate supporting evidence that they can deliver the required services to a satisfactory standard, demonstrating some misunderstanding and/or failure to meet the service requirements in many ways and/or materially in one or more ways.

1	Very Poor	The response fails to meet a significant number of the criteria detailed and/or has provided proposals which exhibit clear and significant omissions with regard to meeting the criteria detailed, and/or inadequate or no supporting evidence has been provided to support the response.
0	Unacceptable	The response proposals are absent or incomplete and/ or the Response has proposals that are not relevant to the GLA's requirements.

Each question has been assigned a weighting as indicated in **Table 3** and **Table 4** below. These weightings are presented on a scale of 0-100%.

Table 5 – Weighting of questions in Main Application Form Part E

Main Application Form – Part E Evaluation contributes 30% to overall quality score		Weighting
1	Experience	12%
2	Employer Engagement	11%
3	Accurate data and Evidence reporting	4%
4	Social Value	3%
	TOTAL	30%

Table 6 – Weighting of questions in Bootcamp Application Form Part B

Bootcamp Application Form Evaluation contributes 70% to overall quality score		Weighting
1	Bootcamp strategic alignment	10%
2	Co-design with employers to meet skills needs to fill vacancies	10%
3	Mobilisation Plan	8%
4	Recruiting Learners	8%
5	Training delivery mode	8%
6	Learner development and progression	8%
7	Integrated support for learners	8%
8	Increasing learners' employability skills	10%
	TOTAL	70%

Bootcamp Pricing Schedule and Delivery Information Template (excel)

Potential Providers must submit a completed Bootcamp Pricing Schedule and Delivery Information Template (excel) for each Bootcamp they want to apply for.

Further guidance on completing this is available in the Guidance tab of that document.

Full completion of the following tabs is mandatory:

- Course Outline
- Pricing Schedule
- Employers
- Course content
- Cohort delivery
- Equalities targets

The following tab is only mandatory if you have subcontracted delivery.

- Subcontracted delivery partners

IMPORTANT: Naming Conventions for Bootcamp Pricing Schedule and Delivery Information Template (excel)

When submitting your Bootcamp Pricing Schedule and Delivery Information Template, you must rename each excel workbook as follows:

Where you are submitting more than one bid in the same sector you must complete a Bootcamp Application (word) 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.

Bootcamp Template – Sector number – Contribution Type – Bootcamp Title – PT/FT - 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%)

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

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

Using the example above, your Bootcamp Pricing Schedule and Delivery Information Template (excel) would be named as follows:

Bootcamp Template – Sector 3 – FF – Bricklaying – FT - 001
Bootcamp Template – Sector 3 – FF – Carpentry – FT - 002
Bootcamp Template – Sector 3 – LE – Bricklaying – FT - 003
Bootcamp Template – Sector 3 – LE – Plumbing – PT - 004
Bootcamp Template – Sector 3 – SME – Bricklaying – FT - 005
Bootcamp Template – Sector 3 – SME – Bricklaying – PT - 006

Pricing Evaluation

The values you enter on the Pricing Schedule tab of the Bootcamp Pricing Schedule and Delivery Information Template (excel) will be used to determine your bootcamp price evaluation.

The Pricing Schedule constitutes 20% of a Potential Provider'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 (Weighted 33.33%)

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

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

Potential Provider 1 - £65, score 76.92
Potential Provider 2 - £60, score 83.33
Potential Provider 3 - £50, score 100
Potential Provider 4 - £52, score 96.15
Potential Provider 5 - £54, score 92.59
Potential Provider 6 - £60, score 83.33

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

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

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

Potential Provider 1 – Weighted score 84.62
Potential Provider 2 - Weighted score 87.96
Potential Provider 3 - Weighted score 95.83
Potential Provider 4 – Weighted score 91.88
Potential Provider 5 - Weighted score 92.43
Potential Provider 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 Provider will be assessed independently of other pricing schedules submitted by the same Potential Provider.

Applied Example of Evaluation Methodology

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

Using the 0-5 scale in **Table 4**, if a Potential Provider were to score 5 on Question 1, they would receive full marks. As Question 1 is worth 10% of the overall marks for the Quality Evaluation, they would receive all 10%. If, however, the Potential Provider was to receive a score of 3 on Question 1, they would receive a score of $(3 / 5) \times 10\% = 6\%$. This is repeated for each question and will result in each Potential Provider receiving a **Quality Weighted Score** between 0-100%.

Table 5 provides an example of how a bootcamp would be assessed in accordance with the evaluation methodology should it achieve the example weighted scores. In this example the bootcamp achieves the minimum Quality Weighted Score of 60% to be considered for funding and achieves a Final Weighted Score of 67.2% determining its place in the ranking.

Table 3 – Applied Example of Evaluation Methodology

EXAMPLE	Quality Weighted Score (Example)	Price Weighted Score (Example)	Final Weighted Score calculation	Final Weighted Score
Main Application Quality Score	20%			
Bootcamp Application Quality Score	45%			
Total Quality Score (above Quality Score pass mark of 60%)	65%		Total Quality Score = 65% x 80%	52%
				Plus
Price		79%	Price weighted score = 79% x 20%	15.2%
Final Weighted Score				67.2%

Application Submission Instructions

For applications to be considered, Potential Providers must download, complete and submit all attachments IN ONE APPLICATION by sending them as a zipped file to skillsbootcamps@london.gov.uk.

Within your zipped file, please organise your Application documents in the following folder set up:

Main Application – Provider Name - UKPRN

Main Application Form (word)

Risk Matrix (excel)

Financial Documents – Provider Name - UKPRN

Bootcamp Applications – Provider Name – UKPRN

Within this folder, create a SEPARATE subfolder for EACH bootcamp you are applying for, using the following naming conventions

Sector number – Contribution Type – Bootcamp Title – PT/FT - 001

Bootcamp Application Form (word)

Bootcamp Pricing Schedule and Delivery Information Template (excel)

Correct number of Employer Statements of Support

Sector number – Contribution Type – Bootcamp Title – PT/FT – 002

Bootcamp Application Form (word)

Bootcamp Pricing Schedule and Delivery Information Template (excel)

Correct number of Employer Statements of Support