

# Wave 6 - 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 6 (2025/26) 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 while there is not a limit to the value of all bootcamp applications within your bid, the maximum we will award to any applicant is £500,000.

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
<b>One completed Template <u>per applicant</u></b>	
SSQ	Response required via completed Microsoft Word document Please submit ONE form for your application.  This document includes Qualifying Criteria. Please refer to the relevant guidance section in this document for further information
Financial Due Diligence Documents	Response required via attachments of requested financial information.  Please see Financial Due Diligence Checklist and Guidance

**Application templates required per bootcamp**

Please complete and submit separate applications for EACH bootcamp and EACH funding model of that bootcamp.

Fully Funded Bootcamps	Co-Funded Bootcamps
<b>FF Bootcamp Application (Word)</b> Response required via completed Microsoft Word document  Please complete and submit separate applications for EACH bootcamp.	<b>CF Bootcamp Application (Word)</b> Response required via completed Microsoft Word document  Please complete and submit separate applications for EACH bootcamp.  If your bootcamp proposal is open to Large Employer contribution and SME contribution learners, you can include these in the same document.
<b>FF Bootcamp Template (Excel)</b> Response required via completed Microsoft Excel document  Please complete and submit separate applications for EACH bootcamp	<b>CF Bootcamp Template (Excel)</b> Response required via completed Microsoft Excel document  Please complete and submit separate applications for EACH bootcamp  If your bootcamp proposal is open to Large Employer contribution and SME contribution learners, you can include these in the same document.
<b>FF Employer Statements of Support</b> Please provide <u>either</u> : a) Employer Statement of Support per 1-25 bootcamp learners e.g., if your bootcamp application is for 50 learners, please provide 2 Employer Statements of Support, i.e., from 2 separate Employers OR b) Employer Statement of Supports from an employer (or employers) who can commit to providing guaranteed ringfenced interviews for a minimum of 50% of your learners.	<b>CF Employer Statements of Support</b> Please provide either: a) Employer Statement of Support per 1-15 bootcamp learners e.g., if your bootcamp application is for 45 learners, please provide 3 Employer Statements of Support, i.e., from 3 separate Employers OR b) Employer Statements of Support covering a minimum of 50% of your proposed learner places (e.g. where one large employer requests a high number of learner places).

### 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.**

**On receipt of your application, we will unzip your application documents and file them securely on our Sharefile system. Note, there is a restriction on character length for filepaths, and we therefore request you follow the naming convention below so that we can save your documents without editing the titles.**

This abbreviation must be consistent with the Applicant Name (or Abbreviated name) presented in Section A of the Standard Selection Questionnaire (SSQ).

As an example:

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

For example, when submitting your email to [skillsbootcamps@london.gov.uk](mailto:skillsbootcamps@london.gov.uk) you must include in the email header your Applicant name (or abbreviated name) and UKPRN.

Your zip folders should also be titled with your Applicant name (or abbreviated name) and UKPRN.

Your SSQ must also be titled with your Applicant name (or abbreviated name) and UKPRN:

Example: GLA 10000000 SSQ

For applications to be considered, Potential Providers must email all documents to [skillsbootcamps@london.gov.uk](mailto:skillsbootcamps@london.gov.uk) with your **Provider name and UKPRN in the email header**.

We recommend saving your documents into zip files. To avoid any size restrictions, we recommend emailing your Financial documents in a separate zip file. Please ensure you name your zip files with your Applicant name (or abbreviated name) and UKPRN.

If you are sending your documents in more than one email, please clearly indicate in the email header how many emails your application consists of (e.g., Provider name 10000000 Email 1 of 2, Provider name 10000000 Email 2 of 2)

After you have submitted your applications, please can you complete this MS Form: [Skills Bootcamps for Londoners Wave 6 - Confirmation of Submission](#)

This will enable us to cross check Applications received at [skillsbootcamps@london.gov.uk](mailto:skillsbootcamps@london.gov.uk) and ensure we can detect at the earliest opportunity any applications that may have been inadvertently blocked or withheld by our IT security.

Please note, applications are formally received once you have:

- submitted all required application documents by email to [skillsbootcamps@london.gov.uk](mailto:skillsbootcamps@london.gov.uk)
- completed the [Skills Bootcamps for Londoners Wave 6 - Confirmation of Submission](#)
- Received an email from the GLA which confirms our receipt of your application.

If a confirmation of receipt email is not received by the applicant from the GLA after 5 working days, the onus is with the applicant to confirm application receipt by emailing [skillsbootcamps@london.gov.uk](mailto:skillsbootcamps@london.gov.uk) with the evidence of submission e.g. a screen shot of sent email showing time sent. The applicant must ensure all stated application documents are completed and attached as required at the time of submission.

Please create subfolders for each Bootcamp application, ensuring each subfolder contains:

Bootcamp Application (Word)  
Bootcamp Template (Excel)  
Requisite quantity of Employer Statements of Support

Example of zip file, sub folder and document naming below:

ApplicantName 10000000 Bid

ApplicantName 10000000 SSQ

Sector 3 - FF - BootcampName - UKPRN - 001

- FF BootcampName - 001
- FF BootcampName - 001
- FF 001 EmployerName
- FF 001 EmployerName
- FF 001 EmployerName

Sector 3 - CF - BootcampName - UKPRN - 002

- CF BootcampName - 002
- CF BootcampName - 002
- CF 002 EmployerName
- CF 002 EmployerName

ApplicantName 10000000 Financial

Create a separate folder for each bootcamp

Suffix each bootcamp with a unique number (001, 002 etc)

Attach the requisite quantity of Employer Statements of Support. These can be submitted in Word or pdf format

Please review Financial Health Requirements and Guidance

## How your Application will be evaluated

The Standard Selection Questionnaire (SSQ) 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) Each bootcamp will be scored for quality.
- 2) Questions 1 to 4 in Part B will each need to score a pass mark of 3 or above to proceed.
- 3) If Questions 1 to 4 in Part B have each scored a minimum pass mark of 3, Questions 5 to 11 will then be scored.
- 4) All weighted scores to Questions 1 to 11 will be added together to create a combined Quality Weighted Score.
- 5) The pass mark for the combined Quality Weighted Score is 60%.
- 6) Each bootcamp that passes the Quality Weighted Score pass mark of 60% will then be scored for price.

Both 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 B of the Bootcamp Application Form (Word). 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 Template (Excel). 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
<b>Bootcamp Application Quality Score</b> <i>(Quality Score pass mark is 60% - any bootcamp application not achieving 60% will not be considered for funding)</i>	<b>100%</b>		Total Quality Score x 80%
			Plus
<b>Price</b>		100%	Price score x 20%
<b>Final Weighted Score</b> (this determines the bootcamp application score ranking)			<b>= Final Weighted Score %</b>

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

## Standard Selection Questionnaire (SSQ)

### Part A – Applicant Information and Due Diligence

The Standard Selection Questionnaire (SSQ) 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**

Please submit your SSQ as a Word document, and rename it as follows:

ApplicantName UKPRN SSQ

Next to each question in the Standard Selection Questionnaire, 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 22/23 23/24, 24/25).

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.

We welcome applications from Consortiums, using the following definition of a consortium: an agreement for the purpose of submitting a joint tender response, with



a commitment to set up a special purpose vehicle for the purpose of the tender, if successful.

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 6, 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. For Wave 6, Providers will need to submit via the Individualised Learner Record (ILR).

If the organisation has been assigned a 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.

Note that organisations assigned a Grade 4 Inadequate Rating at their most recent inspection are not eligible to apply for Skills Bootcamps for Londoners Wave 6 funding.

### **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', they are 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.

## **Standard Selection Questionnaire**

### **Part B: 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 Standard Selection Questionnaire 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.

## **Standard Selection Questionnaire**

### **Part C: Bootcamps Summary**

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

Please note the application thresholds set out below:

#### **New training providers who do not hold a Wave Five Skills Bootcamps for Londoners grant:**

- The GLA will not award more than £250k to a new bootcamp.
- The GLA will not award more than £500k to a provider that does not currently hold a Wave Five Skills Bootcamps grant.

#### **Current training providers who hold a Wave Five Skills Bootcamps for Londoners grant**

- The GLA will not accept applications in this Wave 6 Open Competition process for bootcamps that are deemed to be the same Skills Bootcamps currently being delivered in Wave 5
- The GLA will not award more than £250k to a new bootcamp.
- The GLA will not award more than £500k in this Open Competition process
- Existing providers who have been offered an indicative allocation via the Wave 6 Direct Award process may apply for new bootcamps under this Open Competition process. However, the GLA will limit the combined Wave 6 grant award via both processes at £1m. The only exception to this is for providers delivering bootcamps exclusively in the green and construction sectors where a maximum of £1.3m will be awarded.
- The GLA will not accept open competition applications from providers currently delivering a Skills Bootcamp for the GLA in Wave 5, for what the GLA deems to be same bootcamp

Please provide the total value of all bids in your application. Do not include any employer contributions in this value.

Your bootcamp proposals must align with the Skills Bootcamps Priority Skills Sectors outlined in Section 8 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 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.

## 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 Financial Due Diligence Checklist and Guidance document.

Please return all the documents requested in this specific guidance. Potential Providers are only required to submit one set of Financial Due Diligence Documents with their application.

Where the lead applicant is a lead provider, consortium lead or lead employer (SSQ Part A, Question 1.5), Finance Due Diligence Documents are only required to be submitted by the lead applicant. In these cases, additional due diligence checks on partners may be carried out at a later stage.

### Exemptions

Local authorities are not subject to the standard GLA financial due diligence checks

If you are a public body and believe a similar exemption applies to you, please email [skillsbootcamps@london.gov.uk](mailto:skillsbootcamps@london.gov.uk) and we will confirm your status

## Bootcamp Application Form

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

**Fully Funded Bootcamps** (where learners are unemployed or independent, and employers are not contributing to the cost of the bootcamp)

- Fully Funded Bootcamp Application Form (Word)
- Bootcamp Template (Excel)
- Relevant number of Fully Funded Employer Statements of Support

**Co-Funded Bootcamps** (where learners are staff who co-funding employers are referring for upskilling)

- Co-Funded Bootcamp Application Form (Word)
- Bootcamp Template (Excel)
- Relevant number of Co-Funded Employer Statements of Support

Co-Funded applications can include both Large Employer (LE) and Small Medium Enterprise (SME) within the same application.

Where your Application includes a bootcamp course which is offered to both fully funded and employer co-funded learners, these must be considered as separate Skills Bootcamps and you must complete both a Fully Funded Application and a Co-Funded Application,

Example:

For instance, if you were applying for a Bricklaying bootcamp course to be delivered with fully funded and co-funded options, this would require separate Bootcamp applications.

FF - Bricklaying

CF - Bricklaying

### **IMPORTANT: Naming Conventions**

When submitting your Bootcamp Application (Word), you must submit as a Word document and 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.

Sector number – Funding model - Abbreviated Bootcamp Title – UKRPN - 001

The Funding Model Naming Conventions should be as follows:

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

CF: Co-Funded – including SME 10% contribution from SME employers training their own employees (organisations of less than 250 employees) and LE 30% contribution from Large Employers training their own employees (organisations of 250 or more employees)

**Using the example above, your Bootcamp Application subfolders would be named as follows:**

**Sector 3 – FF – Bricklaying – 10000000 - 001**

**Sector 3 – FF – Carpentry – 10000000 – 002**

**Sector 3 – CF – Bricklaying – 10000000 – 003**

**Sector 3 – CF – Plumbing – 10000000 – 004**

### **Bootcamp Application – Part A**

Summary of Bootcamp Application (Word)

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

### **Bootcamp Application – Part B**

The Bootcamp Application Form (Word document) Part B forms the scored element of the application.

**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.

## **Bootcamp Application Form – Questions for Evaluation Scoring**

Part B of the Bootcamp Application will be scored. 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 11 of the Bootcamp Application Form will form 100% of the quality score. Each question sets out what we require your detailed response to include. Each question has a word limit of 700 words

Applications will be scored via the following process:

- 1) Each bootcamp will be scored for quality.
- 2) Questions 1 to 4 in Part B will each need to score a pass mark of 3 or above to proceed.
- 3) If Questions 1 to 4 in Part B have each scored a minimum pass mark of 3, Questions 5 to 11 will then be scored.
- 4) All weighted scores to Questions 1 to 11 will be added together to create a combined Quality Weighted Score.
- 5) The pass mark for the combined Quality Weighted Score is 60%
- 6) Each bootcamp that passes the Quality Weighted Score pass mark of 60% will then be scored for price.
- 7) Both the Quality Weighted Score and the Price Weighted score will be combined to achieve a Final Weighted Score per bootcamp.

**Please see Annex A: Additional Guidance for Bootcamp Application Evaluation Scoring**

## Evaluation Scoring

Applications will be scored via the following process:

- 1) Each bootcamp will be scored for quality.
- 2) Each bootcamp will be scored for price.

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

- Quality (Bootcamp Application score) 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
<b>Bootcamp Application Quality Score</b> <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		
<b>Price</b>		100%	Price score x 20%
<b>Final Weighted Score</b> (this determines the bootcamp application score ranking)			<b>= Final Weighted Score %</b>

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.



## Bootcamp Template (excel)

Potential Providers must submit a completed Bootcamp 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
- Indicative Cohort delivery
- Equalities targets

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

- Subcontracted delivery partners

### **IMPORTANT: Naming Conventions for Bootcamp Template (excel)**

When submitting your Bootcamp Template, you must retain the document as an excel file and name each workbook.

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

Funding\_Model Abbreviated\_BootcampName\_001

The Funding Model 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%)

CF: Co-Funded – including SME 10% contribution from SME employers training their own employees (organisations of less than 250 employees) and LE 30% contribution from Large Employers training their own employees (organisations of 250 or more employees)

**Using the example above, your Bootcamp Templates (excel) would be named as follows:**

**FF – Bricklaying – 001**

**FF – Carpentry – 002**

**CF – Bricklaying – 003**

**CF – Carpentry – 004**

## Pricing Evaluation

The values you enter on the Pricing Schedule tab of the Bootcamp 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 funding type (FF/CF), using the full cost per learner (prior to any co-funding employer contributions). For example, a Co-Funded bid in Sector 1 will only be compared to other Co-Funded bids 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 at Annex A**, 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%.

The Table 3 below 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
<b>Bootcamp Quality Score</b> <i>(above Quality Score pass mark of 60%)</i>	65%		Total Quality Score = 65% x 80%	52%
	Plus			
<b>Price</b>		79%	Price weighted score = 79% x 20%	15.2%
<b>Final Weighted Score</b>				<b>67.2%</b>

## Application Submission Instructions

For applications to be considered, Potential Providers must download, complete and submit all application documents to [skillsbootcamps@london.gov.uk](mailto:skillsbootcamps@london.gov.uk) with your **Provider name and UKPRN in the email header**

Please save your documents into zip files, each named with your Applicant name and UKPRN. To avoid any size restrictions we recommend emailing your Financial documents in a separate zip file.

Please create subfolders for each Bootcamp application, ensuring each subfolder contains:

- Bootcamp Application (Word)
- Bootcamp Template (Excel)
- Requisite quantity of Employer Statements of Support

If you are sending your documents in more than one email please clearly indicate in the email header how many emails your application consists of (e.g., Provider name 10000000 Email 1 of 2, Provider name 10000000 Email 2 of 2)

After you have submitted your applications, please can you complete this MS Form: [Skills Bootcamps for Londoners Wave 6 - Confirmation of Submission](#)

This will enable us to cross check Applications received at [skillsbootcamps@london.gov.uk](mailto:skillsbootcamps@london.gov.uk) and ensure we can detect at the earliest opportunity any applications that may have been inadvertently blocked or withheld by our IT security.

Please note, applications are formally received once you have:

- submitted all required application documents by email to [skillsbootcamps@london.gov.uk](mailto:skillsbootcamps@london.gov.uk)
- completed the [Skills Bootcamps for Londoners Wave 6 - Confirmation of Submission](#)
- Received an email from the GLA which confirms our receipt of your application.

If a confirmation of receipt email is not received by the applicant from the GLA after 5 working days, the onus is with the applicant to confirm application receipt by emailing [skillsbootcamps@london.gov.uk](mailto:skillsbootcamps@london.gov.uk) with the evidence of submission e.g. a screen shot of sent email showing time sent. The applicant must ensure all stated application documents are completed and attached as required at the time of submission.

Example of zip file, sub folder and document naming below:



ApplicantName 10000000 Bid



ApplicantName 10000000 SSQ



Sector 3 - FF - BootcampName - UKPRN - 001



FF BootcampName - 001



FF BootcampName - 001



FF 001 EmployerName



FF 001 EmployerName



FF 001 EmployerName

Create a separate folder for each bootcamp

Suffix each bootcamp with a unique number (001, 002 etc)

Attach the requisite quantity of Employer Statements of Support. These can be submitted in Word or pdf format



Sector 3 - CF - BootcampName - UKPRN - 002



CF BootcampName - 002



CF BootcampName - 002



CF 002 EmployerName



CF 002 EmployerName



ApplicantName 10000000 Financial

Please review Financial Health Requirements and Guidance

## Annex A: Additional Guidance for Bootcamp Application Evaluation Scoring

### Quality Evaluation Scoring Criteria

Each question will be assigned a score according to the **Table 4 on the following page. 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.

Applications will be scored via the following process:

- 1) Each bootcamp will be scored for quality.
- 2) Questions 1 to 4 in Part B will each need to score a pass mark of 3 or above to proceed.
- 3) If Questions 1 to 4 in Part B have each scored a minimum pass mark of 3, Questions 5 to 11 will then be scored.
- 4) All weighted scores to Questions 1 to 11 will be added together to create a combined Quality Weighted Score.
- 5) The pass mark for the combined Quality Weighted Score is 60%.
- 6) Each bootcamp that passes the Quality Weighted Score pass mark of 60% will then be scored for price.
- 7) Both the Quality Weighted Score and the Price Weighted score will be combined to achieve a Final Weighted Score per bootcamp.

**Table 4 – Question Score Criteria**

<b>Score</b>	<b>Acceptability</b>	<b>Criteria for Scoring</b>
5	<b>Excellent</b>	<p>The response <b>fully and successfully meets</b> the criteria detailed 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 to support the response.</p>
0	<b>Unacceptable</b>	<p>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.</p>

Each question has been assigned a weighting as indicated in **Table 5** below. These weightings are presented on a scale of 0-100%.

**Table 5 – Weighting of questions in Bootcamp Application Form Part B**

	<b>Fully Funded Bootcamp Application Questions</b> <b>700 word limit per question</b>	<b>Co-Funded Bootcamp Application Questions</b> <b>700 word limit per question</b>	<b>Weighting</b>	<b>Must achieve a pass score of 3 to proceed</b>
<b>1</b>	Experience of delivering training in this sector	Experience of delivering training in this sector	14%	Yes
<b>2</b>	Bootcamp strategic alignment	Bootcamp strategic alignment	12%	Yes
<b>3</b>	Co-design with employers to meet skills needs to fill vacancies	Co-design with employers to meet skills needs	14%	Yes
<b>4</b>	Bootcamp curriculum and likelihood of progression to a successful outcome	Bootcamp curriculum and securing progression to a successful outcome	11%	Yes
<b>5</b>	Employer Engagement	Employer Engagement	7%	If questions 1-4 have passed, all questions will be scored and all 11 scores added together.  Total Quality Weighted Score pass mark is 60%
<b>6</b>	Recruiting learners	Onboarding learners	7%	
<b>7</b>	Training delivery model	Training delivery model	7%	
<b>8</b>	Learner wraparound support and pastoral care	Learner wraparound support and pastoral care	7%	
<b>9</b>	Increasing learners' employability skills	Employer Liaison and Agreements	7%	
<b>10</b>	Accurate data and evidence reporting	Accurate data and evidence reporting	7%	
<b>11</b>	Mobilisation Plan	Mobilisation Plan	7%	
			100%	