Invitation to Tender

Skills Bootcamps for Oxfordshire

2024/25

Contents

Introduction

OxLEP (OxLEP Skills) has successfully secured £1.7m of funding from Department for Education (DfE) to deliver Skills Bootcamps to people living or working in the Oxfordshire area. Funded by Department for Education (DfE) and working in partnership with Oxfordshire County Council, OxLEP are leading on the delivery of Skills Bootcamps.

Skills Bootcamps are part of the "Plan for Jobs", with the Department for Education (DfE) providing £3bn of the National Skills Fund (NSF) to help adults build skills for the economy of the future; Skills Bootcamps are a key element of this policy: Plan for Jobs - GOV.UK (www.gov.uk)

The overall aims of the Skills Bootcamps are:

- To deliver flexible training programmes lasting up to 16 weeks, based on employer/sector 'in-demand' skills need which may be either regulated (i.e., qualification based) or non-regulated (e.g., based on alignment with industry standards).

- To address the needs of adults (19+) who are full-time, part-time, unemployed, returning to work after a break or self-employed, providing individuals with wider access to opportunities to update skills and acquire specialist skills.

- To address the needs of employers and the wider economy, to deliver targeted interventions to meet short-medium term demand to fill vacancies.

- To help fill vacancies and bring individuals closer to better jobs (including those currently in employment).

Funding is 100% for independent learners (unemployed) and partial funding is available for employed learners who are sponsored by their employer:

- 90% funded for SME employers with 250 or less.
- 70% funded for large employers with 251 or more.

OxLEP did not appoint a provider to run the Digital Analytics Skills Bootcamp in its previous procurement and this Bootcamp is therefore being reprocured. OxLEP Skills anticipates that the Skills Bootcamps will be operational by **January 2025** and run through to **March 2025**. The maximum budget for the Digital Analytics Skills Bootcamp is £280,00. The deadline to submit tender applications is **Monday, 11th November 2024 at midday.**

Background

The Centre for Economics and Business Research predicted that Oxford would have the fourth fastest-growing economy in the UK by the end of 2023, driven by its world-renowned, high-growth sectors and large-scale inward investment. Employers state that one of their major frustrations is not being able to source the people they need to fulfil their potential – whether that is expediting growth plans, resourcing major projects, or developing new technologies at pace. Employers are being encouraged to look at new recruitment strategies to fill vacancies, and Skills Bootcamps will be an important part of these strategies.

OxLEP Skills Bootcamps programmes link directly to the Oxfordshire Local Skills Improvement Plan 2023. OxLEP Skills is basing its Skills Bootcamps on the economic evidence of this comprehensive report. The priority sectors set out in the Oxfordshire LSIP are:

- Construction and Built Environment

- Health and Life Sciences

- Care

- Hospitality and Visitor Economy

- Engineering/Manufacturing

- Haulage and Logistics

- ICT

OxLEP Skills is looking to procure external provision for Data Analytics Skills Bootcamp to be delivered in Oxfordshire by providers

Impact: Skills Bootcamps aim to reduce costs associated with traditional recruitment processes, quickly recruit, and upskill staff with the proper training and skills and boost productivity with motivated learners who can bring fresh ideas and perspectives.

Provider eligibility

Training organisations and employers who have or are working to establish relationships with employers in the Oxfordshire are eligible to apply for funding.

All applicants are required to demonstrate which employers in Oxfordshire they are working with to develop their Skills Bootcamp and how they will deliver Skills Bootcamps to people living, or working in, Oxfordshire. In addition, applicants must clearly demonstrate how outputs will benefit Oxfordshire businesses.

To deliver an organisation must be registered with the UK Register of Learning Providers. Organisations not currently registered can apply here UK [Register of Learning Providers (ukrlp.co.uk)](ukrlp.co.uk).

Data Analytics Skills Bootcamp Requirements

OxLEP Skills wants to procure the external provision to deliver the Data Analytics Skills Bootcamp to support those living or working in Oxfordshire, particularly in sectors with skills gaps and demand to fill vacancies. These include, but are not limited to:

- Skills Bootcamps must be delivered at **Level 3-5 or equivalent**.

- Courses on offer must be a **minimum of 100 Guided Learning Hours** (GLH) for new Digital Skills Bootcamps and a **maximum of 16 weeks**. Guided Learning Hours are the time a learner spends being taught or instructed by – or otherwise participating in education or training under the immediate (live) guidance or supervision of – a lecturer, supervisor, tutor or other appropriate supplier of education or training whether this in in person or online.

- Providers must demonstrate in their proposal the provision of a **'wraparound service'** of learner support (for example, using a coaching and mentoring approach, from programme application stage, during, and post programme, to move people into jobs/new roles and opportunities. This should include upfront screening of applicants, soft skills (or work readiness) training to support the occupational skills training, vacancy/role/opportunity identification, provision of pastoral services to help participants complete the programme, and follow-up services to participants and employers to support job placement mentorship, pastoral support) and high-quality advice and guidance to support the learner into a positive employment outcome (for example, CV writing support, mock interviews).

- DfE and OxLEP Skills requires all learners to receive a **guaranteed job interview** upon the completion of the Skills Bootcamp (in the case of a new job).

- Provision may be delivered face to face, remotely online (live) or a blended approach. **Pre-recorded content does not count towards Guided Learning Hours (GLH).**
- All training must either be accredited, aligned to occupational standards managed by the Institute for Apprenticeship & Technical Education, or utilise a recognised standard

for representing attainment (e.g. RARPA, SFIA). Where the third pathway is chosen, we would expect a higher standard of evidence for employer engagement.

- DfE and OxLEP Skills requires at least **80%** of those who start training will complete their course which includes **100%** of relevant learners1 being offered a guaranteed interview with an employer with appropriate vacancies. At least **75%** of learners who complete their course will have a positive outcome (a new job must be continuous employment for at least **12 weeks** or an apprenticeship, increased responsibilities or a new role with existing employer or increased opportunities for the self-employed) within **6 months** of completing their Skills Bootcamp.

- A successful outcome is either a new job/a new role/new responsibilities or access to new contracts.

Skills Bootcamp Delivery Model

All Skills Bootcamps must follow DfE's Skills Bootcamp Delivery Model as described in the Figure 1 illustration - see below.

The Data Analytics Skills Bootcamp should be delivered at **Level 3-5 or equivalent**. Any deviation to the rules must be agreed with OxLEP Skills in writing.
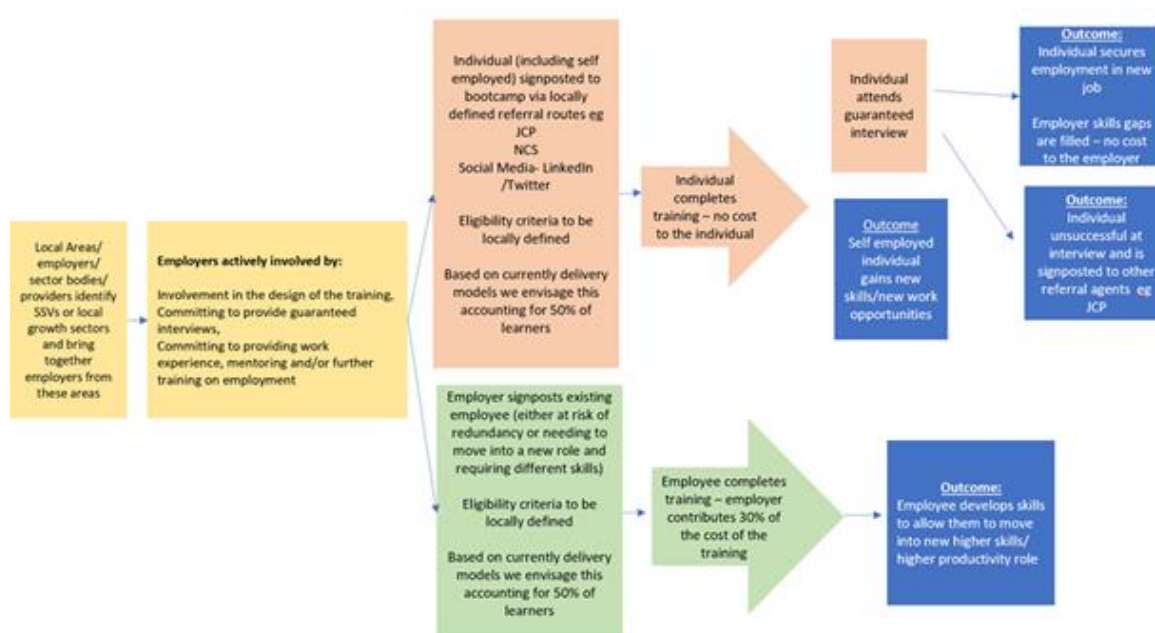

Figure 1- DfE's Skills Bootcamp Delivery Model

---

1 A relevant learner is a learner who is not sponsored by their existing employer and is not self-employed.

Providers are required to demonstrate evidence of employer involvement in the design, delivery and outcomes or proposed delivery of Skills Bootcamps.

Learner Eligibility and Considerations

Providers must only enrol learners who are aged 19 or older, on 31 August within the ESFA funding year.

- Learners must be aged 19 or older on or before **31 August 2024** for bootcamps starting between **01 August 2024 and 31 March 2025.**

- To be funded, learners must meet all the following criteria:
    - have the right to work in the UK. This can be checked on gov.uk/view-right-to-work and
    - meet residency requirements. Providers should refer to the Residency Eligibility section of the AEB funding rules before accepting an individual onto a Skills Bootcamp and live in England, further detail is provided below.

- Providers must ensure they:
    - (a) check the identity of every potential learner
    - (b) check that the potential learner meets the eligibility criteria of Skills Bootcamps, including age and residency requirements
    - (c) provide the learner with information about:
        - (i) the level of the Skills Bootcamp
        - (ii) length of the course
        - (ii) course outline, including modules taught
        - (iii) expected time commitment (including for Self-Guided Learning)
        - (iv) the offer of an interview on completion of the course, and
        - (v) potential employment outcomes, career progression routes, potential geographical location of the roles and salary expectations upon receiving a positive outcome completion of the Bootcamp
        - (vi) any other information useful for the learner to make an informed decision about enrolment.
    - (d) check that the potential learner understands the possible employment outcomes and intends to use the Skills Bootcamp to achieve an employment outcome which is related to the relevant Skills.

- Participants enrolled on DWP's Restart programme can access Skills Bootcamps. If providers are delivering both a DWP Restart programme and a Skills Bootcamp, they must ensure that they are delivering two separate sets of activities to receive funding from both programmes for an individual learner.

- Serving prisoners due to be released within 6 months of completion of a Skills Bootcamp and those on temporary release are also eligible.

- We want to ensure that the training is accessible to all eligible adults within the community. Recruitment for learners who are unemployed or self-employed and screening for learners who are employed must use a fair and open process.

- A learner may only undertake one Skills Bootcamp per funding year. Providers are required to ask prospective learners whether they have already undertaken a Skills Bootcamp in that funding year (1 April to 31 March) as part of the eligibility process. However, where an individual starts a Skills Bootcamp and then realises that it is not suitable for them for whatever reason, they may start, and be funded for, another Skills Bootcamp so long as the first milestone payment has not been reached.

- No prior attainment is required unless specifically prescribed by an employer and/or specifically related to the job and sector within which the vacancies or development opportunities are offered.

- When recruiting learners, providers must have robust screening processes to ensure learners have the baseline skills, attitudes, and competencies to successfully complete the course.

- Charging learners in any form, including consumable and devices required for the duration of the Skills Bootcamp is not permitted. This includes any proposals that involve asking learners to pay the funding back afterwards.

- Preference should be given to learners who either live, work or plan to work in Oxfordshire and the funding must look to support training for jobs in this geography. However, we will consider enrolling learners on margins of the Oxfordshire County borders on a case-by-case basis, where attending an Oxfordshire Skills Bootcamp is easier geographically for the learner to attend.

- A Provider may deliver Skills Bootcamps remotely, online or face to face or through a blended approach. **Pre-recorded content does not count towards Guided Learning Hours (GLH).**

- Providers must make reasonable adjustments, as appropriate for those learners with Protected Characteristics (as defined by the Equalities Act (2010)).

- DfE and OxLEP Skills expects all independent learners (not co-funded by their employer, and not self-employed) to progress on to a guaranteed job interview upon the completion of the Skills Bootcamp. This should be a genuine vacancy related to the skills gained through the Skills Bootcamp and the job must be expected to last at least 12 weeks. Providers should ensure interviews are offered to all independent learners; without the offer of an interview the Skills Bootcamp is not complete.

Learner Support

Providers will need to go through an Initial Advice and Guidance process ("IAG") with every potential learner to deliver a 'wraparound service' of career and personal development. Support is required for each potential learner, and it must be tailored accordingly (for example, using a coaching and mentoring approach from the programme application stage, during and after the programme, to move people into jobs/new roles and opportunities).

Providers must include upfront screening of applicants, soft skills (or work readiness) training to support the occupational skills training, vacancy/role/opportunity identification, pastoral services to help participants complete the Skills Bootcamp, and follow-up services to participants and employers to support job placement mentorship.

Monitoring and Evaluation

As Skills Bootcamps are still in development and being evaluated by DfE, providers will be required to engage with DfE and OxLEP Skills to conduct random sampling checks of learner and employer evidence throughout the contract period. All activities carried out will be coordinated with OxLEP Skills.

This may include, but not be limited to the following:

- Observations of teaching and learning. This may include the provision of behavioural skills support, coaching and mentoring, design, and the delivery of content.

- Evaluation of evidence of interviews taking place and where the employers have recruited participants.

- Evaluation of the level of learner and employer engagement and suggesting improvements.

- Evaluating the curriculum to ensure it is fit for purpose and delivers on the key aims of the Skills Bootcamp.

- Evaluating how well the delivery meets the needs of the learners and employers, including delivery methods.

- All activity sampled will receive a report detailing the findings from the visit. This report will be issued to all the relevant parties.

- All reports issued will be followed up on to ensure improvements are made, and delivery remains high-quality.

Ofsted utilise the education inspection framework, and will cover Intent, Implementation, and Impact:
- [Education inspection framework (EIF) - GOV.UK (www.gov.uk)](www.gov.uk)

Ofsted published the Skills Bootcamp thematic survey, which identified where they had concerns on the quality of delivery of Skills Bootcamps across the country:

- [Skills Bootcamps will help plug skills gaps, but improvements are needed - GOV.UK (www.gov.uk)](www.gov.uk)

Data Collection

All providers must submit data using the DfE Data Submission Sheet. A draft version of the Data Submission Sheet is included. However, it is subject to change. This data collection is mandatory and must be submitted monthly via the spreadsheet template supplied by OxLEP Skills. We will use it for audit, assurance, and evaluation purposes.

Providers must have a robust approach to data collection, surveys, job interviews and case studies. All data collection must be compliant with GDPR. OxLEP Skills will outline further information regarding the process upon Award of Contract.

Publicity and Communications

Providers must create a marketing/communications plan to promote the Skills Bootcamps to employers and learners and ensure branding meets OxLEP Skills guidelines and DfE branding requirements.

There is no requirement for providers to create their own Skills Bootcamp branding as a toolkit will be provided with Skills Bootcamps templates and logos to support alignment to the national brand. OxLEP Skills will provide further information upon the Award of Contract.

Skills Bootcamps must be referred to publicly as 'Skills Bootcamps', and not shortened to Bootcamps or Bootcamp.

Providers must also provide a web link to more information about their Skills Bootcamp(s) and how learners can sign up. The link will be shared on the Skills Bootcamps Gov.uk web page, which will be created here: Find a Skills Bootcamp.

Payment Profiles

Provider Payment Profile

Milestone 1 Payment	Milestone 2 Payment	Milestone 3 Payment
45%	35%	20%
Learner Start – completion of 14 qualifying days of learning and completing 10 guided Learning Hours (GLH)	Learner completion with a guaranteed interview or confirmation of new skills.	Successful positive outcomes, new job, responsibilities, or progression.

All providers will submit data and evidence to OxLEP Skills every month as a minimum. Payments will be made monthly in arrears on receipt of a completed data and claims spreadsheet.

All providers must submit evidence to support the milestone payments. It is a DfE and OxLEP Skills requirement for evidence to be submitted and inspected before payment is made.

All providers will be required to meet with OxLEP Skills nominated individual at least monthly for a review. The OxLEP Skills Bootcamps team will be available to provide support and respond to questions.

Please note: The milestone payments may differ to other geographies and DfE Skills Bootcamp contacts.

Cost Per Learner

As providers will tailor delivery to the needs of the employers/learners, we anticipate that delivery costs may vary across providers.

Please note: The 30% or 10% contribution made by an employer for a staff member placed on a Skills Bootcamp so they can progress in the workplace, will be deducted from the funding paid to the provider.

Funding Conditions

Providers must not transfer funding between the following budgets:

- Skills Bootcamps
- ESFA funded AEB
- 19-24 Traineeship Programmes
- Level 3 Adult Offer
- Apprenticeships
- Advanced Learner Loans Bursary Fund
- Advanced Learner Loan Facility

Further details of Requirements

OxLEP Skills is looking for a single supplier or consortium to deliver the Data Analytics Skills Bootcamp. OxLEP Skills expects to award a single contract in respect of this procurement.

Skills Bootcamp Outputs and Outcomes and Funding Milestones

To be defined by the bidder in response to this process, but should include as a minimum:

Outcomes

Outcomes	KPI	Deadline
Learner Completions	80% of those who start training will complete their course.	By close of contract.
Guaranteed Interview for each Relevant Learner on the Skills Bootcamp.	100% of relevant learners[2] being offered a guaranteed interview with an employer with appropriate vacancies. *A Relevant Learner is one who is not training with support of their existing employer or are self-employed.	By close of contract.

---

[2] A relevant learner is a learner who is not sponsored by their existing employer and is not self-employed.

Outcomes	KPI	Deadline
Learner Outcomes / Career Progression	75% of learners will have a positive outcome within 6 months of completing their Skills Bootcamp.	By close of contract.
New Skills	100% acquired new skills within the scope of the Skills Bootcamp.	By close of contract.
Referral to alternative Opportunities	100% unsuccessful at post completion interview will be referred other opportunities.	By close of contract.
Employer Engagement	100% Evidence Employer Engagement at the Design Stage, during the Delivery Stage and Post Skills Bootcamp Stage, supporting the Learner into the improved outcome.	At mobilisation, during the contract and at contract close.
Employer Co-Funding	Where they are training their own existing employees, all employers must co-fund the training with a cash contribution[3].	Large Employers[4] will need to pay 30% of Skills Bootcamp Cost. SME's[5] will need to pay 10% of the Skills Bootcamp cost**

Outputs

Outputs	Details	Deadline
Monthly Data Submission to OxLEP Skills nominated individual.	Provider to submit Data Submission to reflect delivery carried out.	5th working day of each month throughout the contract.

---

[3] Employee defined as directly employed by the employer, not a worker, sub-contractor, or freelancer.
[4] Large Employer define as a business with more than 250 employees.
[5] SME defined as an employer with less than 250 employees.

Outputs	Details	Deadline
Provide regular quarterly reports of progress to OxLEP Skills nominated individual.	Provider and OxLEP Skills will meet quarterly either virtually or face-face and will include a report that supports the wider programme reporting. Reporting should include, but not be limited to, performance against KPI's, subcontracted work, delivery plans and timeline/progress. Any project changes or concerns/ issues/risks to delivery and outcome achievement to be reported in a reasonable timeframe for changes/interventions to be agreed.	Throughout the contract.
Regular monitoring and evaluation of education and outcomes.	OxLEP Skills and DfE will conduct random sampling checks of learner and employer evidence throughout the contract period. All activities carried out will be coordinated with OxLEP Skills.	Throughout the contract.
Regular audits of learner/employer files.	OxLEP Skills will conduct regular audits of learner and employer files prior to making payments. We plan to have this conducted by the 10th working day of each month.	Throughout the contract.
A draft Summary report to be provided to OxLEP Skills nominated individual.	Including all outcomes, detailed spend statement and evidence, details of due diligence and quality assurance. Development of case studies and lessons learned. The OxLEP Skills nominated individual will liaise to agree any amendments/additional information required.	By month 1 of the close of contract.
Report/Handover final outcomes report of performance against KPI's to OxLEP Skills nominated individual.	A written report detailing all outcomes, detailed spend statement and defrayal evidence, details of due diligence and quality assurance.	By month 3 of the close contract.

Milestone Payments and Funding

Milestone	Details	Payment
Learner Starts	14 Qualifying days and 10 guided learning hours (GLH) for each learner.	45% of total
Learner Completions	Completion of the course plus relevant learners guaranteed interview. Minimum 80% completion of the course.	35% of total
Learner Progression/Outcome	Employed Learners being supported by their employers: Should get a new or different role within 6 months of completion of their Skills Bootcamp, that utilises the skills acquired in the Skills Bootcamp. Self-employed Learners: Should secure new opportunities/contracts within 6 months of completion of their Skills Bootcamps, that utilises the skills acquired in the Skills Bootcamps. Unemployed Learners/ Independent Learners: Should get a new job (which can be an apprenticeship) within 6 months of the completion of their Skills Bootcamp.	20% of total

Bid Process and Next Steps

The deadline for submission is no later than **Monday, 11th November 2024 at 11:00am**. Submissions are to be emailed to skills@oxfordshirelep.com following the format provided in Appendix One.

The tender response will be assessed against the criteria set out below, with the aim to award the contracts by **Thursday 2nd January 2025.**

Tender Indicative Timetable

Date	Tender Schedule
Friday, 1st November 2024.	Deadline for any queries in relation to this tender.
Monday, 11th November 2024 at 12:00pm (midday).	'Skills Bootcamp' proposals to be submitted to skills@oxfordshirelep.com. For attention of Skills Bootcamp Co-ordinator. We recommend that you set a delivery receipt to your email.
Tuesday 12th November 2024 – Tuesday 26th November 2024.	Assessment (scoring) of proposals received.
Monday 2nd – Thursday 5th December 2024	Interviews with the three top scoring bidders.
Tuesday, 10th December 2024	Suppliers will be notified.
Friday 20th December 2024	Standstill Period ends.
Thursday 2nd January 2025	Contract and Commencement.

Skills Bootcamps Timeline

We anticipate that the Bootcamp will be contracted in **January 2025** and activity will commence immediately with all learners started by **31st March 2025**. Programme close and draft reporting to OxLEP Skills by **31st July 2025**, Final reporting to OxLEP Skills will be outlined in the contract.

Budget

The maximum budget available for the Data Analytics Skills Bootcamp is £280,000.

Tender assessment process

OxLEP will operate a two-stage assessment and selection process for this procurement.

Complete responses submitted in the correct format on or before the deadline will be scored independently by two assessors within OxLEP in line with the Tender Evaluation Weighting and Evaluation Criteria set out below.

Following assessment, the highest scoring three tenders will be invited to interview (see below). Following the interview stage OxLEP will select the most economically advantageous tender, and all respondents will be notified of the outcome.

Tender Evaluation Weighting and Evaluation Criteria

Criteria	Weighting (%)	Evaluation Criteria
Delivery	15%	Demonstrate a clear understanding of the requirements and a clear and compelling methodology for delivery. Demonstrate strong alignment to local data and labour market information, which could be in areas of deprivation that meet local employer needs.
Employer engagement	15%	Demonstrate a robust and effective employer recruitment strategy. Employers are actively supporting the proposal, either through curriculum development, delivery and/or interviews. Demonstrate an effective marketing, sales and mobilisation strategy for employers.
Learner engagement and outcomes	15%	Demonstrate a robust and effective learner recruitment, ongoing engagement and outputs realisation strategy. Demonstrate a strong and effective approach to learner support that supports learners pre the Skills Bootcamp, during the Skills Bootcamp and post the Skills Bootcamp to ensure that the learner achieves. Demonstrate an effective marketing, sales and mobilisation strategy for learner.
Data collection	15%	Demonstrate robust and effective data collection and management methods. Demonstrate experience in delivering successful programmes and due diligence and discretion for fund administration, eligibility, and compliance. Detail how quality will be upheld and monitored throughout the programme. Demonstrate delivery of previous, relevant programmes, to time and on budget. Demonstrate good project planning and management skills.
Case studies (previous experience and employer case studies)	10%	Demonstrate a track record of similar successful delivery and employer engagement.

Criteria	Weighting (%)	Evaluation Criteria
Price	30%	Provide detailed pricing break down and show how this will be allocated: - Staffing Costs (Sales Inclusive) - Marketing and Communications - Resources and delivery materials - Administration and Quality Assurance Demonstrate value for money.

Scores for each of the criteria (except price) will be allocated as follows:

Very Good - a thorough response, addressing ALL requirements in extensive detail, providing detailed evidence that gives confidence that the requirements can be met in full, with added value solutions.	9-10
Good - answer that covers the Specification or almost all aspects of the Specification, with strong supporting evidence. There are minimal concerns about whether the requirements can be met.	7-8
Satisfactory - answer covering the main points of the Specification with reasonable evidence to support this but leaving some small concerns about whether the requirements can be met.	5-6
Unsatisfactory - answer covers some elements of the Specification but there are significant concerns about whether the requirements can be met. Evidence supporting the requirement is weak and lacks detail.	3-4
Poor - answer does not address much of the Specification and there are major concerns about whether the requirements can be met. Little evidence to support the requirement is provided.	1-2
Question not answered or does not address any elements of the specification. No evidence to support the requirement is provided.	0

Scores for the Price criteria will be allocated as follows:

Bidders' price scores will be calculated based upon the lowest price submitted by Bidders.

The Bidder with the lowest price will be awarded the full score, with the remaining Bidders gaining a pro-rated score in relation to how much higher their prices are when compared to the lowest price.

In the example below price is scored out of 3:

Tenderer	Price	(price - lowest price) / lowest price = % of price which is above lowest price	Score Maximum points x (100% - % of price which is above lowest price)
1	£100	(£100 - £100) / £100 = **0.00%**	3 x (100%-0%) = **3**

2	**£125**	(£125 - £100) / £125 = **20.00%**	3 x (100% - 20.00%) = **2.4**
3	**£150**	(£150 - £100) / £150 = **33.33%**	3 x (100% - 33.33%) = **2.0**
4	**£175**	(£175 - £100) / £175 = **42.85%**	3 x (100% - 42.85%) = **1.715**
5	**£200**	(£200 - £100) / £200 = **50.00%**	3 x (100% - 50.00%) = **1.5**
6	**£300**	(£300 - £100) / £300 = **66.66%**	3 x (100% - 66.66%) = **1**

There are no minimum turnover criteria for this procurement, however you should provide accounts (or equivalent) for your previous financial year. If these are unavailable, you must explain why.

Interview Stage

The highest scoring three responses following the tender evaluation will be invited to interview. Interviews will take place in week commencing 2nd December 2024.

The Interview Panel shall comprise three individuals from OxLEP, and respondents will be required to prepare a short presentation describing their proposal, following which the Panel will ask all interviewees the same questions. These questions, and the presentation, will be scored, in line with the scoring criteria set out above. Each Panel Member shall score independently, and average scores shall then be calculated.

The tender with the highest average interview score shall be awarded the contract.

For the avoidance of doubt, the applicant with the highest average tender evaluation score will only be awarded the contract if they also achieve the highest average interview score.

Additional Information

Freedom of Information

All information provided by you in your response to this Invitation to Tender (ITT) will remain confidential and will not be disclosed to any other party except where required for official audit purposes or to the extent that OxLEP considers that disclosure is required pursuant to the Freedom of Information Act 2000 or any other applicable legislation, legal requirement, or code of practice.

Confidentiality

By receiving this ITT, you agree to keep confidential the information contained in the ITT or made available in connection with further enquiries and questions. Such information may be made available to your employees and professional advisers for the purpose only of responding to this ITT.

Material Changes

At any time before the award of the contract, OxLEP reserves the right to disqualify any organisation whose circumstances change to the extent that it ceases to meet the selection criteria or makes a material change in respect of its proposal unless substantial justification can be provided to the satisfaction of OxLEP. Where a Bidder becomes aware after having

submitted a Bid of a change in circumstances or information supplied, it should notify OxLEP of this as soon as possible.

Right to withdraw the ITT

OxLEP reserves the right to withdraw this ITT at any time during the process. We would only expect to exercise this right should there be a material change to the funding environment. OxLEP reserves the right to not select any of the supplier submissions received, should none of them be of sufficient quality.

Response to Tender

Thank you for your interest in providing a response to our tender invitation. Please use the information provided as the basis of your response to meet the requirements outlined.

You must:

- Submit a copy of the **Skills Bootcamps Application Form, Skills Bootcamps Scheme of Work (a high-level timeline) and Skills Bootcamps Risk Register** by **Monday 11ᵗʰ November May 2024 at midday.**

- Ensure your programme plan details scope and desired outcomes, particularly in terms of target employers and learners to be supported through this programme.

- Provide evidence that you have relevant knowledge, experience, and skills in delivering successful local delivery with a particular focus on Skills Bootcamp delivery or short course delivery where appropriate.

- Demonstrate evidence of strong and effective employer engagement – employers are actively supporting the proposal, either through curriculum development, delivery and/or interviews

- Demonstrate evidence of a robust and effective learner recruitment strategy.

- Demonstrate evidence of a strong and effective approach to learner support that supports learners pre the Skills Bootcamp, during the Skills Bootcamp and post the Skills Bootcamp to ensure that the learner achieves one of the following:

    - Offer of a new job and continuous employment for at least 12 weeks.
    - An apprenticeship.
    - A new role or additional responsibilities with an existing employer.
    - New contracts or new opportunities for the self-employed.

- Demonstrate that you have a robust data and quality management in place to meet the requirements of DfE.

- Demonstrate strong alignment to local data and labour market information, which could be in areas of deprivation that meet local employer needs.

- Demonstrate that you have a well-planned curriculum for the Skills Bootcamp you plan to deliver.

- Demonstrate internal capacity to deliver Skills Bootcamp.

- Demonstrate an effective marketing and mobilisation strategy that will enable timely delivery.

- Demonstrate value for money.

If you have any queries, please email them to skills@oxfordshirelep.com for the attention of Skills Bootcamp Co-ordinator. The final deadline for queries in relation to this tender is **Friday 1ˢᵗ November 2024.**

The completed response must be returned by **midday on Monday 11ᵗʰ November 2024. Please submit your response to** skills@oxfordshirelep.com for the attention of **Skills Bootcamp Co-ordinator.**

Appendix One

Response to Tender Format

Required:

1. Skills Bootcamp Application Form
2. Skills Bootcamp Risk Register
3. Skills Bootcamp Scheme of Work (a high-level timeline for which no template is provided, allowing respondents to create their own format)

Additional Documents Required:

- Employer Engagement Policy
- Equality and Diversity Policy
- Data Protection Policy
- Quality Assurance Policy

As well as the response requirements set out elsewhere in this tender invitation, please ensure your tender response captures the following:

1. Your Approach
2. Pricing
3. Quality Assurance

Please set out clearly in your proposal document any relevant assumptions that you have made in determining your response under each of the above sections.

Under the Approach section of your response please make clear which partner organisation(s) will be deployed to deliver individual elements of your service approach.

End