Invitation to Tender

Skills Bootcamps for Oxfordshire – Phase 1

2025/26

Contents

Introduction

Enterprise Oxfordshire Skills is managing, on behalf of Oxfordshire County Council, £2,082,040 (ex. VAT) of funding from Department for Education (DfE) to deliver Wave 6 of the Skills Bootcamp programme in Oxfordshire to support key national priority sectors including Digital, Business Administration, Early Years, Care Services, Transport and Logistics, Green Skills and Construction (a) The Built Environment and (B) Green Skills.

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 Skills Bootcamps programme for Oxfordshire aims to deliver flexible training programmes lasting up to 16-weeks, based on employer/sector 'in-demand' skills needs which may be either regulated (qualification based) or non-regulated (based on alignment with industry standards) enabling adults (19+) to undertake training around work and/or other commitments, in order to gain additional responsibilities, or access new opportunities and will offer a guaranteed job interview to all learners who take part in the Skills Bootcamp.

The Skills Bootcamps benefit employers by helping them address critical skills shortages, improving productivity, and develop a workforce capable of meeting both current and future demands. By closing the specific skills gaps, the programme contributes to overall economic growth of Oxfordshire, ensure that local businesses have the skilled workforce needed to drive long-term success.

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).

Enterprise Oxfordshire is looking to appoint providers to deliver 15 Skills Bootcamps. These will be procured over two phases:

- **Phase 1: ITT launch 28th May 2025 and submission deadline 4th July 2025**

LOT	Sector	Subject Area
1	Sales, Marketing & Procurement	Digital Marketing
2	Digital	Data Skills
3	Digital	AI in Business
4	Digital	Cyber Security
5	Business & Administration	Project Management
6	Engineering/ Manufacturing	Engineering/ Manufacturing

- **Phase 2: ITT launch expected 25th June 2025 and submission deadline 31st July 2025.**

LOT	Sector	Subject Area
1	Education & Early Years	Early Years
2	Care Services	Health & Social Care
3	Construction & The Built Environment	Green Construction
4	Construction & The Built Environment	Electrical Installation
5	Construction & The Built Environment	Prisons -Green Construction
6	Construction & The Built Environment	Prisons - Built Construction
7	Transport & Logistics	HGV & Logistics
8	Green Skills	Solar PV and EV Charging
9	Construction & The Built Environment	Construction Supervision

Details of each individual Lot can be found in the relevant Lot specification

Please note: Enterprise Oxfordshire will be appointing a single supplier for each Lot and will only award a maximum of two contracts to any one supplier.[1]

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[1] N.B. If a supplier applies for three Lots and is the highest scoring bidder for all three, they will only be awarded the two highest scoring Lots.

Provider eligibility

The funding is available to any organisation delivering industry training, including but not limited to, private training providers, employer providers and colleges.

Providers must be registered on the UK Register of Learning Providers. Please note that all successful providers (training and employers) must have a UKPRN number, please follow this link: UK Register of Learning Providers

Private training providers and other organisations applying for funding must demonstrate clear links to employers within the Oxfordshire region. Employers applying for funding must be operating within the Oxfordshire.

Providers do not have to be Oxfordshire based but must have a physical site in Oxfordshire for Face-Face delivery of the Skills Bootcamps and must demonstrate in their response how face-to-face delivery will be carried out in Oxfordshire and the links that they have to the county. The provider's learning site must be a physical location that is suitable and accessible. Enterprise Oxfordshire Programme Lead will need to visit the site within 3 months of the signing the Services Agreement. If it is not fit for purpose or inaccessible your funding will be withdrawn.

Providers must ensure that it has employees with appropriate qualifications, Disclosures and Barring Services (DBS) in place as well as the experience to undertake the training and provide the management information required throughout the duration of the programme.

As part of their service, the Provider will follow the rules in Part 2 of the Keeping Children Safe in Education guidance. This is to make sure they protect and support the welfare of high needs learners up to age 25 who are receiving education or training at their institution or through the Provider, even in settings outside the Provider's direct control.

Providers must ensure that there is no charge to the individual learners for any element of the Skills Bootcamp. If this is found to be the case your funding will be withdrawn.

Providers are not permitted to enrol their own staff onto a Skills Bootcamp that they are delivering. This ensures the integrity of the programme and avoids conflicts of interest. If a provider is found to breach this requirement, any and all funding will be withdrawn, and further action will be taken in line with contractual compliance.

Applications must complete the Selection Questionnaire Annex in full and any supplier found to have made a false declaration will be excluded. Any supplier which has had a contract terminated in the past two years for any reason will be excluded.

Suppliers are required to demonstrate that they have a trading history of at least two full years and meet our specified financial standing requirements. Suppliers must demonstrate that their turnover over one or more of the preceding two financial years must be at least equal to 200% of the value of the Lot for which they are applying.[2]

Suppliers must hold Cyber Essentials or Cyber Essentials Plus certification.

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[2] N.B. Where a supplier is successful in two Lots, but their turnover is only equal to 200% of one or the other of the two Lots *but not both Lots combined*, then they will only be awarded one Lot. The awarded Lot will be the highest scoring of the two Lots.

Lot Specific Information

Specific requirements for each Lot are set out in the specification for each Lot, including:

- Programme Requirements for the specific Lot
- Programme Funding Requirements for the specific Lot
- Learners Eligibility
- Curriculum and Delivery
- Audit, Data and Reporting
- Payments and Charging
- Programme Management
- Quality Assurance
- Performance Measurement

Publicity and Communications

Providers must create a marketing/communications plan to promote the Skills Bootcamps to employers and learners and ensure branding meets Enterprise Oxfordshire 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. Enterprise Oxfordshire 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.

Bid Process and Next Steps

The deadline for submission is no later than **Friday, 4th July 2025 at 11:00am**. Submissions are to be emailed to SkillsBootcamps@enterpriseoxfordshire.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 31st July 2025.** We will keep all bidders updated if this timescale changes.

Tender Indicative Timetable

Date	Tender Schedule
Monday, 23rd June 2025	Deadline for any queries in relation to this tender.
Friday, 4th July 2025 at 11:00am	'Skills Bootcamp' proposals to be submitted to SkillsBootcamps@enterpriseoxfordshire.com
Monday 7th – Friday 18th July 2025	Assessment (scoring) of proposals received.
Monday 21st – Tuesday 29th July 2025	Interviews with the three top scoring bidders.
Thursday, 31st July 2025	Suppliers will be notified.
Thursday 14th August 2025	Standstill Period ends.
Monday 18th August 2025	Contract and Commencement.

Skills Bootcamps Timeline

We anticipate that the Bootcamp will be contracted in **August 2025** and activity will commence immediately with operational delivery completed by 31st March **2026**. Programme close and draft reporting to Enterprise Oxfordshire Skills by **30th September 2026**, Final reporting to Enterprise Oxfordshire Skills will be outlined in the contract.

Tender assessment process

Enterprise Oxfordshire 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 Enterprise Oxfordshire 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 Enterprise Oxfordshire will select the most economically advantageous tender, and all respondents will be notified of the outcome.

Submission documents

You must submit the following documents:

- Selection Questionnaire
- Annex A - Application Form
- Annex B – Employer Engagement
- Annex C – Scheme of Work
- Annex D – Financial Breakdown
- Copy of accounts for the last two years demonstrating that you meet the financial standing requirements
- Business Continuity Plan
- Copy of Cyber Essentials or Cyber Essentials Plus certificate

Tender Evaluation Weighting and Evaluation Criteria

Criteria	Weighting (%)	Evaluation Criteria
Experience in Delivering Skills Bootcamps	15%	To what extent does the bidder: • Demonstrate successful delivery or training in the proposed sector. Evidence must include scale, learner numbers, and relevance to Skills Bootcamps. • Demonstrate experience in designing and delivering employer-responsive training, including how employer needs were identified and addressed. • Show clear methodology for supporting learners into employment, new roles or progression routes aligned to Skills Bootcamp aims. • Demonstrate achievement against the Skills Bootcamp KIPs: 100% learners forecast will start, (M1) 75% positive outcomes (M3), with evidence of meeting these in previous contracts.

Criteria	Weighting (%)	Evaluation Criteria
Employer engagement	20%	To what extent does the bidder: • Detail a realistic plan and dedicated resources to source employer vacancies and secure learner outcomes (e.g., interviews, employment, or new responsibilities). • Detail how existing employer networks, partnerships, and industry connections to support and enhance leaner progression. • Detail a clear plan for ongoing involvement from employers (e.g. interview prep, guaranteed interviews, feedback and curriculum co-design) with engagement points across delivery. • Detail a realistic plan for targeting SMEs. Include SME engagement plans, partnerships, and how you will meet or exceed the 60% target.
Skills Bootcamp Curriculum	10%	To what extent does the bidder: • Demonstrate how the curriculum reflects up-to-date local labour market intelligence. • Detail how employability skills are integrated into the learning journey, not just appended. • Demonstrate how the Skills Bootcamp has been tested with employers and learners have a realistic chance of progressing. • Detail a clear plan to provide wraparound support throughout the programme. • Set out how the curriculum includes recognised qualification or maps to technical/industry standards.

Criteria	Weighting (%)	Evaluation Criteria
Training and Delivery Model	5%	To what extent does the bidder: • Explain which delivery mode is used each component and why. • Outline where in-person sessions will take place and how they are structured. • Describe how missed sessions will be addressed to prevent learner withdrawals. • Explain how learner progress will be tracked, report and supported.
Recruiting and Onboarding Learners	12.5%	To what extent does the bidder: • Describe the effectiveness of the recruitment strategy and how it targets diverse and underrepresented groups of learners. • Describe how learners will be assessed for motivation, readiness and interest before enrolment. • Explain the process to ensure learners understand course content, time commitment, expectations, and progression pathways. • Explain how learners who are not suitable for the Skills Bootcamp will be supported and signposted elsewhere. • Detail specific outreach events or collaborative recruitment activity.

Criteria	Weighting (%)	Evaluation Criteria
Data Management, Evidencing and ILR Reporting	12.5%	To what extent does the bidder: • Describe your approach to collecting, recording, and maintain accurate learners and employer data throughout the lifecycle of the programme. • Explain how Enterprise Oxfordshire issued forms and templates will be completed accurately, fully signed (wet or digital signature) and submitted to the Microsoft Teams Channel on time. • Demonstrate understanding of ILR Data fields, timetabled submission dates and assigned ILR expertise within the organisation. • Describe the systems and approach for ensuring timely claims for M1, M2, M3. Define the claim review and sign off process and tracking tools for claims progress per learner • Describe the internal audit checks, secure storage and access protocols, role-based data permissions. • Describe audit trail management.
Mobilisation and Delivery Timeline	5%	To what extent does the bidder: • Outline a clear and structured mobilisation plan that ensures the delivery is ready in line with Enterprise Oxfordshire timelines.
Social Value	10%	To what extent does the bidder: • Demonstrate delivery of Social Value in the delivery of the contract. • Demonstrate that the Social Value offered is realistic and proportionate to their delivery.

Criteria	Weighting (%)	Evaluation Criteria

Criteria	Weighting (%)	Evaluation Criteria

Price	10%	Price scoring methodology is set out below.
		
		Bidders must:
		
		• 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

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

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 per learner submitted by Bidders.

The Bidder with the lowest price per learner 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 per learner.

Price per learner will be the total price divided by the number of learners.

In the example below price is scored out of 3:

Tenderer	Price per learner	(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 minimum turnover criteria for this procurement, and you must demonstrate that your turnover for one or both of the previous two financial years was at least 200% of the contract value. You must provide accounts (or equivalent) for your previous two financial years. If these are unavailable, you must explain why.

Interview Stage

The highest scoring three responses in each Lot following the tender evaluation will be invited to interview. Interviews will take place 21st – 29th July 2025.

The Interview Panel shall comprise three individuals from Enterprise Oxfordshire, 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 Enterprise Oxfordshire 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, Enterprise Oxfordshire 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 Enterprise Oxfordshire. Where a Bidder becomes aware after having submitted a Bid of a change in circumstances or information supplied, it should notify Enterprise Oxfordshire of this as soon as possible.

Right to withdraw the ITT

Enterprise Oxfordshire 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. Enterprise Oxfordshire reserves the right to not select any of the supplier submissions received, should none of them be deemed to be of sufficient quality or to deliver the specification for the relevant Lot.

Queries

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.

If you have any queries, please email them to SkillsBootcamps@enterpriseoxfordshire.com. The final deadline for queries in relation to this tender is **Monday 23rd June 2025.**

The completed response must be returned by **11am on Friday 4th July 2025. Please submit your response to** SkillsBootcamps@enterpriseoxfordshire.com.