

Enterprise Cheshire and Warrington (ECW)

INVITATION TO TENDER

FOR

Evaluation of the Skills Bootcamps Programme

17/11/2025

ECW REF: SkillsBootcampsEvaluation2025

Return Date of ITT: 19/12/2025, 16:00

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SECTION 1 – The ECW Profile

Enterprise Cheshire and Warrington (ECW), a council-owned organisation, works alongside elected leaders to make the region the healthiest, most sustainable, inclusive, and growing place in the country.

We collaborate with the three local councils, industry leaders, and community partners to shape economic and transport strategies, deliver skills and employment training and business support, and ensure that the voice of business is heard in local decision-making. Through its Marketing Cheshire division, ECW also champions the region as an outstanding place to live, work, invest, study, and visit.

Skills Bootcamps is a Department for Education (DfE) funded programme of short training sessions focused on intermediate (A-Level or equivalent) level skills but not necessarily full qualifications. The skills bootcamp programme addresses the key Cheshire and Warrington skills and employment challenges of encouraging more employer investment in skills and increasing the numbers of local residents with Level 3 skills.

The bootcamps must be designed around the needs of employers to help recruit or train existing staff and provide individuals with the skills needed to move into work or progress in work. The skills bootcamps can also support self-employed people to develop the skills they need for their business. Every bootcamp must be designed in consultation with employers and at the end of each bootcamp employers must be prepared to offer job interviews to unemployed learners or opportunities to change the nature of existing jobs for learners.

The Cheshire and Warrington Skills Bootcamp programme is growing in strength. The Local Enterprise Partnership (LEP) ran programmes in 2022/23 (£1.04 million budget) and 2023/24 (£1.2 million budget) and ECW has continued to run the programme from 2024/25. The budget in 2024/25 was £2.5 million and in 2025/26 is £10.5 million. A wide range of local employers in a variety of sectors have worked with skills bootcamp providers to co-design, and in some cases, co-deliver training. A number of local partners have also worked with ECW to help market skills bootcamps and local Jobcentres have played a key role in matching local residents who are claiming benefits with skills bootcamps.

SECTION 2 – Scope of Procurement

This procurement exercise is being conducted as a below threshold open tender. The tender documents comprise this ITT document and its related appendices.

ECW are looking to procure specialised consultancy, analytical and evaluation support from a high-quality provider that delivers a service that is demonstrably focused on the needs of ECW and the Skills Bootcamps Programme.

This ITT sets out the information which is required to assess the suitability of bidders in terms of their management information experience, technical expertise, pricing and innovative solutions to meet the requirements of ECW for the reporting requirements for the Skills Bootcamps programme.

The successful bidder will be required to deliver services in accordance with all tender documents and the contract to be placed with the successful bidder. Tenderers are requested to study the specification in detail and ensure that the specified requirements can be met and thus your understanding of our requirements is reflected in your Pricing Schedule return.

The contract is expected to commence in January 2026, with the exact dates to be agreed depending on the agreement between the successful provider and ECW.

ECW wish to secure efficiencies and economies of scale by means of a procurement exercise for meeting the requirements detailed within this documentation. The principal benefits anticipated by ECW in this procurement include:

- Ability to maximise opportunities for best value and efficient services
- To allow bidders to explore efficiencies, which may be possible by suggesting innovative and cost-effective solutions
- Presentation of cost savings to ECW to maximise economical operational efficiency and value for money
- A resultant contract that meets the tender requirements and supports ECW with their ambition

The Contract will be awarded for an initial period of 3 month with an option to extend based on satisfactory performance through continuous monitoring and performance review.

SECTION 3 – Specification

ECW seeks to appoint an experienced and independent evaluation provider to deliver a focused and practical assessment of the Skills Bootcamps Programme. The purpose of this evaluation is to provide a clear understanding of the quality, effectiveness, and overall impact of the programme across the region, capturing the perspectives of learners, employers, training providers, and other key stakeholders. The findings will support ECW in strengthening future delivery models and ensuring that the Skills Bootcamps continue to meet the needs of both learners and employers.

The evaluation will assess the effectiveness of programme delivery and the extent to which it has achieved its intended outcomes. It will examine the experiences of training providers, learners and employers as well as local partners.

The evaluation will review initial engagement and onboarding through to the completion of delivery, assessing how effectively ECW's support mechanisms have functioned.

The evaluator will consider the level of alignment between the design of bootcamps and employer needs, the quality and consistency of delivery, and the barriers that providers may have faced in achieving successful outcomes. The review should also capture evidence of good practice and lessons learned that can inform future programme design.

Learner and employer experience is a central focus of the evaluation. The provider will be expected to explore how learners and employers first engaged with the programme, the clarity and accuracy of pre-course information, and whether the bootcamp content met expectations.

The evaluation should consider the accessibility and inclusivity of the bootcamps, the quality and balance between online and in-person learning, and how well learners and employers felt prepared both for the bootcamp itself and for subsequent employment, progression in work or impact on self-employment.

The role and effectiveness of wraparound support should also be examined, as well as longer term impact on employers and learner progression since completion.

The evaluation must assess whether learners have experienced changes in employment status, taking into account employed, self-employed, and unemployed participants. It should also explore longer-term career development, considering whether the skills gained through the bootcamps have provided lasting benefit, and if not, identify the reasons why. The evaluation should also explore the effectiveness of marketing in driving participation of employers and learners specifically towards Skills Bootcamps, rather than to providers more generally.

Employer engagement and satisfaction represent a key strand of this evaluation. The provider will assess how effectively employers have worked with ECW and the training providers, the benefits they have derived from engagement, and the quality of collaboration in the co-design process.

The evaluation should determine the extent to which the programme has helped to address intermediate-level skills gaps and assess employer satisfaction with learner readiness, job preparedness, and the relevance of the skills acquired.

Where outcomes have been limited, the evaluation should identify any barriers that restricted impact. It will also consider the nature and value of collaboration with the Department for Work and Pensions and Jobcentre Plus, assessing how these relationships have contributed to recruitment, participation, and overall programme success.

The evaluation provider will be required to propose a clear, proportionate, and robust methodology that combines both quantitative and qualitative approaches to ensure the generation of credible, evidence-based insights. The chosen methodology should demonstrate an ability to analyse available data, capture stakeholder experiences, and present findings in a form that is both rigorous and actionable.

The successful provider will deliver three key outputs: an inception plan setting out the agreed methodology, timeline, and evaluation framework; interim findings highlighting emerging themes and initial insights; and a final evaluation report presenting the full analysis, conclusions, and recommendations for future programme development.

The contract is expected to commence in January 2026 and will run for an initial period of three months. The evaluation should be completed within this timeframe, with sufficient opportunity for ECW to engage with the findings and apply the lessons learned to future Skills Bootcamp delivery.

SECTION 4 – Award Criteria

4.1 Award Criteria

The Contract will be awarded based on the following weighted award criteria:

	Award Criteria	Score
4.1.1	Understanding of and ability to carry out the requirements of the brief	40
4.1.2	Expertise and experience of nominated individuals, including their experience of delivering similar work	35
4.1.3	Price & Value for Money	25
	TOTAL	100%

4.2 Scoring Principles

Submitted Tenders will be assessed against the above criteria and scored using the following points system principles:

Scoring criteria	Score
Failure to respond or irrelevant information which fails to meet the requirement	0
Response is inadequate, significantly failing to meet the requirements	1
Response is unsatisfactory partially meets the requirement	2
Response is acceptable and meets the minimum requirement	3
Response is good - better than merely acceptable	4
Response is excellent, exceeds the requirement and gives added value	5

Clarifications maybe sought in writing, or by interview/presentation from the suppliers and scores adjusted accordingly. Visits to reference sites may also allow for adjustments to scores.

Full or partial proposals that in the opinion of ECW are unrealistically low or not reasonable sustainable (in terms of Quality or Price) may be rejected.

4.3 Supplier Evaluation

The evaluation of submissions will be on the criteria mentioned in **section 4**. The criteria will count for 100% of the overall evaluation with the relevant weightings listed next to each individual criterion stated below.

The supplier will be required to complete Appendix 2, providing basic information about the organisation.

The information supplied will be checked for completeness and compliance before Tenders are evaluated. Failure to comply with any of the requirements or any other specified requirements might render a tender liable to disqualification.

NOTE: If any criteria within the specification document are classed as non-compliant ECW will not be able to take your tender through to the next stage. If, however, you state that you are non-compliant and can provide an alternative solution, ECW reserve the right to consider the alternative solution. No guarantee will be given that the alternative solution will be accepted.

SECTION 5 – Submission requirements and timetable

5.1 Submission

Bidders are required to submit tenders in an electronic format (i.e. MS Word/PDF) of no more than eight pages A4 detailing how you would approach this commission, including:

- Your understanding of the brief and your ability to meet the requirements
- Your experience of delivering work of similar focus, scale, and budget
- Names, job titles and short role descriptions of the people who would work on this commission, noting their technical capabilities
- A breakdown of costs, including details of your day rate and estimated days/ hours for the design, build, testing, and publication of the final product.

5.2. Closing Date

The closing date and time for the receipt of submissions and all requested documentation relating to this stage is **16:00 hours (4pm)** on **19/12/2025**. Late submissions will not be accepted.

Submissions will only be accepted if they are returned via email to tenders@cheshireandwarrington.com Bidders should not send their completed submissions to/copy in any other email address.

Tenderers are advised that it is **compulsory** to complete and return **all** the following documents in the format provided as per the instructions of this ITT. All questions must be answered, where a question does not apply, please state “Not applicable”. Failure to complete the documents in full and/or provide all documentation will result in a non-compliant tender submission and will mean that your tender is not considered.

- 1. Tender Declaration (Appendix 1)**
- 2. Supplier Information (Appendix 2)**
- 3. Pricing Schedule (Appendix 3)**

5.3 Tender Queries

If you have any specific questions concerning this document or the process for submission of your proposal, then please email through to tenders@cheshireandwarrington.com no later than **02/12/2025 at 16:00 hours (4pm)**. Only questions submitted to this email address will be answered. Queries received after this date will not be accepted and will not be responded to.

It would be most helpful if queries could be submitted in one email rather than piecemeal. If any question or request for clarification is of material significance, both the question and the response may be issued for review by all potential providers in a suitably anonymous form. All communication received from potential providers will be treated in strict confidence but are subject to this paragraph.

5.4 Proposed Schedule of Events

The proposed schedule for the procurement process is as follows. However, the dates indicated, except for the return date should be regarded as indicative at this stage as ECW reserves the right to extend and / or amend the timetable as necessary. Any major changes will be communicated to all potential tenderers.

Activity	Date
Invitation to Tender (ITT) Live	17/11/25
Deadline for queries	02/12/25
ECW response to queries via email to all tenderers	09/12/25
Tender submission deadline	19/12/25
Evaluation of submissions	05/01/26-12/01/26
Bidders notified of contract award	13/01/26
Mobilisation Period	13/01/26-19/01/26
Contract signing	23/01/2026
Contract to start	24/01/2026

5.4 Instructions to tenderers

Bidders:

- Shall either destroy or return all documentation related to the tender process if ECW so directs
- Shall ensure that tenders are both technically and arithmetically correct. Should ECW discover any arithmetical errors in the bidder's tender prices then these shall be pointed out to the bidder who shall immediately correct the errors or they shall be asked to withdraw its tender or hold the prices submitted, at the discretion of ECW
- Shall not alter the ITT documents. Tender proposals will be deemed to comply entirely with the terms stated therein unless the bidder states otherwise in writing. If any alteration is made or if these instructions are not fully complied with, the tender proposal may be rejected
- Will be deemed to have satisfied themselves as to the sufficiency of their tender proposal and to have included in it all costs which may be incurred in the delivery of the services. They shall also be responsible for satisfying themselves as to the accuracy of all information associated with the contract and that all eventualities have been included.

The contract will be entered into based on the total tender package (inclusive of VAT) which will be included as part of the Contract Documents including any amounts or additions made and agreed during the tender proposal assessment period. ECW reserves the right not to contract or contract only in part with any bidder.

The information supplied within this ITT and accompanying documents reflects ECW's current view of the services required. Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. This ITT is issued on the basis that:

- ECW does not accept any liability, responsibility or duty of care to any tenderer for the adequacy, accuracy or completeness of this ITT or for anything said or done in relation to the procurement to which this ITT relates;
- ECW does not make any (express or implied) representation or warranty either about the information contained in this ITT or on which it is based, or about any written or oral information that may be made available to any bidder;
- Nothing contained in this ITT constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract;
- Neither this ITT nor any information supplied by ECW should be relied on as a promise or representation as to its future requirements;
- This ITT is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions

ECW reserves the right to suspend, cancel or withdraw the tender process at any time and will not be responsible for any costs incurred to potential suppliers.

SECTION 6 – Terms and conditions of tender submissions

Please see below for the terms and conditions of this tender. Through submitting a bid on this tender, you are committing to meet and abide by these terms and conditions:

6.1 Confidentiality and Disclaimer

This ITT is not an offer capable of acceptance but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of the ITT to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by ECW commits ECW to award a contract to you or any other bidder, even if all requirements stated in the ITT are met. ECW is not responsible directly or indirectly for any costs incurred by your firm in responding to this ITT and participating in ECW's procurement process.

All firms shall keep strictly confidential any and all information contained in this ITT, and other information or documents made available to it by or on behalf of ECW in connection with this ITT. The firms shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this ITT will confirm your agreement to observe these confidentiality requirements.

Contact by the firms with ECW during the bidding process should only be via the contact stated within this ITT. Respondents shall not offer or give any consideration of any kind to any employee or

representative of ECW as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with ECW.

6.2 Material Misrepresentation

ECW shall rely on the information provided by the bidder in relation to its offer. In providing the services as specified in the Invitation to Tender documents the successful bidder/tenderer shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

6.3 Collusive Bidding

Collusive bidding is unacceptable to ECW. Any tenderer that is caught by ECW to be circumventing rules or the law during this tender process will automatically be disqualified from the tender process.

This applies to any bidder who:

- a).** Fixes or adjusts the amount of his bid by or in accordance with any agreement or arrangement with any other person, or
- b).** Communicates to any person other than ECW the amount or approximate amount of his proposal (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender for instance) or,
- c).** Enters into any agreement or arrangement with any other person* that he shall refrain from bidding or as to the amount of any bid to be submitted, or
- d).** Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any Offer or proposed Offer for the Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to ECW and without prejudice to any criminal liability which such conduct by a bidder may attract)

*NB Sub-contracting is permissible where the bidder believes that this will enhance their proposal, however this must be clearly stated.

6.4 Bribery

Bribery means any offence under the Bribery Act 2010 or related Laws creating offences in relation to offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe

The Contractor agrees with the Client that this Contract will operate based on zero tolerance being shown towards any Fraud and/or Bribery. The Contractor shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud and Bribery by Staff and the Contractor (including its shareholders, members, directors) in connection with the receipt of monies from the Client and with the operation of this Contract.

6.5 TUPE

The following provisions regarding TUPE are extremely important. Please ensure that you read them carefully. ECW expects that TUPE will not apply to this contract.

In cases of TUPE Tenderers are advised to seek independent professional advice on the effect of TUPE. Tenderers must be prepared to accept all liabilities which may arise because of the application of TUPE, should it apply. ECW takes no liability regarding inaccuracy of TUPE information provided in this tender.

When submitting a Tender, Tenderers are required to include all costs relating to TUPE in their submission.

6.6 Data Protection Act Compliance

The successful bidder must comply with the UK General Data Protection Regulations (UK GDPR) and all applicable law concerning the processing of personal data and privacy. Full contract terms can be found within the terms and conditions (see Appendix 5).

ECW's privacy notice can be found at: <https://cheshireandwarrington.com/privacy-policy/>

6.7 Social Value

ECW's vision to be the healthiest, most sustainable, inclusive and growing economy in the UK, closely aligns to the Government's social value priorities.

Under the Public Services (Social Value) Act 2012 ECW must consider:

- a) how what is being procured might improve the economic, social and environmental well-being of the area where it exercises its functions, and
- b) how, in conducting the process of procurement, it might act with a view to securing that improvement.

In addition, the National Procurement Policy Statement ([National Procurement Policy Statement.pdf \(publishing.service.gov.uk\)](#)) sets out the following national priorities that should be considered alongside individual local priorities:

- creating new businesses, new jobs and new skills;
- tackling climate change and reducing waste, and
- improving supplier diversity, innovation and resilience.

All successful suppliers must be willing to work closely with ECW throughout the contract duration to assist them in achieving both their vision and their social value obligations.

ECW reserve the right to incorporate social value commitments made by the supplier as part of their tender submission into the resultant final contract.

APPENDIX 1 - FORM OF TENDER – TO BE COMPLETED AND RETURNED

Declaration by Tenderer

ITT Title: **Data and Reporting Support for Skills Bootcamps Programme**

1. I, *[insert name]*, certify that I am the person duly authorised to sign tenders for and on behalf of *[insert company name]*, the tenderer, and having read the documents, offer to supply the goods, services or works:
 - as set out in the specification and accompanying tender documents, samples and/or drawings
 - under the terms and conditions indicated
 - at the price (or prices) specified in the attached tender documentation
2. It is agreed that any or other terms and conditions of contract or any caveats, assumptions, reservations or exclusions that may be printed on correspondence emanating from the tender, or any Contract resulting from this tender, shall not be applicable to this tender or agreement.
3. I certify that this is a bona fide tender and that I have not fixed or adjusted the amount of the tender by, or under, or in accordance with any agreement with any other person. I have not done, and undertake that I will not do at any time before the hour and date specified for the return of the tender, any of the following acts:
 - Communicate to a person other than ECW, the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender
 - Enter into an agreement or arrangement with any other person that he/she will refrain from tendering or to the amount of any tender to be submitted
 - Offer, or pay, or give, or agree to pay any sum of money or valuable consideration, directly or indirectly to any person for doing, or having done, or causing to be done in relation to any tender or proposed tender, for the said work, any act or thing of the sort described above
4. I further certify that the principles described in paragraph 3 have been, or will be, brought to the attention of all subcontractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with the subcontractors, suppliers or associated companies will be made on the basis of the compliance with the above principles by all parties.
5. I understand that ECW reserves the right, unless the tenderer stipulates to the contrary in the tender, to accept such portion thereof as ECW may decide. ECW is not bound to accept the lowest or any tender.

6. I have obeyed the rules regarding confidentiality of tenders and will continue to do so as long as they apply.
7. I can confirm that I accept that any breach of any of the conditions could lead to any tender being rejected or to the rescission of the Contract by ECW.

Authorised Signatory	
Date	
Name in BLOCK LETTERS	
Job Title	
Telephone Number	
E-mail address	

Please ensure that the form is completed and signed before being returned with any other supporting documentation requested, by the due date and time. Use the checklist to ensure that you have submitted the relevant documents.

APPENDIX 2 - SUPPLIER DETAILS - TO BE COMPLETED AND RETURNED

1. COMPANY DETAILS

Please provide company details within the table below:

Question number	Question	Response
1(i)	Full name of the potential supplier submitting the information	
1(ii)	Registered office address (if applicable)	
1(iii)	Registered website address (if applicable)	
1(iv)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1(v)	Date of registration in country of origin	
1(vi)	Company registration number (if applicable)	
1(vii)	Charity registration number (if applicable)	
1(viii)	Head office DUNS number (if applicable)	
1(ix)	Registered VAT number	

APPENDIX 3 – PRICE SCHEDULE – TO BE COMPLETED AND RETURNED

<INSERT PRICE SCHEDULE HERE>