



Request for Proposals:

Related Technical Instruction for Apprenti in Cybersecurity Analyst, Software Developer, and Cloud Operations Specialist Occupations

Dear Prospective Training Provider,

Thank you for your interest in being considered to deliver training on behalf of Apprenti. The WTIA Workforce Institute dba Apprenti (“Apprenti”) was recently awarded a grant from the U.S. Department of Commerce (Good Jobs Challenge) to scale tech apprenticeships across the aerospace aviation and cloud related ecosystems. Over the next 3 years, Apprenti plans to use the proposed funds to place 2,000 apprentices, from mostly underrepresented groups, in aerospace/aviation and cloud related roles including Cybersecurity Analyst, Software Development, and Cloud Operation Specialist.

Our program is employer-driven, meaning that we schedule training on an ad-hoc basis when demand arises. Instruction is typically delivered prior to on-the-job training (OJT) and spans 2-5 months, depending on the occupational role. Total student effort should hover around 40-50 hours per week, meaning that a 10-week program should cover adequate material and assignments to occupy roughly 400 hours of student time. Please review the Apprenti occupational outlines with close attention to the role(s) you submit a training proposal for.

In this RFP, we ask for information about your current capabilities as well as your experience providing instruction in Cybersecurity, Software Development, and Cloud. Our goal is to identify existing resources and work alongside the training provider to build capacity, either through supplemental education or refining the existing offerings.

In addition to responding to the questions below, please provide:

- Course syllabus or learning objective summary, including a list of resources or materials required (e.g., computers, software, textbooks, or third-party tools requiring a user account)
- A sample schedule, broken down with a sample delivery schedule. Please separate into (1) instructor-led lecture and discussion (2) supervised lab time, and (3) unsupervised “open” lab or homework time expectations
- Instructor résumé/curriculum vitae

A. Provider Information

- Indicate the occupation(s) for which your organization is interested in providing training (Cybersecurity Analyst, Software Developer, Cloud Operations Specialist):
- Organization legal name:
- State of incorporation:
- Organization website:
- Locations where you can offer training, including virtual:
- Type of organization:
 - Community college (academic school or department)
 - Community college (non-credit/professional education school or department)
 - University (academic department)
 - University (professional/continuing education unit)
 - Non-profit code academy or bootcamp program
 - Non-profit training institution
 - Commercial code academy or bootcamp
 - Commercial training institution
 - Other (please describe):
- Point of contact:
- Please provide some general background information on your organization, its history, and its interest in becoming an Apprenti training provider:

Program Information

1. Program name:
2. Areas of study:
3. Certifications:
4. Length of program:
5. Are there any technical prerequisites for this program?
6. Are courses delivered in a synchronous or asynchronous (self-paced) format?
7. Delivery methods. Please describe the kinds of instructor and student activities contained in your curriculum:

<input type="checkbox"/> Live instructor	<input type="checkbox"/> Remote instructor	<input type="checkbox"/> Online video lectures
<input type="checkbox"/> Physical labs	<input type="checkbox"/> Virtual labs on student-owned PCs	<input type="checkbox"/> Virtual labs (remote/cloud)
<input type="checkbox"/> Online chat/forum	<input type="checkbox"/> Instructor office hours	<input type="checkbox"/> TAs/lab assistants available
<input type="checkbox"/> Written exams	<input type="checkbox"/> Practicum exams	<input type="checkbox"/> Projects
<input type="checkbox"/> Group projects	<input type="checkbox"/> Student presentations	<input type="checkbox"/> Cumulative capstone project
<input type="checkbox"/> Assigned reading	<input type="checkbox"/> Independent research	<input type="checkbox"/> Tutorials/demonstrations

8. Instructional breakdown. Using hours or percentages, please provide an overview of how student time is spent in the program:
 - Live instruction:
 - Supervised lab time:
 - Video/online prepared modules:
 - Unstructured lab time for projects or assignments:
 - Expected homework/self-study time:
 - Exams/practice exams/certification exams:
9. Do you use a learning management system (LMS) to manage students:
10. How are necessary software tools, if any, licensed for student use? When does student access expire?
11. Do you incorporate soft skills into your curriculum?
12. Does your program contain a cloud curriculum? If yes, please describe your curriculum.
13. Does your program contain aerospace and aviation industry curriculum? If yes, please describe your curriculum.
14. What is your program's grading system?
15. How is competency demonstrated or achieved while a student progresses through the program?
16. Do you have an experience manager responsible for the students' experience through their learning journey?
17. What resources are available for students who fall behind or find themselves struggling with the material?
18. Have your instructors completed training in classroom management and adult learning theory?
19. What is your method for identifying qualified instructors?
20. What is your experience with and capacity around students with disabilities?
21. What resources exist within your organization to develop and implement accommodation plans?
22. To what extent is accessibility built into course materials?
23. Is there a certification or compliance confirmation process to ensure ADA and WCAG accessibility?

B. Administrative Qualifications

1. Please describe your higher education, government, or industry accreditation or approval status.
2. Does your organization have approval as an eligible training provider for the Veterans Administration? If not, are you prepared to submit approval paperwork in order to allow veterans to use their GI Bill or Vocational Rehab funding?
3. Is your organization an approved Vet Tec training provider? If not, are you willing to become Vet Tec approved?

4. Are you an authorized training partner with any cloud and/or cyber organization? If so, please list those organizations.
5. Is your training program on any other eligible training provider list (ETPL) for public funding support?
6. Are you now, or has your organization ever been, debarred or suspended from state or federal funding awards?
7. Do you offer academic credit for this program or have an articulation agreement with a higher education institution?
8. Do you have any mandatory screening or application procedures that would restrict student eligibility to participate?

C. Capacity Planning

1. Do you train on: a fixed schedule only, custom delivery only, or both open enrollment and custom cohorts?
2. Must start dates align with particular calendar constraints (e.g., a university academic calendar)?
3. For public/open enrollment coursework, what is the maximum number of Apprenti students you could include for any given offering?
4. For custom cohorts, what is the minimum notice or lead time required?
5. For custom cohorts, what are the minimum/maximum enrollments?
6. Are classes available on evenings/weekends or exclusively during normal business hours?
7. Do students have access to labs or other physical workspace outside of normal business hours?
8. What level of customization is available to address specific requests for emphasis in the curriculum?
9. How frequently is curricula reviewed and updated?
10. How many concurrent programs can your current faculty staffing cover if Apprenti were interested in more than one simultaneous training cohort?

D. Pricing

1. What is your typical or proposed pricing model? Is it a flat rate per cohort or assessed on a per-student basis?
2. What do you estimate the costs for the described program?
3. Are certification exam vouchers included? If so, for which exam(s) and how many per exam?
4. Must students supply any software or hardware to participate?
5. Are textbooks and other student consumables included?
6. What, if anything, must be supplied by Apprenti or the student other than what is identified above?
7. Are there opportunities for subsidies or discounts on the quoted cost of the training? If so, what are the parameters?

E. Student Outcomes

1. How many students have enrolled in this training program?
2. Of that group, how many have completed it?
3. Of those who successfully completed the program, how many were employed in related positions within six months of graduation/completion?
4. Do you have any regular or repeat employers who hire from your program who could provide a reference to the rigor and relevance of the program?
5. Do you have any academic partners who have contributed to or reviewed curriculum development?

F. Other Information

- Is there any additional information you would like to provide that is not adequately captured by this RFP? If so, please respond below:

Proposal Requirements

You must submit:

- This document;
- Your responses to the questions listed in Sections A through F above;
- A sample schedule;
- Your instructor(s) resume/CV
- Copy of current business license.

Evaluation Criteria

EVALUATION CRITERIA	WEIGHT
MISSION ALIGNMENT	10%
CURRICULUM	30%
ADMINISTRATION/DELIVERY	20%
CAPACITY/SCALE	15%
PRICING	15%
OUTCOMES/REPUTATION	10%

Timeline

- RFP Issued December 9, 2022
- Proposals Due January 13, 2023 by 4:00pm PST
- Possible Finalist Interviews Week of January 13, 2023
- Work Begins February 1, 2023 or upon contract execution

Selection Criteria

Proposals will be evaluated to determine the training provider(s) best suited to complete the project's scope of work based on the evaluation criteria above.

Apprenti may choose to interview one or more proposers but reserves the right to choose or to contract with the training provider(s) that best meets the qualifications without conducting any interviews. Apprenti also reserves the right to reject all proposals.

Apprenti makes no guarantee regarding the number of apprentices who will be placed with any training provider selected pursuant to this RFP.

Submitting a proposal or being chosen as the most qualified proposal does not guarantee a contract will be executed.

Submission Requirements

Proposals are due no later than 4:00 pm Pacific Time on January 13, 2023. Late submissions will not be accepted or considered. Apprenti assumes no responsibility for formatting or transmission errors.

Responses must be submitted in MS Word or PDF format by email to Marie Trudelle, Operations Manager, mtrudelle@apprenticareers.org. Responses must **NOT** be mailed.

Questions

Please direct all RFP related questions to Marie Trudelle, Operations Manager, at mtrudelle@apprenticareers.org.

General Information

Proposers must agree to comply, at a minimum, with the following:

General Requirements

The successful candidate must comply with all the terms and conditions of the Award, including, applicable OMB cost principles, and applicable regulations at 2 CFR part 200 and 13 CFR Chapter III. The contractor must also be eligible to receive EDA assistance.

Discrimination Laws

Contractor shall comply with all federal, state, and local nondiscrimination laws, regulations, and policies. Contractor noncompliance with certain anti-discrimination laws may result in canceling the contract.

Required Disclosures

Contractor shall disclose any potential or actual conflicts of interest, including but not limited to, any recent business dealings that could be perceived as a conflict, any current or recent state employee working on behalf of Contractor. Contractor shall also certify that it has not been debarred from contracting with the Federal government and shall further disclose if there are any legal actions against it.