



Request for Proposals

Related Technical Instruction for all Apprenti 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. As we near the one year mark of our grant award, we have honed in on the full breadth and depth of our scope.

Over the next 3 years, Apprenti plans to use the proposed funds to place 2,000 apprentices, from mostly underrepresented groups, in Cloud and Aerospace & Aviation related roles including:

- Cybersecurity Analyst
- Software Developer
- Cloud Operations Specialist 1
- Cloud Operations Specialist 2
- CRM Administrator
- CRM/CMS Developer
- Customer Success Manager
- Data Analyst
- DevOps
- IT Business Analyst
- IT Support Professional (ITSP)
- Network Security Administrator
- Software Analyst
- Systems Administrator
- Technical Sales Specialist
- UX Designer
- Web Developer

Our program is employer-driven, meaning that we schedule training on an ad-hoc basis when demand arises. Our preference is for instruction to be delivered prior to on-the-job training (OJT). Total student effort should hover around 40-50 hours per week spanning 2-5 months, depending on the occupational role, meaning that a 10-week program should cover adequate material and assignments to occupy roughly 400 hours of student time.

We are looking for:

- Proposals that [meet our standards](#) at a minimum both in topics and RTI hours
- Full time programs
- Mostly synchronous training
- Fees should preferably be < \$15,000 per student and include any applicable certification exam fees (+ one retake)

Please review the Apprenti occupational outlines (linked in the occupations listed above) 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 the occupations listed above. 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.

If you previously submitted a proposal for Related Technical Instruction under Apprenti's GJC grant (ie, Cloud Operations Specialist, Cybersecurity Analyst, Software Developer), you need only submit the following information per occupation:

- 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.
- What do you estimate the costs for the described program? Is it a flat rate per cohort or assessed on a per-student basis?

- Program Outcomes: How many students have enrolled in each program? (i.e. share data outcomes for each occupation for which you are submitting)
- Instructor(s) résumé/curriculum vitae
- If you previously submitted a proposal and any information you submitted previously has changed materially, please update the information and submit with your proposal.

If you are responding to the GJC Training Provider RFP for the first time please respond to the questions below and provide the following information per occupation:

- 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

1. Organization legal name:
2. State of incorporation:
3. Organization website:
4. Locations where you can offer training, including virtual:
5. 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):

6. Point of contact:
7. Please provide some general background information on your organization, its history, and its interest in becoming an Apprenti training provider:

B) PROGRAM INFORMATION

1. Program name:
2. Areas of study:
3. Certifications included with the program:
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:
 - Live instructor
 - Remote instructor
 - Online video lectures
 - Physical labs
 - Virtual labs on student-owned PCs
 - Virtual labs (remote/cloud)
 - Online chat/forum Instructor office hours
 - TAs/lab assistants available
 - Written exams
 - Practicum exams

- Projects
- Group projects
- Student presentations
- Cumulative capstone project
- Assigned reading
- Independent research
- 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. How are necessary software tools, if any, licensed for student use? When does student access expire?
10. Do you incorporate soft skills into your curriculum? If so, how?
11. Does your program contain a cloud curriculum? If yes, please describe your curriculum.
12. What is your program's grading system?
13. How is competency demonstrated or achieved while a student progresses through the program?
14. Do you have an experience manager responsible for the students' experience through their learning journey?
15. What resources are available for students who fall behind or find themselves struggling with the material?
16. Have your instructors completed training in classroom management and adult learning theory? Please ensure this is included in their résumé/curriculum vitae.
17. What is your method for identifying qualified instructors?

18. What is your experience with and capacity around students with disabilities?
19. What resources exist within your organization to develop and implement accommodation plans?
20. To what extent is accessibility built into course materials?
21. Is there a certification or compliance confirmation process to ensure ADA and WCAG accessibility?

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

D) CAPACITY PLANNING

1. Do you train on:
 - a fixed schedule only
 - custom delivery only

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. What level of customization is available to address specific requests in regards to duration/time, part-time versus full-time, certification requirements, minimum cohort size, open enrollment offering.
8. How frequently is curricula reviewed and updated?
9. How many concurrent programs can your current faculty staffing cover if Apprenti were interested in more than one simultaneous training cohort?

E) 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 for a cohort of 10? (list cost estimates for each occupation for which you are submitting)
3. Are certification exam vouchers included? If so, for which exam(s) and how many per exam? Apprenti prefers exam fees plus one retake to be included in the total course fees when certifications are a requirement of the standard.
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?

F) STUDENT OUTCOMES

1. How many students have enrolled in each program? (i.e. share data outcomes for each occupation for which you are submitting)
2. How many have completed it? (i.e. share data outcomes for each occupation for which you are submitting)
3. 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?
4. Do you have any academic partners who have contributed to or reviewed curriculum development?

G) OTHER INFORMATION

1. 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 the following:

1. This document;
2. Your responses to the questions listed in Sections A through F above;
3. A sample schedule (for each occupation for which you are submitting);
4. Your instructor(s) resume/CV (for each occupation for which you are submitting);
5. Copy of current business license.

EVALUATION CRITERIA

EVALUATION CRITERIA WEIGHT
MISSION ALIGNMENT 5%
CURRICULUM 30%
ADMINISTRATION/DELIVERY 20%
CAPACITY/SCALE 15%
PRICING 25%
OUTCOMES/REPUTATION 5%

TIMELINE

- RFP Issued September 5, 2023
- Proposals Due October 6, 2023 by 5:00pm PDT
- Possible Finalist Interviews Week of October 16, 2023
- Work Begins upon contract execution or as agreed upon by both parties.

SECTION 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 5:00 pm Pacific Time on October 6, 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 Becky Baumann, Commerce Grant Project Manager, at bbaumann@apprenticareers.org. Responses must NOT be mailed.

QUESTIONS

Please direct all RFP related questions to Becky Baumann, Commerce Grant Project Manager, at bbaumann@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.