



Request for Proposals

Youth Technical Skills Development *High School Tech Immersion Program* 2023

Date of Issue: May 3, 2023
Submission Deadline: May 17, 2023



1.0 Introduction & Purpose

techNL is a not-for-profit membership association that enables a thriving innovation-driven economy in Newfoundland and Labrador. techNL provides visibility, business growth services and a collective influential voice to the tech sector in Newfoundland and Labrador with a vision to make Newfoundland and Labrador the most sought-after Canadian tech ecosystem, globally recognized for its collaborative community, diversity and quality of life. A key focus on business growth includes programs and services to support talent pipeline expansion, member connections, digital transformation and ecosystem development in Newfoundland and Labrador. More information can be found on the website technl.ca.

techNL is looking to partner with a youth-focused training provider to provide a six week part-time virtual technical bootcamp for in-demand skillset(s). This includes direct daily instruction, facilitating project-based assignments, student resources, and providing an assessment of learning for 40 student participants. The virtual bootcamp will run during the summer from July 10-August 18, 2023. More details on the scope of work can be found in section 2.0.

This RFP process will result in the selection of a proponent that will develop and facilitate a 6-week part-time learning program for high school students. Work will begin upon contract award and the bootcamp will run during the summer from July 10-August 18, 2023.

1.1 Background

techNL is committed to robust measures which help develop, source, and match talent with industry members. Future talent, namely our youth, is an important group to engage and educate about Newfoundland and Labrador's tech sector. We must ensure our future workforce are aware of the opportunities and potential for successful careers. Through our work with students, teachers, and the education system, we realize that there is a lack of awareness and understanding when it comes to tech career pathways. We hear that many students are not aware of the opportunities in the sector, they do not have a good sense of what success looks like in tech, and they do not have access to mentors and role models who will inspire them to pursue tech careers, and they do not have equal access to learning and training opportunities which would propel them further.

The techNL High School Technology Immersion Program (HSTIP) proposes to strengthen the talent pipeline by matching 40 high school students to tech companies participating in our internship program. This work-integrated learning experience offers students a unique chance to work and learn within the tech sector and gives companies the inside perspective of the future talent pipeline. There are many career paths to gain employment in tech and by attaining experience, technical and business skills, and networking now students can build on these attributes as they complete their high school and post-secondary education.



1.2 Program Objectives

High School Tech Immersion Program Objectives:

1. Through training, direct work experience, and interactions with others, participants will develop a much greater understanding of the scope of roles and opportunities in the sector.
2. The program will attract and accept at least 30% of candidates who identify as female, 2SLGBTQAI+, BIPOC, and rural citizens, therefore, increasing the overall diversity and participation in the industry. In-person and remote work placements paired with virtual training provide accessible experiences to students province-wide.
3. Provide both training and on-the-job learning for a variety of skills. Participants will go on to pursue relevant post-secondary training and education yielding more qualified tech sector workers in 5-7 years.
4. Assist in the formation of a network of like-minded individuals which will help participants gain work experience and employment in the future. Reciprocally companies will gain insight into the future workforce and develop relationships with future work-term and full-time employees.
5. Companies will complete meaningful projects via student teams and develop leadership skills among junior employees.

2.0 Scope of Work

The proponent of this RFP will be responsible for the development of curriculum content, teaching and facilitation, learning assistance, and assessment. We are looking for creative and engaging part-time program options to lead student technical skill development.

We recognize that there are many areas of technical skills that could suit the needs of industry and the student population. Generally training should be focused on gaining in-demand technical skills in areas such as:

- Web and app development
- Data analysis and data visualization
- Robotics
- Computer Aided Design
- Cybersecurity and networking

The training provider will provide 15 hours/week of virtual bootcamp activities including direct instruction, project-based work, time for learning support, and assessment. Time for preparation of lessons and resources falls outside the 15 hours/week.

Components of the bootcamp should be differentiated and adaptable for all levels of learners from beginner to experienced. There must be a clear explanation of how student learning will be supported throughout the bootcamp. The assessment of learning could be formal or informal but should provide students with an understanding of their progress and achievements.

Efforts should be made to make the content and project-based work open-ended to complement varying interest areas in Science, Tech, Engineering, Math, and Arts. Efforts should be made to integrate group



work and collaboration wherever possible.

Students will have access to basic computer systems and internet applications. If your curriculum requires special software or hardware please include details in your proposal and a quote for related costs.

The proponent will be responsible for delivery of the following required services.

1. Development of a curriculum plan including learning outcomes, examples of learning activities, resources, and a plan for assessing learning.
2. Facilitating curriculum delivery including set-up on a virtual platform and a week-by-week plan for curriculum delivery and assessments.
3. A plan for managing virtual learners across a wide scope of ability, experience, and backgrounds and a plan to support student learning throughout the bootcamp.
4. Attending meetings and participating in discussions with techNL regarding program details, student cohort, and feedback throughout the program.
5. Attend a training workshop conducted by an EDI consultant on best practices for creating inclusive environments for learning.
6. Delivery of a brief final report following the end of the program summarizing any learnings and describing the success of the program.

3.0 Proposal Requirements

Within the proposal the proponent must:

- 1) Provide relevant information pertaining to company history and philosophy.
- 2) Describe organizational capabilities.
- 3) Describe the proposed methodology and approach for curriculum development and program facilitation including:
 - learning outcomes
 - examples of learning activities
 - student resources
 - plan for student assessment
 - virtual platform
 - week-by-week plan for curriculum delivery and assessment
 - plan for classroom management
- 4) Describe experience providing youth-focused STEM/STEAM programming.
- 5) Describe any resources that you plan to utilize (software, websites, applications, etc) within the training bootcamp and your plan to distribute access to students. Examples or screenshots of these can be included in an appendix.
- 6) Describe your experience working with equity priority groups and your understanding of the importance of diversity, equity, inclusion and accessibility when delivering this program.
- 7) Describe your understanding of the project and its deliverables.
- 8) Describe how your organization has the resources and expertise to begin executing this work immediately should you be awarded it.
- 9) Proposals must specify the role and typical qualifications of the personnel who will be assigned to the virtual bootcamp.



4.0 Budget & Schedule

Budget range Up to \$50,000

Schedule

RFP issue date	May 3 rd , 2023
Vendor questions accepted until	May 10 ^h , 2023 (4 PM NDT)
RFP closing date	May 17 th , 2023 (4 PM NDT)
Final vendor selection	May 31, 2023
Work can begin	June 5 th , 2023
Virtual bootcamp starts	July 10 th , 2023

5.0 Evaluation Criteria

Submissions will be evaluated according to the following criteria:

- Demonstrated expertise in providing youth-focused STEM/STEAM programming.
- Knowledge and experience in relation to the work: demonstrated ability to meet expectations based on completion of similar projects and/or quality of previous works.
- Understanding of the scope and objectives of the project: demonstrated comprehension of/adherence to the RFP.
- Proposed methodology and approach to teaching and learning.
- Cost - value of work proposed versus identified costs (relative to other submissions).

6.0 Proposal Submissions

The contracting organization for this RFP is techNL. A single electronic document is sufficient for submission. Responses should be no more than three (3) pages concisely worded. The proposal must acknowledge and fully accept the terms and conditions as laid out in this RFP.

The proposal may feature appendices, including (1) a brief description of the respondent's company and its relevant experience with similar projects (including links to the websites), and (2) a description of any relevant resources that you plan to utilize.

The electronic copy of submissions should be in DOC and/or PDF format, and sent via email at info@technl.ca no later than May 17, 2023 at 4:00 p.m. NDT.

Questions from interested applicants can be directed to the same address.

7.0 Terms and Conditions

- All proposals received will be considered strictly confidential.
- The lowest cost, or any proposal, will not necessarily be accepted.
- Proposed costs must be represented in Canadian dollars.



- No payment will be made for the preparation and submission of proposals for this project.
- Standard contract terms of techNL are included with this RFP (See independent contract agreement terms in Appendix A.)
- techNL reserves the right to meet with all, or any, of the applicants during the proposal evaluation stage to clarify information in the submissions and seek additional detail which may be used in the evaluation.



Appendix A

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT (the “Agreement”) is made as of {Contract Start Date}.

BETWEEN:

{CORPORATION NAME}, a body corporate, incorporated and operating under the laws of the Province of Newfoundland and Labrador, Canada (the “Corporation”)

- and -

{CONTRACTOR NAME} (the “Contractor”)

(each, a “Party” and, together, the “Parties”)

RECITALS:

- A. The Corporation wishes to engage the Contractor for the purpose of providing the services described in the attached Schedule “A” and such other services that may be reasonably incidental to them or to which the Parties may agree from time to time (collectively, the “Services”).
- B. The Contractor has agreed to provide the Services to the Corporation in accordance with, and subject to, the terms of this Agreement.

THE PARTIES AGREE AS FOLLOWS:

ENGAGEMENT

1.1 Engagement. The Corporation engages the Contractor to provide the Services and the Contractor agrees to provide the Services on the terms and conditions of this Agreement. The Contractor agrees to complete the Services within the Term.

1.2 Performance of Duties. The Contractor agrees to provide the Services for and on behalf of the Corporation. The Contractor represents and warrants to the Corporation that the Contractor has the required skills, abilities, qualifications and experience to perform the Services. In performing the Services, the Contractor will:

- (a) act honestly, diligently, in good faith and in the Corporation’s best interests;
- (b) exercise the care, diligence and skill of a reasonably prudent person performing similar services in comparable circumstances;
- (c) act in accordance with sound industry standards and practices;
- (d) act in accordance with all applicable laws, regulations and standards;
- (e) devote sufficient time and attention to the Corporation’s business and affairs to perform the Services effectively and to the best of his or her ability; and



(f) comply with the Corporation's policies and procedures in effect from time to time.

1.3 Personal Nature. The Contractor's obligations and rights are based on the provision of the Services by the Contractor and his or her singular skills and qualifications. The Contractor will not subcontract any portion of the Services without the Corporation's prior written consent.

1.4 Other Engagements. The Corporation acknowledges and agrees that the Contractor may undertake work for other businesses provided that such work does not hinder the proper, timely and efficient performance of the Services or otherwise breach the terms and conditions of this Agreement.

1.5 Reporting. Upon the Corporation's request, the Contractor will provide reports regarding the Contractor's progress and performance of the Services.

1.6 Independent Contractor. In performing the Services under this Agreement, the Contractor will at all times be an independent contractor of the Corporation and not an employee. Nothing in this Agreement will be construed as, or have the effect of constituting, any other relationship between the Parties, including one of agency, partnership or joint venture, or of creating any employer and employee relationship.

1.7 Risk and Insurance. The Contractor will provide the Services under his or her own supervision and risk. The Contractor will provide all work space, equipment, and materials to complete the Services. The Contractor will have the sole responsibility to obtain suitable insurance coverage for the Contractor while performing the Services.

REMUNERATION

1.8 Compensation. The Corporation will pay the Contractor the gross amounts of compensation set out in the attached Schedule "A", plus applicable taxes (the "**Contractor Fees**"). To the extent that the Corporation is required by any applicable law or order to withhold any sum from a payment, the Corporation will be entitled to do so.

1.9 Taxes and Remittances.

(a) The Corporation shall not, unless duly advised by its legal advisors, withhold any amounts for income taxes or make any deductions in respect of Canada Pension Plan, Employment Insurance, workers' compensation, health care, professional dues or levies, or other expenses whatsoever from the Contractor Fees payable to the Contractor.

(b) The Contractor will be responsible for remitting all applicable taxes, payments, deductions, remittances, and levies to government authorities and/or regulatory bodies for which the Contractor may be liable at law in respect of any payments to it from the Corporation, including income taxation and social welfare deductions.

1.10 Expenses. Subject to the pre-approval of the Corporation, the Corporation will reimburse the Contractor for all reasonable expenses the Contractor incurs in the course of performing his or her duties and responsibilities under this Agreement that are consistent with the Corporation's policies in effect from time to time with respect to travel, entertainment and other business expenses. Reimbursement of



expenses are subject to the Corporation's requirements with respect to reporting and documentation of such expenses.

1.11 Indemnity. The Contractor agrees to indemnify and hold harmless the Corporation and its directors, officers, and employees, from and against any liabilities, damages, fines, interest, penalties, claims, surcharges, or other costs on account of the Contractor's failure to make any payments, withholdings, deductions or remittances as may be required by law to be made by Contractor, including in respect of any amounts paid to the Contractor under this Agreement.

TERM & TERMINATION

1.12 Term. This Agreement will be in effect for a fixed term of **X months** commencing on **DATE** and terminating on **DATE** (the "Term") unless otherwise terminated in accordance with the terms of this Agreement.

1.13 Early Termination. Either Party may terminate this Agreement at any time by giving at least **XX days'** advance notice to the non-terminating Party. In the event the Corporation terminates this Agreement pursuant to this section, the Corporation shall only be responsible to pay the Contractor for Services rendered up to the date of termination. The Corporation shall not be responsible for any additional payments contemplated for the remainder of the Term.

1.14 Breach of Terms by the Contractor. The Corporation may immediately terminate this Agreement upon giving written notice to the Contractor if the Contractor is in breach of any of the terms or conditions of this Contract without the express written consent of the Corporation or if the Contractor has failed to meet the Contractor's professional obligations.

1.15 Breach of Terms by the Corporation. The Contractor may immediately terminate this Agreement upon giving written notice to the Company if the Company is in breach of any of the terms or conditions of this Contract without the express consent of the Contractor.

1.16 Winding-up, Bankruptcy, or Insolvency of a Party. This Agreement may be immediately terminated by either Party upon written notice in the event of the winding-up, bankruptcy, or insolvency of a Party.

1.17 Effect of Termination. In the event that this Agreement is terminated for any reason, the Contractor shall be entitled to any portion of the Contractor Fees earned but not paid and, subject to Section 1.10, any expenses incurred by the Contractor but not reimbursed, in each case up to and including the date of termination.

NOTICES

1.18 Delivery of Notice. Any notice relating to, or required or permitted to be given in accordance with, this Agreement will be in writing and will be personally delivered, couriered, emailed or mailed as follows: (a) if to the Corporation, at its head office addressed to the President's attention; and (b) if to the Contractor, at the address set out on the signature page of this Agreement.



1.19 Time of Delivery. Any notice will be deemed to have been received: (a) if delivered, couriered, or emailed, on the next business day following when it is delivered; and (b) if mailed, on the fifth (5th) day (excluding Saturdays, Sundays and holidays) after it is mailed.

1.20 Change of Address. Each Party may change its address for the purpose of this 0 by delivering written notice of such change as set out in Section 1.18.

GENERAL

1.21 Representation. The Contractor represents and warrants to the Corporation that the Contractor's execution and delivery of, and performance of the obligations under, this Agreement does not and will not conflict with, breach, violate or cause a default under any contract, agreement, instrument, order, judgment or decree to which the Contractor is a party or by which the Contractor is bound.

1.22 Equipment. The Contractor agrees that all items the Corporation furnishes or provides to the Contractor and all of the Corporation's material and equipment used by the Contractor while engaged under this Agreement (collectively, the "**Corporation Property**") belong exclusively to the Corporation. The Contractor agrees to turn over to the Corporation all Corporation Property in his or her possession or under his or her control immediately at the Corporation's request or, in the absence of a request, upon the termination of this Agreement.

1.23 Use of Equipment. The Contractor shall not use any Corporation Property to access or store illegal material of any kind, including but not limited to material that might be considered pornographic or offensive to others working for the Corporation. All information stored on the Corporation Property is subject to review by any individual the Board designates and, except where such information is unrelated to the Corporation's business, is the Corporation's property. The Corporation is not responsible for the control of any personal information the Contractor places on the Corporation Property.

1.24 Email. If the Corporation provides the Contractor with an internet email address then the Contractor expressly acknowledges that such email address is not a personal or confidential address. None of the Contractor's email is confidential to him or her and the Corporation's management or any person the Board designates may review it at any time.

1.25 Severability. Each provision of this Agreement shall be legal, valid and enforceable to the fullest extent permitted by law. If a court of competent jurisdiction finds any provision of this Agreement or portion thereof to be void, invalid, illegal or unenforceable, the remainder of this Agreement or the application of such provision or portion thereof shall not be affected thereby.

1.26 Amendments and Waiver. This Agreement or any provisions may only be amended with both Parties' written consent. Any waiver must be in writing and any waiver of breach is not a waiver of any subsequent breach.

1.27 Entire Agreement. This Agreement supersedes all prior agreements, negotiations and discussions, whether oral, written or otherwise, between the Parties with respect to its subject-matter. This Agreement, together with the PIIA, contains the final and entire understanding and agreement between the Parties with respect to its subject-matter. The Parties will not be bound by any terms,



conditions, statements, covenants, representations, or warranties, whether oral, written or otherwise, not contained in this Agreement or the PIIA with respect to its subject-matter.

1.28 Governing Law. This Agreement is governed and construed by the laws of the Province of Newfoundland and Labrador and the applicable federal laws of Canada, and the Parties will submit to the jurisdiction of the courts of the Province of Newfoundland and Labrador.

1.29 Assignment. The Contractor may only assign this Agreement with the Corporation's express prior written consent. The Corporation may assign to another person or entity any of its rights under this Agreement, including, without limitation, any successor in interest to the Corporation or its business operations.

1.30 Independent Legal Advice. The Contractor acknowledges that the Contractor has obtained competent independent legal advice prior to executing this Agreement, or does not wish to seek or obtain such advice. The Contractor further agrees that the terms of this Agreement are reasonable and that the Contractor is signing this Agreement freely, voluntarily and without duress.

1.31 Counterparts and Electronic Execution. The Parties may execute this Agreement in counterparts and may execute and deliver this Agreement in electronic form that can create a printed copy. When signed, each counterpart will be deemed an original and together will constitute the same agreement.

[SIGNING PAGE FOLLOWS]



SIGNED as of the day and year first above written.

{CORPORATION NAME},

Per: _____

Name:

Title:

{CONTRACTOR NAME}

CONTRACTOR ADDRESS FOR NOTICES:

{contractor address}

E-mail: **{contractor email}**

SCHEDULE "A"

Description of Services and Compensation

Description of Services:

The Services consist of:

{description of services}

Compensation:

The Corporation shall pay the Contractor a total gross sum of \$XXXX for the Services. This sum shall be paid in weekly installments of \$XXX per week. The first weekly installment shall be paid on DATE and every [X]day thereafter.