



## **Request for Proposals**

### **Youth Technical Skills Development *High School Tech Immersion Program* 2024**

Date of Issue: May 1, 2024  
Submission Deadline: May 15, 2024



## 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](https://technl.ca).

techNL is looking to partner with a youth-focused training provider to provide a two-week technical training bootcamp and 10 hours of STEM program consultation during the months of June-August 2024. The technical bootcamp will be a two-week virtual course for youth ages 15-18 to learn in-demand technical skillset(s). The STEM program consultation will work with techNL staff to develop program guides for three project-based Learning events. 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 two-week learning program (bootcamp) for high school students and provide 10 hours of consultation on youth STEM programming. Work will take place June 3-August 30, 2024; the technology bootcamp will run from July 8-July 19, 2024, and 10 hours of consultation will occur in August 2024.

## 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. Students need to learn about opportunities in the sector, understand what success looks like in tech, they need access to mentors and role models who will inspire them to pursue tech careers, and equal access to learning and training opportunities which would propel them further.

For the next three years (2024-2027), the techNL High School Tech Immersion Program (HSTIP) will strengthen the future talent pipeline by building awareness, engaging youth in the tech industry, and increasing digital skill competencies. The program's flagship component is the Work-Integrated Learning experience where students have a unique chance to complete training and work within the tech sector. The HSTIP will also offer year-round industry-centered learning opportunities to students throughout the province through project-based learning activities. Additionally, through the design and development of a new Makerspace in the Co. Innovation Centre, students will have access to technical equipment, workshops, and industry leaders.

We need youth to recognize that there are many career paths to gaining meaningful, successful, and exciting employment in tech. Through our comprehensive, industry-informed programming, students will attain real work experience, technical and business skills, and network building now, so they can confidently complete their high school and post-secondary education in a tech related field.



## 1.2 Program Objectives

High School Tech Immersion Program Objectives:

1. Build understanding of tech sector career opportunities among youth.
2. Influence student course and program decisions toward tech career pathways.
3. Develop technical and digital skills in youth and help build valuable networks.
4. Companies gain insight into and relationships with future tech workforce.
5. Improve the number of Equity Deserving Groups in the future tech sector

## 2.0 Scope of Work

The proponent of this RFP will be responsible for two components:

1. Technology Bootcamp
2. Consulting on Project-Based Learning Activities

### 1. Technology Bootcamp (approximately 90 hours):

The proponent will be responsible for the development of curriculum content, teaching and facilitation, learning assistance, student assessment, and course evaluation. We are looking for creative and engaging program options to lead student technical skill development during the summer Work-Integrated Learning program.

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
- Graphic design and content creation
- Machine Learning and artificial intelligence
- Computer Aided Design
- Cybersecurity and networking

The training provider will provide two weeks, 30 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 and required meetings with contractor fall outside the 30 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 should provide students with an understanding of their progress and achievements and students should receive a certificate/badge of completion at the end of the course. 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.

## 2. Consulting on Project-Based Learning Activities (10 hours):

The proponent will also consult with techNL to develop plans for additional Project-Based Learning activities for youth year-round. We believe that there is value in utilizing expertise from curriculum developers and practiced facilitators to inform our engagement in this regard. Consulting will consist of collaborative meetings with techNL staff to brainstorm, share ideas, and guide the design and development of three different project-based learning activities that techNL can implement for youth throughout the school year. The result of this consultation will be three template activities that techNL can implement for youth (ages 10-18) on training and industry engagement throughout the school year.

## 3.0 Deliverables

The proponent will be responsible for delivery of the following required services (100 hours, June-August).

### Technology Bootcamp (Approx 90 hours, June-July):

1. Development and provision of a curriculum including learning outcomes, learning activities, resources, and assessment plan covering three to four technical skills mentioned above.
  - techNL will provide learner profiles so that curriculum can account for learners who identify as beginner, intermediate, and advanced in those skillsets.
  - techNL will own the co-branded content and be able to utilize it in the future.
2. Facilitating curriculum delivery including set-up on a virtual platform and a timeline for curriculum delivery and assessments. Curriculum delivery should consist of direct instruction, student assignments, breakout activities and group presentations, and instructor feedback. (60 hours).
3. Classroom management plan for virtual learners across a wide scope of ability, experience, and backgrounds and a plan to support student learning throughout the bootcamp.
4. Instructors and project leads attend weekly meetings and participate in discussions with techNL regarding program details, student cohort, and feedback throughout the program (1 hour/week, 12 total hours June-July).
5. Attending a training workshop conducted by an EDIA consultant on best practices for creating inclusive environments for learning (2 hours).
6. Students receive an evaluation report and a certificate or badge of completion at course end.
7. Delivery of a final report detailing student learnings and engagement, describing the successes and challenges of the course format, cohort, and program, and insights into the impact of the training bootcamp.



Project -Based Learning Consulting (10 hours, August):

1. Assist techNL with developing a Project-Based Learning Program for students.
  - a. Attend collaborative meetings with techNL staff.
  - b. Provide advice and suggestions for year-round engagement opportunities for youth aged 10-18.
  - c. Aid in the development of three template activities to offer to students aged 10-18 on technical skills and industry engagement utilizing a Project-Based Learning Approach.

## 4.0 Proposal Requirements

Within the proposal the proponent must:

- 1) Provide relevant information pertaining to company history and philosophy.
- 2) Describe organizational capabilities and experience providing youth-focused STEM/STEAM programming.
- 3) Describe your understanding of the project and its deliverables.
- 4) 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
  - timeline for curriculum delivery and assessment
  - plan for classroom management
- 5) Describe any resources that you plan to utilize (software, websites, applications, etc.) within the technology 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 experience designing and developing project-based learning activities and describe how your organization will consult with techNL on this piece, including references to resources and materials available within your organization.
- 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 technology bootcamp and consulting component.



## 4.0 Budget & Schedule

Budget range	Up to \$35,000
<b>Schedule</b>	
RFP issue date	May 1, 2024
Vendor questions accepted until	May 8 <sup>th</sup> , 2024 (4 PM NDT)
RFP closing date	May 15 <sup>th</sup> , 2024 (4 PM NDT)
Final vendor selection	May 29 <sup>th</sup> , 2024
Work can begin	June 3, 2024
Technology Bootcamp Live	July 8 <sup>th</sup> -July 19 <sup>th</sup> , 2024

## 1.0 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](mailto:info@technl.ca) with subject line: **2024 techNL Youth Technical Training RFP** no later than May 15, 2024 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 (5<sup>th</sup>) 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 based on the agreed deliverables schedule.