



Request for Proposals

*AI Subject-Matter Expert Services for techNL-
AI Workshop Development and/or AI Workshop Training Delivery*

Date of Issue: August 28, 2025
Submission Deadline: September 11, 2025



About techNL

techNL is a not-for-profit membership association that accelerates the growth of the tech sector in Newfoundland and Labrador. In collaboration with its network of members and partners, techNL provides business growth services, visibility, and a collective voice to tech and tech-enabled companies 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 programming and services to support talent pipeline expansion, member connections, digital transformation and ecosystem development in Newfoundland and Labrador. More information can be found at technl.ca.

techNL is inviting proposals to support our association's upcoming project to develop and deliver best in-class AI training to current and aspiring workers within the NL tech ecosystem. The subject matter experts will be responsible for bringing their domain knowledge to create and/or deliver training for one or more of the following three topic areas:

- AI for Data Science and Analytics (up to 24 hours of content).
- AI for Data Engineering- (up to 24 hours of content).
- Cybersecurity with AI Applications (up to 24 hours of content).

The content created and delivered will empower learners to achieve one or more of the following:

1. Job title changes via promotions or change in employment.
2. Job scope changes (with or without a salary increase).
3. Enter the pure tech, advanced manufacturing or clean tech sectors as new hires.

Scope of Work

techNL is seeking to contract subject matter experts to design **and/or** deliver three AI-related professional development workshops targeted at upskilling two groups of learners. Those who are:

1. Currently employed in pure tech, cleantech and advanced manufacturing, and
2. Mid-career, non-tech workers, aspiring to be employed in the pure tech, clean tech, and advanced manufacturing sectors.

To create the most effective training experience, both groups of learners will be enrolled into the same cohorts.



The training that is developed and delivered will be characterized by six core components:

- 1) Demand-driven program development,
- 2) Rapid delivery (24 hours of online synchronous training over 12 weeks),
- 3) Employer-led design,
- 4) Experiential and industry-integrated learning,
- 5) Potential-focused recruitment, and
- 6) Strong job outcomes.

This RFP provides two opportunities for consideration, and respondents can submit separate proposals for one or both opportunities. **If you apply to both opportunities, please provide distinct proposals and budgets.**

Opportunity 1- Development of Training Workshops

Projected dates: September 15, 2025, to December 21, 2025

To create best-in-class content, techNL seeks proponents who can demonstrate their subject matter expertise, and capacity, to develop training content in one or more of the following three topic areas:

- AI for Data Science and Analytics (up to 24 hours of content)
- AI for Data Engineering- (up to 24 hours of content)
- Cybersecurity with AI Applications (up to 24 hours of content).

An instructional designer will be paired with all subject matter experts to develop a complete training product, **and** training will be provided to help subject matter experts build their instructional skills. **Please do not factor in pricing that includes instructional design services as instructional design support will be provided.**

Please note that techNL will own all content and IP that is created for these workshops.

Successful subject matter experts will be required to perform the following functions:

A) Use their domain experience to provide knowledge, context and industry best practices translating the Program Advisory Committee (detailed below) guidance on training outcomes into content for one or more of the following workshops.

- AI for Data Science and Analytics.
- AI for Data Engineering.
- Cybersecurity with AI Applications.

B) Collaborate with an Instructional Designer and Program Advisory Committees (PACs) to:

- Define technical learning objectives and key competencies.



- Co-create relevant case studies, group assignments, and real-world learning tasks.
- Review and provide input on curriculum structure and delivery strategy.
- Participate in curriculum review cycles and contribute to quality assurance.
- Assist in designing capstone projects and developing assessment tools that reflect job-relevant tasks.
- Contribute to the development of Train-the-Trainer resources and instructional notes for future facilitators.

C) Integration of Professional Skills

Subject matter experts will support the integration of essential professional skills into the learning experience, including teamwork, communication, adaptability, and applied problem-solving. These will be embedded in the structure of technical exercises, group assignments, and capstone projects, ensuring that learners develop the cross-functional skills needed to succeed in real-world roles.

Opportunity 2- Delivery of Training Workshops

Projected dates: January 12, 2026, to March 31, 2026

To deliver best-in-class training based on the developed content, techNL seeks proponents who can demonstrate their subject matter expertise, capacity, and availability to deliver training content in one or more of three topic areas:

- AI for Data Science and Analytics (up to 24 hours of training).
- AI for Data Engineering (up to 24 hours of training).
- Cybersecurity with AI Applications (up to 24 hours of training).

Successful subject matter experts will be required to:

- Facilitate workshop cohorts of up to 30 learners per subject, delivering up to 12 weekly 120-minute sessions per cohort. There will be two cohorts (total of 30 learners each) for each of the three workshops. The workshops are:
 - AI for Data Science and Analytics.
 - AI for Data Engineering.
 - Cybersecurity with AI Applications
- Provide instruction using hybrid synchronous methods (in-person + virtual).
- Support learner engagement through discussion, project guidance, and skill application.
- Participate in learner orientation and wrap-up events organized by techNL.
- Offer feedback on learner performance and workshop effectiveness.
- After cohort completion, subject matter experts will contribute to techNL's outcome monitoring by preparing short debriefs identifying learner strengths, observed technical gaps, and any



recommendations for instructional improvement. These reports are critical as they will provide an iterative update on content and instructional strategy.

- Attend “Train the Trainer” workshop prior to content delivery for the development/validation of training skills.

Program Advisory Committee (PAC)

All content that is developed for the three workshops will be informed by the successful Subject Matter Experts along with additional experts from the NL tech sector whose companies employ and or need to hire workers in these three topic areas. To create high-quality, employer-informed training content for hybrid synchronous delivery, Subject Matter Experts and instructional designers will closely collaborate with techNL members via Program Advisory Committees. There will be three program advisory committees (one for each workshop). These committees will be comprised of local pure tech, clean tech and advanced manufacturing sector workers who understand the training and development needs of their current and future workforce. The content that will support local tech ecosystem employees and future workers with skills in the following areas:

- AI for Data Science and Analytics
- AI for Data Engineering
- Cybersecurity with AI Applications

Who You Are

techNL's ideal Subject Matter Experts are individuals and/or organizations with relevant industry experience, in one or more of the following areas:

- Data Science and Analytics
- Data Engineering
- Cybersecurity
- AI Implementation

The ideal Experts are able to leverage their experiences to help develop, and/or deliver industry-relevant and valuable content via these workshops. A strong commitment to supporting the NL tech sector and its workers is critical.

Deliverables

Subject matter experts will co-develop training content and learning resources, assessment tools, including capstone project criteria, technical rubrics, and scoring benchmarks. Subject matter experts will validate that the content reflects authentic job tasks and industry and funder expectations, ensuring



learners demonstrate applied competencies aligned with employer needs. Subject matter experts are also required for the delivery of the training that is developed.

As a subject matter expert, and depending on the services you wish to provide, your deliverables will include one or both of the following:

- 1) Contributing to the development of complete instructional content, assignments, assessments, and learning resources.

AND/OR

- 2) Delivery of training

For delivery of training, the period is estimated as between January 12, 2026, and March 31, 2026.

Please indicate:

- Approximate weekly hours available.
- Flexibility for meetings, feedback sessions, or co-design workshops.
- Whether any other commitments may overlap with the timeline.

Cost and Value

All proposals must include a clear, well-rationalized description of proposed costs along with an explanation of the value delivered. Proponents should keep in mind the strategic goals of this training initiative, which include employer-relevance, learner engagement, and lasting instructional quality. We encourage subject matter experts to balance professional compensation with the importance of demonstrating good value to the program and its funders.

Past Performance

Proponents must demonstrate relevant experience that supports their ability to develop and/ or deliver high-quality, employer-informed training content. This section allows you to showcase your prior work and its relevance to the subject matter, audience, and delivery model described in this initiative.

Equity and Inclusion in Content Design

Outline your approach to ensuring the domain content is relevant and accessible to diverse learners, including those from equity-priority groups. This might include:

- Avoiding unnecessary jargon.
- Integrating diverse use cases or perspectives in examples.
- Offering flexibility in how learners can demonstrate competency.

Evaluation Criteria

Domain Knowledge	For curriculum development proposals and for training proposals, provide a clear demonstration of your expertise and experience with the implementation in any or all the three AI related content areas described in this RFP.	35%
Workplan & Timeline	For curriculum development proposals and for training proposals. Demonstrate Ability to meet established workshop development and workshop delivery schedules as described in Section 4. Timeline.	30%
Cost & Value	Value of work proposed relative to budget and scope	20%
Past Performance	Demonstrated success on similar curriculum development projects and/or training delivery projects.	10%
Equity and Inclusion in Content Design	Provide a description of your approach to engaging diverse audiences.	5%

Consideration will also be given to the degree of local activity of a submission (e.g. owned and operated in Newfoundland and Labrador; in-province proponent presence, such as project team members identified and/or partners identified).

Schedule

- RFP Issue Date: August 28, 2025.
- RFP Closing Date: September 11, 2025, at 4:00pm NST.
- Questions: up to September 4, 2025.



Proposal Submission

The contracting organization for this RFP is techNL. A single electronic document per section is sufficient. The proposal(s) can be a maximum of five (5) pages and be concisely worded with clearly described methods and options. The proposal must acknowledge and fully accept the terms and conditions as laid out in this RFP.

The proposal can feature appendices, including (1) a description of the respondent and their relevant experience with similar projects, and (2) a description of the relevant experience of the people identified in the submission.

The electronic copy of submissions should be in DOC and/or PDF format, and sent to the attention of Mike Mason Program Manager, techNL, via email at mike@technl.ca no later than **September 11, 2025, at 4:00 p.m. NST**. Questions from interested applicants can be directed to the same address.

Terms and Conditions

- Standard contract terms of techNL are provided in Appendix A;
- All proposals received will be considered strictly confidential.
- The lowest cost proposal, or any proposal provided, will not necessarily be accepted.
- Proposed costs must be represented in Canadian dollars.
- techNL reserves the right to use alternate service providers.
- techNL will own all IP produced from this work.
- No payment will be made for the preparation and submission of proposals for this project.
- No fee will be made on the cost of work incurred to remedy errors or omissions for which the consultant is responsible; and
- 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 workspace, 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 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 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.

1.32 Protection of Intellectual Property. The Corporation shall be the sole owner of all documents, reports, materials and other products and proceeds of the Services, in any material form or support whatsoever, including, but not limited to, all materials, ideas, concepts, formats, suggestions, developments, software, computer programs and other computer software (including, without limitation, all source and object codes, algorithms, architectures, structures, display screens, lay-out and development tools), database, design, plans, drawings, writings, brochures, website content, sales and advertising literature and other marketing materials, copyrightable material and other intellectual property and any improvements thereon or derivative works or applications thereof and know-how related thereto (collectively, the "Intellectual Property") that the Contractor may acquire, obtain, develop or create in connection with the services rendered in the performance of the Services, free and clear of any claims by the Contractor (or anyone claiming under or on his behalf) of any kind or character whatsoever. The Contractor agrees to disclose immediately to the Corporation or any person designated for such purpose the acquisition, development or creation of any Intellectual Property. The Contractor hereby assigns and agrees to assign in the future to the Corporation any and all rights, titles and interests in and to any Intellectual Property and all intellectual and industrial rights related thereto. The Contractor hereby irrevocably waives any and all moral rights in and to the Intellectual Property that he may have in each jurisdiction throughout the world.

The Contractor shall, at the request of the Corporation, execute such applications, assignments, certificates or other instruments as the Corporation may, from time to time, deem necessary or desirable to evidence, establish, maintain, perfect, protect, enforce or defend its right or title and interest in or to any Intellectual Property including, without limitation, as may be deemed necessary by the Corporation to apply for and obtain copyrights patents and/or other intellectual property rights in the name of the Corporation. The Contractor agrees to disclose immediately to the Corporation or any person designated for such purpose the acquisition, development or creation of any Intellectual Property.

[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.