



Department of Economic and  
Community Development



**The State of Connecticut  
Department of Economic & Community Development**

**Request for Proposal**

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**For  
Technology Boot Camp Providers  
PSA #18ECD0002PS**

**Key Dates:**

**Questions Due: 5pm EST on Wednesday 3/28/18  
RFP Submission Deadline: 5pm EST on Friday 4/13/18**

# REQUEST FOR PROPOSALS

## Technology Boot Camp Courses

### I. PURPOSE AND BACKGROUND

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The State of Connecticut, Department of Economic and Community Development (hereinafter DECD) is Connecticut's lead agency responsible for strengthening Connecticut's competitive position in the rapidly-changing, knowledge-based global economy. The agency takes a comprehensive approach to economic development that incorporates community development, transportation, education and arts and culture.

Connecticut General Statutes 32-7p created a Technology Talent Advisory Committee within DECD. The committee is comprised of members appointed by the DECD Commissioner, including representatives from the University of Connecticut, the Board of Regents for Higher Education, independent institutions of higher education and private industry. The statute requires the advisory committee to develop pilot programs designed to train Connecticut residents in technology skills.

There are more than 6,000 technology companies in Connecticut, which means that the development of tech talent in our state is imperative for the success and growth of these companies. The state offers a Technology Talent Bridge program, managed by CTNext, which provides funding to companies to bring and develop interns. Big insurance companies, Bioscience companies and Healthcare systems in our state are looking for ways to interpret the data and utilize technology to create greater operational efficiencies. There is more of a focus on data analytics than there ever has been before.

To that end, DECD is soliciting proposals for a Technology Boot Camp with focus on two of the most the critical areas of technological know-how demanded by Connecticut companies: Data Science and Analytics and Full Stack development. The demands of the modern workforce are changing with the trends in technology and DECD looks to be a resource for both workers and employers to deliver these capabilities so that jobs can be grown in the state. While the technology market is vast in terms of expertise we have chosen the following two categories for this RFP.

#### **Data Science and Analytics**

Data Science and Analytics is one of the fastest growing and most in demand jobs in the workforce today. But, as the demand for data scientists grows, traditional schools aren't graduating enough qualified candidates to fill the open positions. There is also no clear path for those who have been in the tech industry for years and want to take advantage of a new and exciting job opportunity. A boot camp for Data Science and Analytics would offer individuals the opportunity to hone their skills and develop new competencies that increase their value in the market.

#### **Full Stack development**

Full Stack developers are in high demand because of their expertise in not one, but multiple technologies and areas. They can handle all aspects of development, which allows for seamless deployment of many applications within one core group of developers. However, existing educators and training opportunities to become a Full Stack Developer are limited and only offer partial knowledge of technologies that individuals must learn and build on their own. A Full Stack Boot Camp will combine all technologies in perfect alignment to help developers transition from a single focused worker to a Full Stack Developer including backend, database, debugging, version control and other essential technologies that are critical for success.

## II. SCOPE OF SERVICES AND/OR ITEMS REQUIRED

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### A. The Department of Economic and Community Development is seeking a qualified proposer to provide the following services:

Develop and provide robust Technology Boot Camps (with a length of 10-16 weeks) with a focus on Data Science and Analytics and Full Stack development course content to provide young people and career changers in Connecticut with the training they need to thrive in IT careers.

### B. Provide the following information in your application

1. Vendor company information
  - Firm's background and history of performing similar tasks
  - Overview of services and capabilities
  - Contact information
2. Proposed methodology and process for setting up this program
  - Development plan
  - Task list
  - Timeline
3. Proposed budget and budget narrative (including sources and uses of funds) for the duration of the program, including fee proposal, staffing (administrative and instructor), recruiting, marketing, curriculum/ classroom supplies, overhead costs, etc.
4. List of deliverables (i.e., number and location of boot camps offered, number of students in each cohort, estimated % of students that will be offered jobs upon completion of the program, any credentials that will be offered). Preference will be given to co-location with Innovation Places initiatives. See <https://ctnext.com/innovation-places/>
5. Please describe the qualifications required of your trainers/teachers
6. Please provide a summary of the program(s) you propose to offer and what the curriculum will include
7. Please describe program prerequisites for qualification into the boot camp for students. This might include:
  - Education (degree, major)
  - Computer skills (aptitude tests)
  - Related work experience

8. Please describe your proposed recruiting process for individuals to enter the boot camp as well as the overall functions of your recruiting team for this boot camp. This would include:
  - Recruiting Sources
  - Applicant screening
  - Applicant testing
  - Applicant interview
  - Applicant program enrollment
  - Ensuring access to a diverse population
  - Other
9. Once recruited to the program, do you provide any on-going support to the student while in the program? If so, please describe.
10. Do you provide support to students upon graduation of the program? If so, describe in detail the strategies for support.
11. Please describe the methods and metrics you use track the students once they have completed the program, i.e., job search information, number of participants who completed the program, number of participants who entered the program, unemployed who entered employment, participants who entered higher-paying employment, job retention, participant data, assessment results, career readiness benchmark, etc.
12. Student Alumni Network. Do you have experience in setting up and running a group of program Alumni?
13. What will be the cost to students? If you propose that DECD provide some or all of the applicants' tuition for the program, please be clear on what percentage funding you anticipate coming from DECD and how we can ensure we are refunded should students drop out, etc. Priority will be given to programs that have a comprehensive action plan for sustainability beyond DECD funding. Describe the program's approach to secure additional funding beyond the first year of the program or when DECD's funding ceases.
14. Special priority will be given to programming that integrates a targeted ongoing recruitment and retention approach to populations underrepresented in IT careers. Describe your program's approach to recruiting underrepresented populations.
15. Partnerships with multiple local employers and organizations will be a key determinant in the boot camp success, as those partnerships may be a source of future employment. Describe the programming's campaign to attract, develop, and maintain partnerships that focus on developing connections between the program and numerous local employers, and community agencies and organizations.

16. List any other participating organizations/ partners. Please include full name of organization(s). This list should only include organizations fully committed to boot camp partnership. This should not be a list of partially engaged participants or other organizational collaborations tied to any participating organization.
  - a. Describe any history of these organizations working together in the past or present.
  - b. Explain the level of commitment these organizations have to work together toward closing the tech talent gap in your community. Include how the program supports the DECD's goal to facilitate the rapid development of tech skills for young people and career changers in Connecticut.
17. Describe how the organization strives to be inclusive in its programs, staff, board, and volunteers, and describe the progress to date.
18. Include resumes of key personnel
19. Please describe what you would require from the DECD in order to accomplish these tasks.
20. Please provide an estimated start date. We expect work to commence before the end of the 2018 calendar year.
21. Customer References  
Supply references from three of your clients who have had contracted with you for similar projects.

### III. CONTRACT PERIOD

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The State anticipates that the successful proposer will commence work before the end of the 2018 calendar year and continue for 12 months. The contract may, upon mutual consent, be extended.

### IV. CONTRACTOR QUALIFICATIONS

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The Provider of Boot Camp Courses should have extensive experience in running programs similar to those described in Section I and must demonstrate that they have successfully completed similar services for either private sector companies or state/municipal agencies.

### V. SUBMISSION DEADLINE

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The due date for proposals is 5:00 P.M. EST April 13, 2018. Proposals must be submitted in the required format to **Tracey.Rooslund@ct.gov**. Late submissions will not be accepted.

No additions or changes to the original proposal will be allowed after submittal, except as described in Section IX below. While changes are not permitted, clarification of proposals may be required by the State at the proposer's sole cost and expense.

### VI. RFP PROCEDURES

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**A. Official State Contact.** The State contact person for the purpose of this RFP is:

Tracey Rooslund  
Department of Economic and Community Development  
450 Columbus Boulevard  
Hartford, Connecticut 06103  
Email: Tracey.Rooslund@ct.gov

**B. All communications with the State.** Regarding this RFP must be directed in writing to the Official State Contact via email or regular mail.

**C. Proposer Information.** The proposal must contain the official name, address and phone number of the proposer, the principal contact person for the proposal, and the name and signature of the person (or persons) authorized to execute contracts.

**D. Communications Notice.** All communications with the State or any person representing the State concerning this RFP are strictly prohibited, except as permitted by this RFP. Any violation of this prohibition by proposers or their representatives will result in disqualification.

**E. Inquiry Procedures.** All communications with the State regarding this RFP must be directed in writing to the above stated official contact via email or regular mail to the Official State Contact by 5:00 P.M. EST April 13, 2018. Proposers are required to limit their contact regarding this RFP to the person(s) named herein. Written responses to all questions received will be posted to the DAS State Contracting Portal, <http://DAS.CT.gov>

**F. Revisions to the RFP.** Only written modifications to this RFP issued in the form of one or more addenda will be considered to be alterations to this RFP. Oral comments are not binding. An Addendum may be issued by DECD for any revisions, modifications, clarifications or alterations to the RFP.

- G. *Packaging and Labeling Requirements.* An electronic version of the proposal must be submitted. The proposal must be signed by the proposer. Unsigned proposals will be rejected. Proposals transmitted by facsimile will not be accepted or reviewed.
- H. *Proposals Due.* An electronic version of proposal in **PDF format** must be received no later than 5:00 P.M. EST, April 13, 2018.
- I. *Minimum Submission Requirements.* At a minimum, proposals must: (1) be submitted before the deadline; (2) satisfy the packaging and labeling requirements; (3) follow the required format; (4) be complete; (5) include all required forms; and (6) be duly executed. The State, at its sole discretion, may disqualify any proposal that fails to meet the minimum submission requirements.
- J. *Selection Committee.* A Selection Committee comprised of State staff or other designees as deemed appropriate will evaluate qualified proposals submitted in response to this RFP and recommend finalists for consideration. The Selection Committee shall evaluate all proposals that meet the Minimum Submission Requirements. Proposals not meeting the minimum submission requirements will not be reviewed.
- K. *Timeline.* The following timeline, up to and including the deadline for submitting proposals, shall be changed only by an amendment to this RFP. Dates after the submittal deadline are target dates only.
  - March 1, 2018 RFP Released
  - 5:00 P.M. EST March 28, 2018 Deadline for Questions
  - 5:00 P.M. EST April 13, 2018 Proposals Due

## VII. EVALUATION CRITERIA

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All proposals will be evaluated using the following criteria:

1. The Completeness of the Proposal – Provide responses to Section II Scope of Services and/or Items Required. Please also be sure to certify the proposal in Section XVIII and to provide the additional required forms in Section XIX.
2. Experience and Capacity of Applicant, including demonstrated ability to recruit participants, train them, and place them into jobs; capability and experience of applicant team in these technology areas; track record of prior success.
3. Timeliness to Initiate Service Provision – Ability to deliver the boot camps on time and budget and within the proposed scope of work.
4. Budget – The cost of performing the proposed scope of work, the plan for sustainability, as well as required DECD and student funding.

5. Programmatic impact –
  - a. The number of participants to be served
  - b. Proposed location of the boot camps and any connection to Innovation Places initiatives
  - c. Quality of recruiting
  - d. Proposed curriculum
  - e. Connection to employers and ability to place students after camp
  - f. Quality of proposed metrics and outcomes
  - g. Demonstrated impact from prior efforts of the applicant

## **VIII. EVALUATION PROCESS**

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A screening committee consisting of members of Technology Talent Advisory Committee will review all proposals in conjunction with DECD. If at least three qualified proposals are received, the screening committee will evaluate the proposals based on the award criteria described above and shall decide which respondent(s) the State will seek to negotiate and ultimately contract with, if any.

## **IX. ERRORS**

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If a respondent discovers an error after submitting its response, but prior to the response submission deadline, the respondent may request that the response be withdrawn. This request must be submitted in writing and signed by an officer or authorized representative of the firm. If the request is approved, the respondent may submit a revised response as long as it is received prior to the response submission deadline.

No alterations or corrections to the responses are permitted after the responses are opened. If an error is discovered after the response opening but before contract award, the respondent may request that its response be withdrawn. An officer or authorized representative of the firm must submit this request in writing. The decision to permit withdrawal of the response will be at the discretion of the Commissioner.

## **X. SUBCONTRACTING OR ASSIGNMENT**

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In the event a respondent proposes to subcontract for some or all of the services to be performed under the terms of the contract award, it shall state so in its proposal and attach for approval a list of said subcontractors and an itemization of the products and/or services to be supplied by them. Nothing contained in the specifications shall be construed as creating any contractual relationship between any such subcontractor and DECD.

Except as expressly proposed by a respondent in its proposal, the agreement to be entered into between the respondent selected under this RFP, if any, and DECD, may not be subcontracted or assigned by the respondent, in whole or in part, without the prior written consent of DECD. Such consent, if granted, shall not relieve the respondent its responsibilities under the contract, except as otherwise expressly provided therein.



## XI. CONDITIONS

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Any prospective Administrator must be willing to adhere to the following conditions and must positively certify to adhere to them in its proposal:

1. **Acceptances or Rejection by the State.** The State reserves the right to accept or reject any or all proposals submitted for consideration under this RFP.
2. **Conformance with Statutes.** Any contract awarded as a result of this RFP must be in full conformance with statutory requirements of the State of Connecticut and the Federal Government.
3. **Ownership of Proposals.** All materials are considered public information with the exception of personal and financial information. Following the execution of one or more contracts in connection with this RFP, proposals will be available for review upon request. All proposals in response to this RFP will be the sole property of the State and subject to the provisions of Connecticut's Freedom of Information Act, CGS §1-200 et seq.
4. **Ownership of Subsequent Products.** Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP will be sole property of the State unless stated otherwise in the contract.
5. **Timing and Sequence.** Timing and sequence of events resulting from this RFP will ultimately be determined by the State.
6. **Stability of Proposed Prices.** Any price offerings must be valid for a period of 90 days from the due date of the proposals.
7. **Oral Agreements.** No contract, unless it shall be in writing, executed by an authorized representative of DECD following the obtaining of all necessary approvals and in accordance with all applicable law, shall be binding on DECD. No oral agreement or arrangement made with DECD or any DECD employee shall be binding on DECD.
8. **Amending or Canceling Requests.** The State reserves the right to amend or cancel this RFP.
9. **Rejection for Default or Misrepresentation.** The State reserves the right to reject any proposal if any proposed subcontractor is in the default of any prior contract with the State or for any misrepresentation.
10. **State's Clerical Errors in Awards.** The State reserves the right to correct inaccurate awards resulting from its clerical errors.
11. **Rejection of Qualified Proposals.** Proposals are subject to rejection in whole or in part if they limit or modify any of the terms, conditions and/or specifications of this RFP.
12. **Presentation of Supporting Evidence.** Any respondent, if requested, must be prepared to present evidence of experience, ability, service capacity, and financial standing.
13. **Changes to Proposal.** Except as otherwise permitted by DECD, no additions or changes to a proposal will be allowed after submittal.
14. **Collusion.** By responding, the respondent implicitly states that its proposal is not made in connection with any competing respondent submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud. It is further implied that the respondent did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of DECD participated directly or indirectly in the respondent's proposal preparation.
15. **EEO-4 Form.** The proposal shall include a copy of the company's latest EEO-4 report as well as a copy the respondent's equal employment policy statement.

## **XII. CONFLICT OF DOCUMENTS**

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Should any of the terms of any documents connected to the offer, acceptance, supply of goods, performance of services, and/or any verbal representations be in conflict with this RFP, the terms of the RFP shall supersede all other documents and/or verbal representations. The only exception would be if DECD amends this RFP.

## **XIII. SEVERABILITY**

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The invalidity of any portion of this RFP will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this RFP is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

## **XIV. RIGHTS RESERVED BY THE STATE**

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DECD reserves the right to modify or waive any requirement, condition or other term set forth in this RFP, to request additional information at any time from one or more respondents, to select any number of proposals submitted in response to the RFP or to reject any or all such proposals.

## **XV. NOTIFICATION OF AWARD**

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The selected respondent(s), if any, will receive a Notice of Award. The Notice may contain certain contingency requirements that must be satisfied within a designated time frame. Failure to comply with all provisions of the Notice of Award will disqualify that respondent and the award may be directed to another respondent.

## **XVI. PRICE AND PAYMENT**

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Unless otherwise noted, all salaries and other budgetary information quoted shall be firm through execution of a contract and shall not be subject to increase during the period of such contract, unless agreed upon by both parties in writing. The Commissioner must be notified in writing of any price reduction within five (5) business days of the effective date.

**XVII. RESPONDENT INFORMATION**

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Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Website Address: \_\_\_\_\_  
FEIN No: \_\_\_\_\_ State Sales Tax No: \_\_\_\_\_

If you are using a **THIRD PARTY** to write this proposal, please provide the following:

Consultant/Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

**XVIII. RESPONDENT CERTIFICATION**

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It is hereby represented by the respondent (undersigned) as an inducement to DECD to consider the proposal, that to the best of my knowledge and belief, no information or data contained in the proposal or in the attachments are in any way false or incorrect, and that no material information has been omitted, including the financial statements. The respondent (undersigned) agrees that banks, credit agencies, the Connecticut Department of Labor, the Connecticut Department of Revenue Services, and other references are hereby authorized now, or any time in the future, to give DECD of any and all information in connection with matters referred to in this proposal.

Certifying Representative:

- 1. Type Name and Title: \_\_\_\_\_
- 2. Signature: \_\_\_\_\_
- 3. Date: \_\_\_\_\_

**XIX. NECESSARY ADDITIONAL COMPLETED FORMS**

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**OPM Ethics Form 1 – Gift and Campaign Contribution Certification**, available at: <http://www.ct.gov/opm/lib/opm/OPMForm1GiftandCampaignContributionCertificationRev052615.pdf>

**Agency Vendor Form (SP-26NB) and W-9 Form**, available at: [http://das.ct.gov/Purchase/Info/Vendor\\_Profile\\_Form\\_\(SP-26NB\).pdf](http://das.ct.gov/Purchase/Info/Vendor_Profile_Form_(SP-26NB).pdf)

**CHRO Employment Information Form**, available at: <http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf>

**OPM Ethics Form 5 – Consulting Agreement Affidavit**, available at: [http://www.ct.gov/opm/lib/opm/OPM\\_Form\\_5\\_Consulting\\_Agreement\\_Affidavit\\_3-28-14.pdf](http://www.ct.gov/opm/lib/opm/OPM_Form_5_Consulting_Agreement_Affidavit_3-28-14.pdf)

The appropriate **Nondiscrimination Certification** from those available at: [http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806)