Invitation to tender: Provision of training and technical support for the CyberCenturion Competition

Summary

STEM Learning is seeking a provider to design and deliver training to Team Leaders and STEM Ambassadors involved in the CyberCenturion competition and to provide first-line technical support during live rounds. CyberCenturion is a competition open to 12-18 year olds in the UK, designed to equip them with valuable technology and IT security skills.

1. Background

CyberCenturion is a national cyber education initiative for 12-18 year-olds in the UK. The program is designed to excite, educate and motivate students to pursue further education and careers in STEM and cybersecurity, which helps to build a diverse talent pool to supply the UK's workforce needs.

Its objective is to deliver an inspirational competitive education experience, which provides:

- practical learning about cyber in the real world
- development of technical and employability skills that are useful in any industry motivation to pursue Cyber/STEM subjects and careers
- CyberCenturion is now in its ninth year and STEM Learning is building on a successful first year of delivery last year.

Teams take part in a series of live, virtual rounds over the course of the competition with the highest scoring teams being invited to take part in a live, in-person final. During competition rounds teams engage with virtual operating system environments which they must work through to identify and fix cyber security issues against the clock.

There are two age categories: junior (~12-14 years) and senior (~15-18 years).

Both age categories also include the following streams to encourage diversity and inclusion:

- all boys team
- all girls team
- mixed gender team
- cadets team (armed forces cadets)

Participating teams are supported by a responsible adult, or Team Leader.

CyberCenturion is the UK version of the proven CyberPatriot competition, part of a global youth cyber STEM education programme created by the Air Force Association and presented by Northrop Grumman.

2. Provider requirements

A provider is sought to:

- In liaison with STEM Learning, design, organise and deliver training to support STEM Ambassadors that are taking part in CyberCenturion competition as mentors. The training should provide STEM Ambassadors with the knowledge and expertise to allow them to support Team Leaders throughout the competition. The training should be delivered virtually on a date agreed with STEM Learning and be recorded.
- In liaison with STEM Learning, design, organise and deliver training to support Team Leaders. The training should make use of learning resources provided by STEM Learning. The training should provide Team Leaders with the knowledge and expertise to allow them to support their teams throughout the competition and signpost to suitable resources for further training and learning with their team members. This should include an overview of the technical setup required to take part in the competition. The training should be delivered virtually on a date agreed with STEM Learning and be recorded.
- Monitor and respond to technical queries on the CyberCenturion STEM community group on an ad-hoc basis. This is a closed group open only to registered Team Leaders.
- Work with STEM Learning, regional STEM Ambassador Hubs and the wider STEM Ambassador network to deliver a series (no fewer than 3) of online cyber careers sessions for participating teams. The sessions should be held throughout the main competition period (October – December) at a date and time agreed with STEM Learning and feature active STEM Ambassadors from the cybersecurity industry or related fields. The sessions should be recorded.
- Provide live technical support to teams and Team Leaders during competition rounds. Technical support is sought for competition rounds between **10am & 6pm** on the following dates:
  - **14th -16th October**
  - **4th – 6th November**
  - **9th – 11th December**
- Participate in a post-competition washup with STEM Learning and its partners. This will be a virtual meeting.

3. Timeline

Activity	Milestone
Open, competitive ITT issued	27/05/2022
Successful bidder announced and commencement of the work	27/06/2022
Training to Team Leaders complete	30/09/2022
Training to STEM Ambassadors complete	07/10/2022
Completion of all deliverables	31/05/2023

4. Costing and pricing

Proposals should include a full budget plan for the whole costs, including any anticipated travel, expenses, and VAT. All costs should be clear and transparent, clarifying the number

of days of each individual working on the activity that they provide. Decisions will be based on perceived value for money, rather than the lowest cost proposal.

In the region of £16,000 (exclusive of VAT) is available for the contract period (June 2022 to May 2023).

5. Tender content

Tenders should show, as a minimum:

- Evidence of cyber security knowledge and expertise.
- Evidence of previous experience delivering training to educators & STEM Ambassadors.
- Details on how the provider requirements will be met.
- The roles, responsibilities and brief CVs of personnel involved.
- A breakdown of costs by staff and non-staff categories, equipment costs, travel, and subsistence costs.

6. Submission and format of proposals

The deadline for receipt of submissions is 17th June 2022.

Late submissions will not be accepted. All submissions will be acknowledged with a notification of receipt.

An electronic copy of the proposal should be received in PDF format by this deadline. This is an electronic only submission process; therefore, all documentation must be submitted in PDF format as a single zipped folder if the size of the submission is greater than 10Mb.

Proposals should be no longer than 8 sides of A4 (excluding CVs of people involved) and typed in Arial size 12 font. If the proposal exceeds this limit, evaluators will be advised to disregard any information outside the limit.

Proposals with the subject line "CyberCenturion Training and Support" should be emailed to Josh Duncan, Project Officer, at j.duncan@stem.org.uk.

STEM Learning Ltd reserves the right not to award a contract.

A decision will be made as soon as possible after receiving the tenders, with a virtual, face-to-face clarification meeting if needed.

7. Selection criteria

Proposals will be evaluated against the following criteria, which are not listed in order of importance:

- compliance with, and understanding of, requirements outlined in this tender document
- effectiveness of the proposed methodology for undertaking the proposed activites
- clarity and feasibility of the programme of work and work plans
- relevant experience of the tendering team

- ability to meet the required timetable
- commitment to working with STEM Learning Ltd and appropriate stakeholders
- management of any existing or potential conflict of interest identified by the bidder
- realistic and appropriate budget
- value for money

8. Enquiries

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

Please contact Josh Duncan (j.duncan@stem.org.uk) if you have any difficulty in providing the information requested. Pre-tender negotiations are not permitted. If you have any questions relating to the requirements then please contact Josh Duncan as above. We will aim to respond to any queries within 5 working days.

If we feel that the query relates to an issue of which all prospective bidders should be made aware, we reserve the right to communicate our response to all those who have requested tender documentation. If you consider any point you raise to be confidential to your own proposal please make this clear.

Please note the last date for the submission of any queries is **10th June 2022**.