Request for Quotes Form

Qualified consultants are encouraged to complete this Request for Quotes form to register interest in being considered to develop a new three-year strategic plan and operating budget for the Tech Council of Delaware. Background context, project details, scope of services, and dates/times of upcoming information sessions are included. Please read all sections thoroughly before submitting the form by the deadline of February 2, 2024 at 5:00pm Eastern Time. The point of contact for this project is as follows:

Joshua Berkow, Director of Operations
Strategic Plan Project Lead
jberkow@techcouncilofdelaware.org

About Tech Council of Delaware

Description
Tech Council of Delaware is a non-profit workforce intermediary that was formed to create a forward-looking, solutions-oriented system that contributes to the state’s talent pool by investing in the technology acumen, digital proficiency, and professional development of youth and adult residents, from all walks of life, who are seeking to launch and build careers in the technology industry.

Mission
To build an inclusive tech pipeline in Delaware by bringing together employers and educational institutions to develop our future workforce.

Vision
Delaware is a national leader in tech business and talent development, which improves the lives of Delaware’s residents and strongly supports a thriving Delaware tech sector.

Goals
1. Build and expand an inclusive tech talent pipeline in Delaware.
2. Create a strong tech ecosystem in Delaware.
3. Strengthen Delaware’s position and perception as a tech hub.
**History of the Council**

Having a tech council in Delaware has been a long-time goal and the efforts of various stakeholders and partners have now come to fruition. The Council was formed in October 2021, as the Delaware IT Industry Council (D-ITIC). Partners produced research studies and performed industry benchmarking, a website and company brand was created, virtual working sessions were held to create organizational goals, a project team applied for a $13.8M Federal Good Jobs Challenge grant, and several in-person panel and networking events were hosted. Many innovators contributed their time, resources, and insights to get the Delaware IT Industry Council formed and funded. Here’s a look back at some of their most notable efforts.

In 2014, leaders from Rodel and the State of Delaware traveled to Switzerland to deepen their understanding of various career pathway models and industry councils. Tech Hire Delaware was established by then-Governor Jack Markell to build a local tech talent pipeline in response to the growing need for skilled tech workers across the state. In December 2020, Governor John Carney and other partners convened over 30 employers to formally launch the Council. In October 2021, the Delaware Community Foundation and Rodel established the Delaware IT Industry Council as an LLC within Rodel. Rodel, and other innovators, secured $3.2M in start-up capital and performed a national search for an executive director. Zakiyyah Ali was selected for the role and began on January 24, 2022.

As the Council’s inaugural executive director, Zakiyyah quickly hired a team and connected with leaders of peer organizations across the country. In March 2022, the D-ITIC joined the Technology Councils of North America (TECNA) and attended TECNA’s annual summer conference. The TECNA conference provided an opportunity for D-ITIC leaders to learn from fellow tech council executives, benchmark against peers in similar markets, and solicit insights from TECNA members on strategies to consider when building a new council. Following the conference, D-ITIC leaders reflected on advice from TECNA members and industry research, and made the decision to rebrand the organization as the Tech Council of Delaware. The rebranding project sought to provide Delaware's tech council with parity to tech councils and emerging tech hubs across the country, as well as position the Council for short- and long-term impact, operational efficiency, financial stability, and future success.

The Council partnered with Launch Point Labs to create a new logo. The Tech Council of Delaware team procured an online system featuring a front-end branded website and a back-end association management platform. The platform is structured to enable paid memberships, promote member benefits, feature events, manage ecosystem committees, foster member engagement, highlight sponsors and strategic partners, and support an e-Commerce store. Through the website and platform, members can access valuable benefits such as data fact sheets, a custom data dashboard, industry events, a career center, courses and workshops, product and service discounts, workforce services, member directory, news and research, and more.

**Current Legal Structure & Governance Model**

Tech Council of Delaware is a limited liability company with Rodel Charitable Foundation of Delaware (Rodel) as its sole member. Rodel, a Delaware nonprofit corporation, is a tax-exempt public charity under Sections 501(c)(3) and 509(a)(3) of the Internal Revenue Code. Additionally, Rodel is a Type I supporting organization of the Delaware Community Foundation (DCF), a tax-exempt organization under Sections 501(c)(3) and 170(b)(1)(A)(vi) of the Internal Revenue Code. DCF provides various services to
Rodel and TCD including financial oversight, personnel and benefits management, and operational support.

As an LLC under Rodel, the Rodel Board of Directors serves as the ex officio Board of Directors for the Council; however, they do not currently play an active role in the long-term strategic planning of the Council.

**Start-Up Phase & Incubation Period**

Rodel is currently incubating the Council for a period of three years (start-up phase), which is slated to end on June 30, 2024. While this date does not serve as a fixed exit date from Rodel/DCF’s organizational and operational structures, a strategic plan should be in place at that time to guide the Council’s next iteration of organizational growth and development. Rodel/DCF are open to a longer-term strategic relationship but will allow time for an orderly transition should separation be recommended.

**HR Structure & Team Composition**

The Tech Council of Delaware currently has three full-time employees: an Executive Director, Director of Operations, and Director of Education. Both the Director of Education and Director of Operations report to the Executive Director, with the Rodel President and CEO, Paul Herdman, serving as the Executive Director’s manager. While the team is embedded within Rodel from an operational perspective, all Rodel and Tech Council of Delaware staff are full-time employees of DCF. DCF provides all human resources and benefits functions to the Council staff.

Rodel provides the Tech Council of Delaware team with office space within their office suite at the Community Service Building (100 W. 10 Street, Suite 704, Wilmington, DE 19801). The office space includes three individual offices, one shared office with four desks, and a conference room, as well as access to shared amenities and services within Rodel’s suite (i.e. printer, kitchen, etc.) The Council staff operates on a hybrid work schedule working predominantly remotely with onsite work occurring several times per month.

In addition to three full-time employees, the Council makes strategic use of consultants and vendors to provide data analysis and research, marketing and event support, and workforce/training program curriculums.

**Revenue Streams**

As part of the organization’s creation in 2021, Rodel, along with other early supporters, secured approximately $3.2M in start-up capital from the State of Delaware (via federal American Rescue Plan Act funds), JPMorgan Chase, and Bloomberg Philanthropy. Each of the underlying investments consisted of a three-year commitment ending in Fiscal Year 2024 (June 30, 2024). In addition to these original investments, the Council has received recent one-time investments from Bank of America and Amazon, each for $25,000. While the Council does not have any committed investments beyond Fiscal Year 2024, it is expected to begin Fiscal Year 2025 with sufficient funds for another year of operation at current annual budget levels.

Since the creation of a paid membership structure in March 2023, the Council has generated approximately $16,000 in annual membership dues. This number is expected to grow annually as
additional members join the Council and introductory rates expire. Annual membership costs range from $25 for aspiring tech professionals to $5,000 for corporate employers with more than 1,000 tech employees in the state.

The Council also began hosting paid events in June 2023 and has generated approximately $6,000 to date in ticket sales and event sponsorship. While the first few Council events were funded exclusively by the Council, between sponsorship and ticket sales, recent events have been cash flow positive.

The Council began selling branded merchandise in October 2023 and has generated approximately $200 to date.

Additionally, the Council has a model in place to generate future revenue by providing workforce services including program design services and cohort launch & training support services. Pricing for these services is customized based on project scope and the expertise/resources required.

**Annual Report**

In September 2023, the Council published its first-ever Annual Report providing an inception to date summary of the organization’s formation, structure, objectives, programs, finances, and operations.

[Click Here to Download](#)

**Membership**

Since March 2023, 33 organizational members have joined the Council across the various membership types: 9 Corporate Members, 13 Education & Workforce Providers, 7 Community Organizations, and 4 Government/Quasi-Government Entities. Not included in that number are the many individual members—both Aspiring and Current Tech Professionals—that have also joined, ensuring the voice of the tech professional is well represented in the ecosystem. While we are encouraged by the overall membership numbers, there will be a continued focus on recruiting additional companies that employ tech talent across the state as new corporate members.

**Tech Ecosystem Committees**

The Council launched three new tech ecosystem committees in 2023: the Tech Leaders Roundtable, the Tech Talent & Workforce Committee, and the Tech Community Partners Collaborative. These committees have been meeting on a regular basis since Spring 2023 to advance the Council’s goals and objectives; all members are welcome to join an applicable tech ecosystem committee. A fourth committee, the Tech Professionals Network, is slated for launch in early 2024.

- **Tech Leaders Roundtable (TLR)** is a forum for senior technology leaders, decision-makers, and influencers to collaborate and discuss industry trends, current events, new and emerging technologies, and tech talent needs and challenges, as well as craft solutions to common issues and align with other council committees to create a strong tech ecosystem.

- **Tech Talent & Workforce Committee (TTWC)** is a Community of Practice designed to improve talent and workforce development outcomes with the goals of building and expanding inclusive tech talent pipelines and producing graduates that possess in-demand skills and credentials and have viable options for attaining high-wage employment.

- **Tech Community Partners Collaborative (TCPC)** is a forum to enhance and align workforce preparatory programs that will support residents that are underrepresented in technology
careers, with qualifying for, and applying to, tech training programs as well as coordinate the integration of supportive services into tech training and workforce programs.

- **Tech Professionals Network (TPN) – Coming in 2024** – is a forum for tech professionals and aspiring tech professionals to meet each other and network in professional and social settings for the purposes of expanding their networks, sharing ideas, learning from peers, and fostering an inclusive and exciting tech culture in the state. The TPN also provides a strategic way for tech workers to make their voices heard by aggregating their needs, experiences, and contributions to foster increased understanding with corporate members and strengthen the overall tech ecosystem.

The Council hosted the first-ever Tech Ecosystem Conference in October 2023. Members from the three active tech ecosystem committees, along with key stakeholders and strategic partners, engaged in four breakout sessions to advance the work of the Council in a unified and collaborative manner. The facilitated breakout sessions were designed to provoke thought, foster the sharing of differing perspectives, clarify important aspects of the Council’s projects and initiatives, and identify areas of opportunity as a collective ecosystem.

The next Tech Ecosystem Conference is planned for June 2024, in part to announce and share the Council’s new three-year strategic plan.

**First State Tech Partnership**

The First State Tech Partnership (FSTP) is a sectoral partnership created to advance the Council’s mission to build and expand an inclusive tech talent pipeline in Delaware. FSTP serves as the workforce vehicle for the Council and is a collaboration between the Tech Council of Delaware and its members including employers, educational institutions, tech workforce providers, and community organizations. As a workforce intermediary, the Tech Council of Delaware leads FSTP in creating innovative solutions and training programs that provide employers with skilled talent while also empowering Delawareans, specifically underrepresented residents, to prepare for and launch successful careers in the tech industry.

[Click Here for FSTP Website]

**FSTP Operational Model**

In the first half of calendar year 2022, the Council assessed employers’ tech talent needs through a rigorous system development process, aligned existing workforce programs, identified training gaps, and strategized ways to eliminate barriers for career seekers. A key outcome of the system development process was the creation of the First State Tech Partnership. The FSTP established an operational and revenue model (fee-based workforce services) along with an attractive brand, logo, and website. Additionally, the FSTP procured a highly rated applicant tracking system and program management software, as well as a durable skills curriculum and skills assessment tool to prepare participants to achieve career success. FSTP also formed strategic partnerships with credentialing companies to offer online technical training and technology certifications.

**Current FSTP Workforce Programs**
To date, FSTP has designed three workforce programs: the Certified Cybersecurity Professional Program (CCPP), Bloom Energy Advanced Manufacturing (B.E.A.M.) Training Academy, and the Yes, We Tech! paid summer internship program for high school students. These programs feature an 'earn-and-learn' model, providing participants with valuable on-the-job work experience and equipping them with relevant industry certifications and digital proficiency skills. Of the three programs designed by FSTP, Yes, We Tech! was the first and only program to launch in June 2023.

Workforce Services

The Council provides workforce intermediary services to both corporate members and non-member Delaware-based employers. This includes Program Design Services to create a new workforce program from scratch or customize an existing program to meet company-specific tech workforce needs. The Council also provides Cohort Launch & Training Support Services if employers are interested in launching a cohort of an existing workforce program. Cohort Launch & Training Support Services include participant recruitment, applicant assessment, interview coordination, candidate selection, new hire orientation, training delivery support, commencement ceremony coordination, data tracking, and outcomes reporting.

Yes, We Tech! Summer Internship Program

Yes, We Tech! is a seven-week paid summer internship program, designed for rising high school seniors from diverse backgrounds. Yes, We Tech! launched its inaugural cohort on June 16, 2023, wherein talented students embarked on a transformative journey. This immersive experience provided students with foundational career readiness through work-based learning and classroom training. The interns earned an industry-recognized digital proficiency certification and durable skills credential, positioning them for success in growing industries upon graduation from high school and/or college.

Hired as Technology Interns by the Metropolitan Wilmington Urban League, students worked 30 hours per week, earning $15 per hour for the duration of the program. Code Differently led classroom-based learning, guiding interns through a durable skills curriculum and instructor-led activities focused on workplace standards and employer expectations. Worksite companies played a crucial role by providing on-the-job learning opportunities through meaningful projects and assignments, enabling interns to refine the digital and durable skills they learned in the classroom.

Technology Interns were provided wraparound support including transportation assistance, daily meals, and professional attire. They also received professional photos, learning materials, and other resources necessary to excel during the internship. Technology Interns gained insights from industry experts through the Guest Speaker Series as professionals shared their career experiences, achievements, and valuable advice with the interns.

With generous support from Rodel and public and private philanthropic funding that supports Delaware Pathways, Yes, We Tech! became a reality and enabled the FSTP to make a significant investment in Delaware youth—our state’s future workforce. As a notable gesture, EPAM Systems, a technology company, contributed $15,000 in college scholarships to the rising seniors in the program.

On August 4, 2023, the FSTP hosted the Yes, We Tech! graduation ceremony with more than 70 parents, members, supporters, partners, and students attending. By providing high school students with essential workplace skills, we prepared them to thrive in the labor market and pursue high-wage employment.
after completing their education. Moreover, the success of the Yes, We Tech! program underscores the commitment of the First State Tech Partnership to create a skilled, diverse, and resilient workforce that will propel Delaware's tech industry to new heights.

The Council received a TECNA innovation award for the Talent Pipeline & Workforce category for the 2023 Yes, We Tech! summer internship program and activities have already commenced for the 2024 cohort.

**American Dream Academy**

The American Dream Academy & Learner Support Initiative stands at the forefront of empowerment and inclusivity for young adults in Delaware. Spearheaded by the Tech Council of Delaware and generously supported by a grant from Bank of America, this scholarship program addresses the pressing need for digital proficiency and durable skills in the modern workforce. The Learner Support Initiative, managed by the Tech Council of Delaware, complements the Academy by providing learners with personalized support, coaching, and encouragement, ensuring they successfully complete the coursework by the set deadline.

Learners complete a self-paced online technology training program and durable skills course offered through Coursera by prominent tech companies such as Amazon, Meta, Google, and Salesforce. Learners also receive dedicated support from JH Career Coaching to foster program completion, at which time they will have their first year Aspiring Tech Professional membership fee covered, courtesy of the Bank of America grant.

As all expenses for the online training are covered by the Milken Center for Advancing the American Dream, this is an incredible resource for adult residents to gain industry-recognized credentials by completing coursework from home with no out-of-pocket expense.

Upon graduation, these aspiring tech professionals will seamlessly enter the Tech Council of Delaware’s vibrant tech ecosystem, connecting with industry professionals, exploring career opportunities, and contributing to the state’s tech landscape. Together, we envision a brighter future for residents that are determined to build and enhance their careers and unlock their true potential.

While we set an ambitious goal of serving 100 residents, through the collective outreach of the Council, we were able to bring on 22 eligible adult residents across all three state counties. The program started in September 2023 and will conclude in March 2024 with a graduation celebration.

**Amazon Future Engineer Scholarship & Internship Program**

The Council has partnered with Amazon's corporate headquarters to serve as a leading organization to promote the Amazon Future Engineer Scholarship and Internship opportunity throughout the State of Delaware. Amazon is awarding 400 high school seniors nationwide up to $40K in scholarship funds and an internship at their Seattle office. Accordingly, the Council decided to strategically market this opportunity to Career Pathways teachers of the Computer Science and Engineering tracks in Delaware high schools, with an emphasis on informing teen girls and racial minorities of the opportunity.

The Council created a structured communication strategy to keep interested students on track with completing the respective aspects of the scholarship application. Additionally, the Council contracted with Holmes Smith Consulting Services, a local business with over 30 years of experience in college
planning and career development, to assist some of the seniors with submitting a compelling essay as part of the application. For the 2023 campaign, 20 Delaware seniors expressed interest in the scholarship with half requesting the additional essay writing support. Overall, 13 Delaware seniors applied for the scholarship & internship opportunity. While all 20 interested students received general application support from the Council, it is important to note that of the 13 applicants, nine (9) received the additional essay writing support and four (4) did not receive the essay writing support. For both the American Dream Academy & Learner Support Initiative and the Amazon Future Engineer Scholarship & Internship, the Council has found tremendous success in pairing tech-focused career development resources with additional supports (i.e., coaching and guidance) for increased learner/participant impact and outcomes.

Social Events & Networking

Another way the Council has been developing an inclusive tech talent pipeline is through the new Tech Thursdays happy hour networking events. The Council hosted three Tech Thursdays events in 2023 to deliberately connect both aspiring and current tech professionals to the broader tech ecosystem and to each other. Event registrations and ticket sales were managed on Eventbrite, with Council members receiving a discounted rate. In addition to the revenue generated from ticket sales, event sponsorship enabled the Council to host Tech Thursdays events with little to no impact to the operating budget.

Diverse Focus Group

In November 2023, the Council, along with the Delaware Black Chamber of Commerce (DEBCC), hosted a Diverse Tech Start-up Focus Group for Black and Hispanic founders and owners. This interactive session took place over lunch and was designed to obtain the unique perspectives, experiences, and needs of Black and/or Hispanic business owners who are operating in the tech sector and/or are strategically using technology for business operations.

The conversation centered on accessing capital, revenue generation, marketing, network-building, workforce development, and ecosystem collaborations. The Council is working with DEBCC and several strategic partners to determine how to best support this essential part of the tech ecosystem going forward.

Delaware Tech Jobs Data

The Tech Council of Delaware desires to make the First State a national leader in developing and employing diverse tech talent. To assess the state of the tech workforce in Delaware and monitor key trends, the Council partnered with Alan Phillips from Alphi Analytics to develop three informative fact sheets, all of which are available for download on the Council’s website by members and non-members alike. These three fact sheets – a high-level overview, a Diversity in Tech supplement, and a Black and Hispanic Diversity Deep Dive – are updated regularly and provide an easy-to-understand snapshot of the tech industry in Delaware. As the Council has found, these can be a great resource to print out and reference during meetings or conferences.

In addition to the fact sheets, Council members have access to the Delaware Tech Data Dashboard, an interactive visual reporting tool developed with a company called eIMPACT, which specializes in employment and census data. This custom data tool features 20+ displays analyzing different aspects of the tech workforce, talent pipeline, and the state’s tech economy as a whole. The displays are updated
as additional data is available – in some cases, as often as monthly. This is another great resource for members and strategic partners to reference when looking to understand the tech jobs landscape across the state. The Council hosted two webinars with Alan Phillips this year: first, to acclimate members to the new dashboard, and the second to take a deeper dive into the diversity metrics. Recordings are posted for members on our website if anyone missed those informative sessions.

Scope of Services

Project Objectives

The objective for this engagement is to create a new three-year strategic plan, including an operating budget, for the Tech Council of Delaware as the organization concludes its three-year incubation period within Rodel on June 30, 2024. The plan should include, and be informed by, findings and recommendations pertaining to:

- Business Model/Revenue Model (i.e., What role should the Council play in Delaware’s tech ecosystem? Where should the revenue come from? Which entities are willing to serve as funders and/or sponsors, and how much will they contribute over the three-year period? How should the Council position itself to access funding and be financially sustainable?)
- Core Focus Areas (i.e., What should the Council focus on accomplishing?)
- Legal Structure & Governance (i.e., What is the optimal structure to execute on the recommended business model and focus areas?)
- Employment/HR Structure (i.e., How should the staff be organized?)
- Other General Recommendations (i.e., What else should the Council consider?)

Recommendations should be based on an assessment of the state’s technology landscape, including its readiness to have and support a tech council. The Council will assist the selected consultant with conducting the assessment of the state’s technology landscape via structured meetings with key parties and the provision of relevant documents and substantive research. Additionally, the strategic plan should include the operating budget and tactical action steps to guide the Council’s execution on the recommendations.

Overview of Services Requested

The Council is requesting consulting services to define the organization’s long-term strategic plan and operating budget. The consultant must have the capacity to serve as a neutral third party and provide objective feedback (i.e., findings) related to Delaware’s tech landscape, and the Council’s role as a workforce intermediary and tech ecosystem convener. (Note: This does not preclude Delaware-based consultants from submitting quotes; however, the consultant’s perceived ability to provide unbiased analyses and recommendations will be considered as part of the evaluation process.)

During the planning process, the consultant will meet with Council staff, current and potential sponsors, members, stakeholders, and strategic partners on an ongoing basis to inform the plan, which takes effect July 1, 2024 – the beginning of the new fiscal year.
A final draft of the plan must be presented to, and approved by, the Council by June 14, 2024 in advance of a formal joint presentation of the plan to all Council stakeholders during the Tech Ecosystem Conference on June 26, 2024.

Proposed Project Timeline

The Council has outlined the project schedule below. All dates are subject to change.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFQ Published</td>
<td>January 4, 2024</td>
</tr>
<tr>
<td>Optional Information Session #1</td>
<td>January 17, 2024</td>
</tr>
<tr>
<td>Optional Information Session #2</td>
<td>January 23, 2024</td>
</tr>
<tr>
<td>Optional Information Session #3</td>
<td>January 30, 2024</td>
</tr>
<tr>
<td>RFQ Responses Due</td>
<td>February 2, 2024</td>
</tr>
<tr>
<td>Vendor Selection Complete</td>
<td>February 23, 2024</td>
</tr>
<tr>
<td>Vendor Contract Executed</td>
<td>March 15, 2024</td>
</tr>
<tr>
<td>Project Kickoff</td>
<td>March 18, 2024</td>
</tr>
<tr>
<td>Final Deliverables/Report Due</td>
<td>June 14, 2024</td>
</tr>
<tr>
<td>Tech Ecosystem Conference</td>
<td>June 26, 2024</td>
</tr>
</tbody>
</table>

Information Sessions

The Council will host three virtual Information Sessions in January to answer questions from potential respondents about this RFQ. All potential respondents are strongly encouraged to attend one of these sessions, although attendance will not impact the Council’s final vendor selection.

Information Session Registration Links:

- Information Session #1: January 17th, 3-4pm
- Information Session #2: January 23rd, 2-3pm
- Information Session #3: January 30th, 10-11am

Engagement Overview & Location Preference

The engagement will be conducted in a hybrid manner with work performed both in-person in a downtown Wilmington location(s) and remotely. Key meetings such as the project kickoff, key stakeholder interviews, and the final presentation must be conducted in-person, with most other work coordinated remotely. Weekly schedules will be confirmed in collaboration with the Council prior to project kickoff. All travel and accommodations are at the Consultant’s sole expense.

Council staff will be available for meetings during normal business hours, 9:00am-5:00pm eastern time, Monday-Friday for the duration of the engagement. The Council will also fulfill all reasonable requests for background information, documentation, and member/stakeholder interviews in a timely manner. The Consultant shall not contact any individual or organization directly without the Council’s prior initial consent and/or facilitated introduction.

The consultant is required to make a final presentation of their findings and recommendations at an in-person convening of Council members, partners, and stakeholders at the Tech Ecosystem Conference on
June 26, 2024. The presentation shall include an overview of the new strategic plan as well as a Q&A session.

**Final Deliverable**

The final deliverable shall be in the form of a PDF document and any source files (i.e. Microsoft Word, Microsoft PowerPoint, etc.) must be provided to the Council. The budget must also be provided as a separate document in Microsoft Excel.

Given the importance of contextualizing the consultant’s recommendations for the Council, the final deliverable must include a comprehensive landscape analysis of Delaware’s tech ecosystem with insights and findings gleaned from Council members, sponsors, partners, and stakeholders.

At a minimum, the strategic plan should include the following sections:

- Table of Contents
- Executive Summary
- Tech Ecosystem Landscape Analysis
- Mission, Vision, and Goals
- Business Model/Revenue Model
- Core Focus Areas
- Organizational Structure
- Employment/HR Structure
- Operating Budget
- Membership
- Partnerships
- Events
- Physical Location & Office Space
- Additional Findings & Recommendations

**Quote Format**

All responses and quotes must be submitted using this [Survey Monkey form](#). All submissions must include responses to the following prompts:

- Company Name
- Company Website
- Company Location (City and State)
- Respondent’s Full Name
- Respondent’s Title
- Respondent’s Email Address
- Provide a concise overview of your company including how long it has been in operation.
- How many consultants would be assigned to this engagement?
- Provide the name, role on the project (including time commitment/allocation), professional bio, and relevant experience of each team member that would be assigned to this project. Upload the requested information as a PDF.
- Explain why you are interested in this engagement and working with the Tech Council of Delaware. (<500 words)
- Describe the approach you would utilize to lead this strategic planning process. (<500 words)
- List the total amount quoted for this project.
- Provide any additional details regarding the quoted amount and list the proposed payment terms.
- Are you willing to use the Council’s standard Consulting Agreement with minimal changes?
- List 2-3 relevant clients that your company has provided similar strategic plans for in the past few years.
- Provide 2-3 referrals including company name, high-level description of the engagement, contact name, contact title, contact email address, contact phone number.
- Provide 2-3 strategic plans, reports, and/or presentations created for similar clients.
- Provide any additional information the Tech Council of Delaware should consider when evaluating your response and associated quote.
- Please indicate how you heard about this project opportunity.
- Are you planning to attend an upcoming Information Session?
  - Yes
  - No
  - Not Sure/Maybe

**Evaluation Process**

The selection process will begin with the review, evaluation, and scoring of each submission. The purpose of this phase is to review the responses for completeness and to identify the respondents that have the highest probability of successfully delivering the scope of work. The evaluation will be conducted in a comprehensive and impartial manner.

Submissions will be scored using the Evaluation Criteria below:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of RFQ Responses</td>
<td>0-20</td>
</tr>
<tr>
<td>Demonstrated Experience and Expertise</td>
<td>0-35</td>
</tr>
<tr>
<td>Cost of Services</td>
<td>0-25</td>
</tr>
<tr>
<td>Company Reputation and Quality of References</td>
<td>0-10</td>
</tr>
<tr>
<td>Company Objectivity and Neutrality in Delaware</td>
<td>0-10</td>
</tr>
<tr>
<td>Due Diligence Assessment</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>0-100</td>
</tr>
</tbody>
</table>

A select number of respondents will proceed to the interview stage, whereby the Council will meet with each respondent to review their proposal and address any questions regarding their submission. Following all interviews and reference checks, finalists’ proposals may be re-scored and a single respondent will be selected to move to the contracting phase.

**Contracting Phase**

The contracting phase will take place between February 23, 2024 and March 15, 2024. Should an agreement not be reached by March 15, 2024, the Council retains the right to begin negotiations with another party.

**Contact Information**
Joshua Berkow, Director of Operations
Strategic Plan Project Lead
jberkow@techcouncilofdelaware.org