

Department of Defense
Cyber Service Academy

DoD CSA Recruitment Scholar Boot Camp

The DoD Cyber Service Academy (DoD CSA) - Program Office is seeking a current National Center of Academic Excellence in Cybersecurity (CAE-C) who currently support recruitment student scholarships, to plan/execute/host a summer 2025 and/or 2026 DoD CSA – Recruitment Student Boot Camp.

Newly named DoD CSA Scholars, NCAE-C representatives, as well as DoD agency points of contact will attend the boot camp. The goal of the event is to provide a one-on-one experience for DoD CSA recruitment students and their selecting agencies. Students will have an opportunity to meet agency representatives as well as other students joining the same DoD Agency.

NCAE-Cs may, but are not required to, address this section of the solicitation. This stand-alone activity will be evaluated separately from the NCAE-C's 2025 DoD CSA submissions. Submitting a proposal for this offer will not help or hinder a NCAE-C's 2025 DoD CSA submission. **Approximately \$250,000 has been set aside for each year for this activity.**

NCAE-Cs should address all logistical requirements of planning an event to include but not limited to the following items in their proposal:

1. **Date of Event.** New DoD CSA recruitment students will be selected before 21 April 2025 (20 April 2026), with scholarship acceptances being due on 05 May 2025 (04 May 2026). The event should be held between the June and the July of 2025 and 2026. Offerors should take into consideration other NCAE-C attended events during this time and avoid scheduling at the same time. Offerors may suggest dates into September with a justification. Weekend events will be considered as well.
2. **Location of Event.** The Offeror may hold the event either on campus or at a hotel, but proposals recommending on-campus facilities are preferred. Offerors should consider distance to and from airports in the identification of a location.
3. **Agenda:** The event will consist of one full and two half days. The Offeror will work with the DoD CSA Program Office to allow enough time for topics/activities such as DoD overview, initial clearance processing, resume writing, separate student/DoD agency meeting, separate DoD CSA Program Office and faculty meeting, and an overview from the DoD CSA Program Office. Draft agendas may be included in the proposal.
4. **Attendees:** The DoD CSA Program Office estimates 150-200 recruitment students, 85-100 University Representatives (1 from each school), and 35-40 government representatives. The DoD CSA will work with the Offeror to identify attendees and provide contact information.

5. **Travel:** The Offeror should be able to process travel for recruitment students and approx. 30 University Representatives to include airfare, two nights lodging (additional nights may be authorized based upon departure flight), airport transfer to event location, and meals (those not provided by the event). Rental cars will not be authorized. The remaining university representatives are currently on a DoD CSA grant and will process travel through their university. Government representatives will process travel through the DoD CSA Program Office according to GSA travel policies.
 - a. Accommodations: Offerors should identify how they plan to house the students. This can be done either in campus dorms or hotels. Offerors may recommend students share rooms. There should be enough local hotels to house the university and government attendees (requires government per diem rate).
 - b. Proposals should identify how accommodations will be made for those who may need accessible rooms.
6. **Room Size/Space Requirements:** Offerors should identify space large enough to hold at least 250-300 people. The tables should be arranged in large rounds, but the DoD CSA Program Office is open to other suggestions. The event space should also allow for break-out sessions. These rooms will be used for the DoD Agency meetings. Break-out rooms can be set-up theater style, but again the DoD CSA is open to suggestions.
 - a. Wifi should be available in all meeting rooms
 - b. Main room should have AV support
7. **Meals:** Meals may be provide during the event as long as they are part of the meeting and there is an agenda for that time. Proposals should address how dietary restrictions and allergies will be accommodated.
8. **Registration/Badging:** Offeror should address the registration and badging process. This includes but not limited to pre-event registration and on-site registration. Offerors should identify how they propose to badge attendees. The DoD CSA Program Office should have access to the registration lists.
9. **Printing / Materials / Supplies:** Offeror should identify required supplies, materials, and any printing requirements. The DoD CSA Program Office will work with the offeror to identify any handouts.
10. **Networking:** Offeror should identify creative and/or unique strategies to encourage networking during the event. Icebreaker events are also encouraged.
11. **Evening Events/Socials:** Evening or Social events are not required a required portion of the proposal. The DoD CSA cannot provide support funds for such activities. The Offeror may such include evening/social events in their proposal, but they should identify how they will be financially supported.
12. **Give Away/Swag:** The DoD CSA will authorize the purchase of DoD CSA t-shirts for students and faculty. Government representatives may have the option to purchase a shirt. The DoD CSA will assist with providing other marketing items such as lanyards, notepads and a pens/pencil. No additional giveaway items will be authorized.
13. **Media:** Given the nature of this event, media will not be invited to attend.