

DoW CSA Recruitment Scholar Boot Camp- 2027

The Department of War (DoW) Cyber Service Academy (CSA) Program Office is seeking a National Center of Academic Excellence in Cybersecurity (CAE-C) that currently supports student recruitment scholarships to plan, execute, and host the summer 2027 DoW CSA Recruitment Student Boot Camp. This event will bring together newly named DoW CSA Scholars, academic representatives, and DoW agency points of contact.

The goal of the boot camp is to provide a direct engagement experience for DoW CSA recruitment students and their selecting agencies. During the event, students will have the opportunity to meet agency representatives and connect with other students who will be joining the same DoW Agency.

The primary focus for Cyber Service Academy (CSA) institutions is the submission of scholarship support proposals. In addition to the main scholarship program, this document presents a separate and optional opportunity to host the 2027 DoW CSA Boot Camp. Institutions may choose to respond to this boot camp solicitation, but it is not a requirement. All proposals for hosting the boot camp will be considered stand-alone activities and will be evaluated independently of any scholarship support submissions. Submitting a proposal for this offer will not help or hinder an institution's 2026 DoW CSA submission.

Institutions may request **up to \$500,000** for this initiative but should understand that final funding amounts may be reduced to adhere to the DoW's available budget.

Institutions should address all logistical requirements of planning an event including, but not limited to the following items in their proposal:

1. **Date of Event.** New DoW CSA recruitment students will be selected before April 2027, with scholarship acceptances being due in May 2027. The event should be held between the June and July 2027. Offerors should take into consideration other academic 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 agenda should span 3 or 4 days, consisting of 1 or 2 full-days, with a half-day before and after the main event for travel, check-in, and departure. The Offeror will work with the DoW CSA Program Office to allow enough time for topics/activities such as DoW overview, initial clearance processing, resume writing, separate meetings for students and DoW agency representatives, separate DoW CSA Program Office and faculty meeting, and an overview from the DoW CSA Program Office. Draft agendas may be included in the proposal.
4. **Attendees:** The DoW CSA Program Office estimates 150-200 recruitment students, 85-100 University Representatives (1 from each school), and 35-40 government representatives. The DoW 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 approximately 30 University Representatives to include airfare, two- or three-nights lodging (additional nights may be authorized based on departure flight schedules), airport transfer to

event location, and meals (those not provided by the event). Rental cars will not be authorized for attendees. The remaining university representatives are currently on a DoW CSA grant and will process travel through their university. Government representatives will process travel through the DoW CSA Program Office according to GSA travel policies.

6. **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). Proposals should identify how accommodations will be made for those who may need accessible rooms.
7. **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 DoW CSA Program Office is open to other suggestions. The event space should also allow for breakout sessions. These rooms will be used for the DoW Agency meetings. Breakout rooms can be set up theater-style, but again the DoW CSA is open to suggestions.
 - a. Wi-Fi should be available in all meeting rooms
 - b. Main room should have AV support
8. **Hybrid and Virtual Participation:** The Offeror must provide a robust virtual meeting solution (e.g., Zoom, Microsoft Teams, or a comparable platform) to support hybrid sessions and enable remote participation. The proposed platform must be capable of hosting all event activities, including main sessions and concurrent breakouts, while ensuring a high-quality experience for both in-person and virtual attendees.
9. **Meals:** Meals may be provided during the event if 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.
10. **Registration/Badging:** Offeror should address the registration and badging process. This includes, but is not limited to, pre-event registration and on-site registration. Offerors should identify how they propose to badge attendees. The DoW CSA Program Office should have access to the registration lists.
11. **Printing / Materials / Supplies:** Offeror should identify required supplies, materials, and any printing requirements. The DoW CSA Program Office will work with the offeror to identify any handouts.
12. **Networking:** Offeror should identify creative and/or unique strategies to encourage networking during the event. Icebreaker events are also encouraged.
13. **Evening Events/Socials:** Evening or Social events are not a required portion of the proposal. The DoW CSA cannot provide support funds for such activities. The Offeror may include such evening/social events in their proposal, but they should identify how they will be financially supported. Free events are encouraged (walking tours, movie or game nights, etc).
14. **Promotional Items / Branded Materials:** The DoW CSA will authorize the purchase of DoW CSA t-shirts for students and faculty. Government representatives should have the option to purchase a shirt. The DoW CSA will assist with providing some branded items. No additional giveaway items will be authorized.
15. **Media:** Given the nature of this event, local or national media should not be invited to attend.

Submission and Evaluation

Proposals must be submitted as a single PDF document attached as a part of the larger DoW CSA submission.

Proposals will be evaluated based on the following criteria:

1. **Institutional Capability and Experience:** The institution's demonstrated experience and capability in planning and executing large-scale, complex events (300+ attendees), particularly for professional or academic audiences.
2. **Quality of Proposed Plan:** The feasibility, creativity, and thoroughness of the proposed event plan, including the draft agenda, choice of facilities, and overall approach to logistical management (e.g., accommodations, registration, travel).
3. **Hybrid Event Solution:** The strength and technical feasibility of the proposed solution for supporting a seamless hybrid and virtual participation experience.
4. **Key Personnel:** The qualifications and relevant experience of the proposed Key Personnel, particularly in large-scale event management and logistics.
5. **Budget:** The reasonableness, cost-effectiveness, and clarity of the proposed budget and its justification.