

## **COMPETITION 2-3-1-20-7**

### **INNOVATION AND HUMAN CAPITAL PROGRAM FOR COMPETITIVENESS COMPONENT II: ADVANCED HUMAN CAPITAL FOR COMPETITIVENESS SUBCOMPONENT II.3: PROFESSIONAL QUALIFICATION PROGRAM**

#### **COMPETITION RULES FOR THE BOOTCAMP PROVIDERS REGISTRY**

This document has been faithfully translated into English. Only the original Spanish version published on the website of the Ministry of Science, Technology and Telecommunications is binding.

The rules for this competition for participating in a registry of bootcamp providers are based on the provisions of Law 9218, "Approval of Loan Agreement No. 2852/OC-CR signed by the Republic of Costa Rica with the Inter-American Development Bank for Financing the Innovation and Human Capital Program for Competitiveness," Amendment No. 1 to the Loan Agreement, and the Operating Manual for the Innovation and Human Capital Program for Competitiveness 2852/OC-CR of November 29, 2019, for Component II, "Advanced Human Capital for Competitiveness", Subcomponent II.3, "Professional Qualification Program."

#### **Background**

The Costa Rican government signed loan agreement number 2852/OC-CR with the Inter-American Development Bank (IDB), which was approved by Law 9218 for financing the Innovation and Human Capital Program for Competitiveness (PINN), designating the Ministry of Science, Technology and Telecommunications (MICITT) as its implementing agency. MICITT then signed agreement number MICITT-PINN-CON-636-2019 with the Costa Rican Investment Promotion Agency (CINDE) for support in the specific implementation of Subcomponent II.3 of the PINN through the processing of public calls for the registration of providers and selection of potential beneficiaries.

The PINN's overriding goal is to contribute to productivity by supporting production sector innovation activities and advanced human capital formation in strategic areas defined in the current National Science, Technology and Innovation Plan (henceforth referred to as the PNCTI).

#### **Definitions**

The following definitions will be used for the purposes of this competition:

**Beneficiary:** Any eligible person who is awarded the supplementary, non-repayable grant of Subcomponent II.3 of the PINN.

**Bootcamp:** Continuing education program consisting of intensive training in digital technologies, with a duration of approximately 3 to 6 months, for updating and retraining of workers or as an alternative or supplement for young from technicians or academic institutions youth seeking specialized technical training to improve their employability in

quality jobs in high value-added industries.<sup>1</sup> Bootcamps offer the practical foundation of computer programming and associated digital skills in a hands-on learning environment, combining traditional vocational training with socio-emotional technology skills, introducing real work situations in order to prepare your students for jobs in entry-level technology.

**Cantons with Low Social Development:** Cantons located in areas of less relative development, according to the classification cutoff values for areas of greater and less relative development in the MIDEPLAN Social Development Index (IDS) in effect at the time of publication of this invitation to compete. To consult IDS data, go to the following [access](#).

**Incentives Commission:** Collegiate body under the MICITT, comprised by representatives from academia, government and industry, that issues recommendations for awarding the grant.

**Evaluating Committee:** Committee comprised by representatives from academia and industry and tasked with the technical evaluation of applications for registration in the PINN bootcamp providers registry.

**Certification:** Certificate used primarily to demonstrate mastery of specific techniques and competencies used for improving the quality of processes, products and services.

**High-tech Industry:** Enterprises whose main activity is technology or advanced technological services for software, information technology services, science, and research and development (R&D).

**Eligible Person:** Costa Rican citizen with a permanent address in Costa Rica, or foreigner with a permanent residence in Costa Rica, 18 years of age or older, who has passed at least the fourth cycle of diversified education and meets the requirements for the supplementary non-repayable grant of Subcomponent II.3 of the PINN, and who has not been awarded aid in previous calls issued for this subcomponent.

**PNCTI:** National Science, Technology and Innovation Plan. Information on the PNCTI can be found at the following [access](#).

**Candidate:** Eligible person who has completed the application process for the supplementary non-repayable grant of Subcomponent II.3 of the PINN.

**Provider:** Bootcamp developer seeking registration in the Bootcamp Providers Registry.

**Registered Provider:** Bootcamp developer who has been accepted in the Bootcamp Providers Registry.

**Website:** MICITT website where official PINN documents will be published, at the following [access](#).

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<sup>1</sup> Adapted from Navarro, Juan Carlos. 2019. Bootcamps de programación: una respuesta a escasez de talento digital en América Latina.

## **Stages for Implementation of this Subcomponent**

The Professional Qualification Program will be implemented in two stages:

**Stage 1:** Creation, by means of this competition, of a registry of public or private providers or nonprofit organizations, where bootcamp proposals will be received for evaluation.

**Stage 2:** A call for beneficiaries, where bootcamp providers will deliver lists of eligible persons whose fulfillment of requirements will be verified by CINDE for their consideration in the MICITT Incentives Commission.

All Stage 1 providers may consult the established requirements as needed. Said consultations will be handled by CINDE in coordination with MICITT. CINDE will invite all providers to a webinar three days after publication of this competition announcement to clarify the details and/or answer any questions they may have. Said webinar will be recorded and made available to all providers while Stage 1 is underway.

## **Stage 1. Creation of a Bootcamp Providers Registry**

### **1. Objective of the Competition**

The objective of this competition is to create a registry of bootcamp providers who can supply training and/or certification services for enhancing the offer of qualified human capital in the high-tech, science and innovation industry according to the National Science, Technology and Innovation Plan's areas of greatest impact.

### **2. Scope of the Services and Deliverables**

#### **2.1. Scope**

The services to be provided by those who will comprise the bootcamp providers registry include: a) opening and publishing requirements for applications to bootcamps; b) processing applications for admission to bootcamps for interested eligible persons; c) receiving and reviewing compliance with grant requirements in applications that have been received and resulted in successful admission; and d) implementing the bootcamps in at least one of the areas indicated in section 3.5.1, in the agreed terms; and e) granting certificates of successful completion and/or certification.

#### **2.2. Deliverables**

**Bootcamp services, 100% face-to-face given in Costa Rica**, in one of the areas defined in section 3.5.1 for acquiring the competencies people need to perform high value-added activities, improve their productivity and employability and enhance companies' competitiveness.

To provide any of the aforementioned services, providers shall comply with the following deliverables:

- a. Post on the registered provider's website all bootcamps previously approved by MICITT with full details, including start date, end date, maximum amount of in-kind benefit to be granted by MICITT, bootcamp and certification costs (if applicable), bootcamp site or modality, language, schedule, and admission requirements that must be met by those wishing to compete for the benefit, as well as any other required details. This information should be explicitly posted when the competition for beneficiaries is opened.
- b. Define the technical admission requirements for candidates so that all participants can satisfactorily complete the bootcamp.
- c. By means of a transparent, participatory process and with the broadest possible dissemination, receive applications from those interested in attending bootcamps.
- d. Identify and recruit candidates who fulfill the definition of "eligible persons" for the bootcamps being offered.
- e. Assess and identify candidates who meet bootcamp admission requirements, which should be established by the registered provider.
- f. Send CINDE a list of all eligible persons together with the documents showing compliance with the previously established requirements, so that CINDE can perform the corresponding admissibility assessment.
- g. Train the beneficiaries, with top quality training and in the most practical and professional manner possible, in accordance with high-tech industry needs.
- h. Grant the certificates of successful completion and/or certifications. The latter applies when the bootcamp is for obtaining a certification.

### **3. Provider Eligibility Requirements and Documents to be Submitted**

Providers must meet all the following requirements. Failure to meet any one of the requirements will lead to rejection of the application.

#### **3.1. Domestic Providers**

- a. Must be a legal entity legally established in Costa Rica. This will be verified by means of certification of legal status and ownership and type of stock, issued no earlier than one month prior to the application date.
- b. Must be registered and active in the Costa Rican Social Security Institute (CCSS) and up to date with employer-worker obligations. This will be verified through online consultation.

- c. Must be up to date on FODESAF payments. This will be verified through online consultation.
- d. Must be up to date on national tax payments, including corporate taxes. This will be verified through online consultation.

### **3.2. International Providers**

- a. Must be a legal entity legally established in a foreign country. This will be verified by means of certification of legal status and ownership and type of stock, or its equivalent, issued no earlier than one month prior to the application date.
- b. Registered providers may receive local help in coordinating the logistics for complying with the deliverables in Costa Rica. That is, they may contract a third party in Costa Rica to take care of the logistics for the physical spaces and other related aspects to help them conduct the bootcamps.

### **3.3. All Providers**

- a. Must not have any of the disqualifications indicated in Section 5.
- b. Must have proven positive experience in providing bootcamp services in one of the impact areas listed in Section 3.5.1. To do so, the provider must submit at least two (2) reference letters from different customers showing that it has satisfactorily provided bootcamp services on these topics. For confirmation of this point, the provider must fill out and attach Annex 2. If the provider is the only one offering the certification, it will be exempt from meeting the experience requirement; for the purposes of this exemption, the provider must submit a certification issued by the certification owner showing that it is the sole provider in this country.
- c. Providers offering certifications as part of the bootcamps must be recognized as an authorized center or educational partner of the owner of the certification being offered. This will be verified by means of a certification, contract, agreement or accord signed by the two parties.
- d. Registered providers may not subcontract the certification and/or training services.

### **3.4. Addition Documents to be Submitted**

- a. Sworn statement available in Annex 3 to this document.
- b. Application form for being included in the providers registry, completed in Spanish; this form is available at the following [link](#) The provider's legal representative(s) must sign it with

a certified digital signature issued pursuant to the Law for Certificates, Digital Signatures and Electronic Documents and its Regulation.

- c. The following [link](#) provides information on the offices where the digital signature can be obtained. If the grant application is not signed by the bootcamp provider's legal representative, a certificate must be provided of the power of attorney held by the signer of the application. This should include authorization for signing all subsequent documents, up to and including the contract.

In the case of international providers, the document must be physically signed and scanned, and a copy of the signer's identification document (passport) must be attached.

- d. If the provider indicates in its proposal that it will use teaching materials (books, printouts, presentations, etc.) for the lessons, this material must be provided to the beneficiaries by the provider.
- e. Technical proposal with costs and list of team members who will be providing the bootcamp services, as described in section 3.5.1.
- f. Any other document requested on the registration application form.

All documents in languages other than Spanish must be accompanied by a translation (not necessarily official) into Spanish. If the provider is accepted, all submitted documents from abroad must be duly apostilled.

All documents must be delivered in the following [link](#)

### **3.5. Topics, Technical Proposal, Cost Proposal and Members of the Bootcamp Instruction Team**

#### **3.5.1. Topics**

The bootcamps to be offered must be on the following topics:

- a. Cybersecurity
- b. Programming
- c. Data science
- d. Other digital technology topics related to the PNCTI, which will be submitted to MICITT for consideration.

#### **3.5.2. Technical Proposal**

Providers should submit a technical proposal indicating the detailed timeline for the activities they plan to carry out to achieve the deliverables and listing the objectives, activities, deliverables, time and resources, keeping in mind that they will have up to a month and a half from when the call is

opened for beneficiaries to remit the complete list of candidates to CINDE. Starting at that time, CINDE and MICITT have two calendar months to approve the list of beneficiaries and sign agreements. All bootcamps and/or certifications must be completed by no later than January 31, 2021. Providers must present a detailed structure of the bootcamp and their lesson plans, specifying the objective for each lesson, contents, activities, resources and testing of the beneficiaries, as well as the list of instructors for the bootcamp and their curricula vitae.

### **3.5.3. Cost Proposal**

Providers must submit a cost proposal indicating the cost of each bootcamp per beneficiary and the maximum and minimum number of beneficiaries in the time period defined for each bootcamp. Proposals should state the total cost, which must include all bootcamp costs, including teaching materials, enrollment and other supplies. Proposals should include rental of facilities and equipment, if needed (computers, training rooms, video beam, screens, Internet connection and speed, technical equipment and program requirements, etc.). Cost proposals should include a detailed breakdown of each of the items listed.

If the bootcamp includes certification, the individual costs of the bootcamp and the certification should be specified separately. The maximum amount per non-repayable grant application per applicant shall be US \$20,000.00 per beneficiary, including certification. Price reasonableness will be reviewed by the Evaluating Committee according to an expert criterion.

### **3.5.4. Team Members**

Providers must have the necessary instructors for full compliance with deliverables. These should be expert professionals with the competencies and skills required for giving bootcamps, both of which must be related to the areas established in section 3.5.1, with a positive experience in bootcamp activities and at least a bachelor's degree in a field related to the training topics. (The form in Annex 1 should be completed for each instructor.)

**Employer Responsibility:** Providers must have their own personnel and must comply with all employer obligations. MICITT and CINDE are therefore completely separate and shall have no employer-worker relationship whatsoever with the providers' employees. Furthermore, MICITT and CINDE are exempt from all liability or worker-employer claim against the providers.

**Foreign Staff:** It is understood that all registered providers shall be responsible for complying with Costa Rican legal requirements for their foreign staff to work in this country. MICITT reserves the right to require proof that registered providers are in compliance with applicable law.

**Professional Services:** It is understood that all registered providers shall be responsible for complying with Costa Rican legal requirements for contracting professional services. MICITT reserves the right to require proof that professionals rendering services to registered providers are in compliance with applicable law.

#### 4. Provider Selection Evaluation Criteria

Applications for enrollment in the provider register that meet the requirements of this competition shall be examined by the Evaluating Committee. This committee may reject providers based on the reasonableness of the cost proposal. The remaining applications shall be examined on the basis of the following criteria. Applications obtaining at least 70 points on a scale of 1 to 100 shall be eligible.

**4.1. Table 1: Evaluation for Bootcamps**

Evaluation Item	Criterion	Sub-criterion	Point Range	Weight of Sub-criterion	Documentation
Quality	Bootcamp contents	The concepts included in the bootcamp are current, meet market demands, and are treated with sufficient depth for adequate job performance by the participant.	Content evaluated according to the expert evaluating committee:  10: Excellent 8: Very good 7: Good 4: Fair 2: Poor 0: Lacking	10 pts.	Section 3.5.2 technical proposal
Teaching Method	Appropriateness of the method, such as theoretical and practical, lecture or participatory, individual or group activities, tasks and associated times, evaluation criteria, and teaching materials used (associated with the training)	Clear, detailed justification of the teaching strategy to be used for building the skills and aptitudes associated with the training topics.	Justification evaluated according to the expert evaluating committee:  15: Excellent 12: Very good 9: Good 6: Fair 3: Poor 0: Lacking	15 pts.	Section 3.5.2 technical proposal



	Effectiveness of the method	Percentage of passing grades (percentage of students who started the previous bootcamp and completed it)	More than 90%: 10 pts Less than 90% and more than 70%: 7 pts Less than 70% and more than 50%: 4 pts Less than 50%: 0 pts	10 pts.	List of those enrolled and list of those who passed the previous bootcamp version related to the topic to be given
Experience	Provider's record and experience in giving bootcamps to private sector individuals or public enterprises on the competition's areas of interest and related topics	Experience giving bootcamps on the topics of this competition	Years of experience giving bootcamps on the topics of this competition: 3 or more years: 10 pts. More than 1 year and less than 3 years: 7 pts. Less or equal than 1 year: 2 pts. 0 years: 0 pts.	10 pts.	Sworn statement
			The references submitted are from: 15 pts: International enterprises/institutions 10 pts: Regional enterprises/institutions (operations in an entire region) 5 pts: Local enterprises/institutions (operations in only one country)	15 pts.	Annex 2
		Suitability of the instructors for the respective training topics/certification	10 pts: > 5 years providing training on the bootcamp topics 7 pts: > 2 and ≤ 5 years providing training on the bootcamp topics 4 pts: >1 and ≤ 2 years providing training on the specific competition topics 0 pts: ≤ 1 year providing training on the specific competition topics	10 pts.	Annex 1
			Completed university studies in fields related to the training topic:	10 pts.	Annex 1

			10 pts: Master's degree or higher 8 pts: Specialization 6 pts: Bachelor's or Licentiate degree		
			Instructors' years of work experience in fields related to the bootcamp topics: 6 or more years: 10 pts. From 4 to 6 years: 7 pts. From 2 to 4 years: 4 pts. Less than 2 years: 0 pts.	10 pts.	Annex 1
Cost	Reasonableness of the proposed price	Proposed price compared to the price of the previous version of the same bootcamp given by the company. If no previous version exists, this will be evaluated against the price of a similar academic offering.	10 pts: the price of the previous offer is maintained 7 pts: the price of the previous offer is increased by 10% or less 4 pts: the price of the previous offer is increased by 15% or less 0 pts: the price of the previous offer is increased by 16% or more	10 pts.	Breakdown of the last quote submitted for the same bootcamp as the one being offered.
TOTAL				100 pts.	

#### 4.2. Table 2: Evaluation for Additional Points

Proposals that have scored more than 70 points on the criteria in Table 1 may opt for additional points on the basis of the following criteria.

Criterion	Evaluation Item	Sub-criterion	Proof	Weight of Criterion	Documentation
Accessibility	Possibility of moving the bootcamp to areas outside the greater metropolitan area (GMA). To consult geographical	Quality and feasibility of the strategy, taking into consideration the aspects of infrastructure, equipment and dissemination capacity	Quality and feasibility of the strategy evaluated according to the evaluating committee's expert criterion:  10: Very good	10 pts.	Explanatory document of the strategy for moving the bootcamp outside the GMA

	distribution, click on the following <a href="#">link</a> .		7: Good 4: Fair 0: Poor		
	Strategy for the participation of persons from cantons with a low social development index (IDS)	Quality and feasibility of the strategy, taking into consideration the aspects of promotion and communication channels, experience or successful cases of implementation in populations with a low social development index, and strategic partnerships	Quality and feasibility of the strategy evaluated according to the evaluating committee's expert criterion:  10: Very good 7: Good 4: Fair 0: Poor	10 pts.	Explanatory document of the strategy for the participation of cantons with a low IDS
Certification	Certification provided at the end of the bootcamp with respect to the topic, if applicable	If the bootcamp topic permits the provision of a certification recognized by the industry, the provider will have the possibility of opting for this item.	The provider provides certification to the beneficiaries at the end of the course: 5 pts.  The provider does not provide certification to the beneficiaries at the end of the course: 0 pts	5 pts.	Section 3.5.2 technical proposal
Total				25 pts.	

## 5. Disqualifications

The following are disqualified for registration in the providers registry:

- Legal entities that have committed a breach of contract concerning the allocation of a benefit by MICITT or the provision of a service to MICITT in the last five years.
- Legal entities whose representatives have been investigated or sentenced for crimes against intellectual property rights, crimes against copyrights and related rights, crimes against rights over layout designs (topographies) of integrated circuits, disclosure of business secrets, information technology crimes, crimes against the public trust, or money laundering.
- Legal entities in bankruptcy, financial insolvency, under receivership or judicial administration, with cautionary measures on their assets, that have ceased their business activity and/or are in the process of dissolution as legal entities.

- d. Legal entities in which one of the instructors has been judicially or extrajudicially questioned nationally or internationally.
- e. Legal entities whose shareholders are employees or directors of MICITT, CINDE, IDB or any other entity involved in the benefit awarding process, employees and suppliers of the PINN implementing agency, sitting members of the Incentives Commission, as well as their spouses, partners, or relatives up to the third degree of consanguinity or kinship, pursuant to Article 3 and Article 38 of Law 8422, "Law against Corruption and Illegal Enrichment in Public Office." This disqualification shall remain in effect for up to six months after this cause is extinguished.
- f. Individuals or legal entities to which the regime of prohibitions set forth in Article 22 bis of the Administrative Procurement Law applies.
- g. Individuals or legal entities included on the list of individuals or companies declared temporarily or permanently ineligible by the IDB. If a firm or individual declared temporarily or permanently ineligible by the IDB is selected through a competition as a grant beneficiary, the IDB shall not finance said expenses.

## **6. Bootcamp Provider Registration Procedure**

- a. Interested providers must digitally complete the entire registration application form and submit all documents requested in Section 3; this is available at the following link
- b. CINDE will verify satisfactory fulfillment of application requirements for registration in the providers registry.
- c. The Evaluating Committee will carry out the corresponding technical evaluation.
- d. MICITT will issue an official memorandum announcing the results of the competition.
- e. CINDE will notify the providers of the results of the competition.
- f. Selected providers will have one calendar week, starting on the day following receipt of the notice of registration in the bootcamp providers registry, to confirm their participation in the program.
- g. Agreements will be signed between MICITT and the registered providers.
- h. MICITT and CINDE will publish the list of registered providers in the Bootcamp Providers Registry who will be considered in the nomination of eligible persons for the PINN benefits.

MICITT and CINDE reserve the authority to compare all documents attached to the registration application e-form against the originals; for this reason, providers should keep the originals of the documents they attach to the registration application e-form until the technical and financial completion of the services rendered.

## **7. Contract Formalization**

Each registered provider shall sign an agreement with MICITT in which it agrees to perform the bootcamps fully and on time and to follow the rules established in the Operating Manual. The agreement will stipulate at least the effective term, duties, and rights of the parties and the conditions for disbursements. For the purposes of impact assessment, registered bootcamp providers must deliver any information requested by MICITT and CINDE for completing the PINN measurement, monitoring, audit and evaluation instruments.

Prior to signing the agreement, international providers must provide certification of legal status showing that they are legally established in the country of origin and certification of the power of attorney backing the authority of signer of the agreement and the duly apostilled registration application and sworn statement.

## **8. Disbursements**

- a. MICITT shall pay, through CINDE, the price, in two tracts, of each bootcamp conducted by the registered provider. The first payment shall be for 50% as advance payment, that is, prior to the bootcamp, and the remaining 50% shall be paid as reimbursement, subject to CINDE's final evaluation to verify 100% compliance with the deliverables of bootcamp services rendered and CINDE's approval for settling all items financed for each beneficiary (see point 6 of Stage 2).
- b. The maximum amount per non-repayable grant application per applicant shall be US \$20,000.00 per beneficiary, including certification; price reasonableness shall be reviewed by the Evaluating Committee according to an expert criterion.
- c. Funding shall be provided one time only to each beneficiary.
- d. MICITT reserves the right to limit the number of beneficiaries per provider, per topic, or per company of origin of the beneficiary, should it so deem necessary, in accordance with the principles of market demand, reasonableness and proportionality.
- e. Registered international providers must comply with payment of the taxes determined in the Income Tax Law (tax withholding for companies domiciled abroad), for which they should recognize and accept that CINDE will withhold 25% of the gross income obtained by the registered provider as income from Costa Rican sources paid by virtue of the provision of personal services to MICITT. In its capacity as withholding agent, CINDE shall be responsible for transferring the withheld tax to the tax authorities. Registered providers can obtain information on the probable tax burden at the Ministry of Finance's General Tax Directorate (DGT).

## **9. Monitoring of Contract Performance**

- a. All publications in any media by registered providers with regard to the bootcamps shall be reviewed in advance by CINDE and MICITT. Publication details should be sent to the email address [proveedorespinn@cinde.org](mailto:proveedorespinn@cinde.org) for approval prior to publication.
- b. MICITT and CINDE shall disseminate on their websites and other digital platforms a list of offered bootcamps, their requirements and their respective registered providers.
- c. All publications should state that the funding comes from the MICITT's Innovation and Human Capital Program for Competitiveness.
- d. CINDE will monitor compliance and quality of the services rendered by the registered providers of the bootcamps as well as contract compliance by the beneficiaries.
- e. Providers must submit reports on their activities to CINDE, including an update of the number of training classes that have been given through the bootcamps, the number of participants, academic reports, enrollment reports, and the number of persons who successfully completed the bootcamp and obtained certification (if applicable), with the frequency stipulated in the agreement, in order to verify compliance with the rules for this competition. These reports should include a detailed description of the activities according to the agreed-upon timeline, a precise description of the current status of the beneficiaries, problems affecting the training sessions, and, if necessary, proposed re-planning and mitigation measures, among other things.
- f. CINDE will carry out mid-term technical evaluations of the registered providers and bootcamp instructors to determine their level of performance and will alert the PINN of any change in the commitments undertaken with the beneficiaries.
- g. All registered providers must render a final report to CINDE once all the bootcamp activities have been satisfactorily concluded, within seven business days after conclusion of the bootcamp. This report shall include the updated status of the beneficiaries, the list of certified persons or persons who satisfactorily completed the bootcamp, a copy of each certification issued, and the results of the internal satisfaction evaluation by the beneficiaries of the bootcamp they received. Whenever it so deems necessary, CINDE is authorized to evaluate the bootcamp and beneficiaries to ensure the level of the course and how well it was received.
- h. Reports should be prepared in Spanish and must be signed by the registered provider's legal representative or the person authorized for said purpose.
- i. The bootcamp's registered provider agrees to allow MICITT or CINDE or any of their representatives to supervise their activities at any time in order to verify compliance with the terms of this competition.

The corresponding agreement clauses shall apply if the provider fails to satisfactorily perform the proposed service.

## **10. Opening of the Competition**

The competition will open on March 10<sup>th</sup> , 2020, and will remain open until March 20<sup>th</sup> , 2020. The competition may be extended due to a lack of offerors or to reasons of expediency.

## 11. Contacts

All queries regarding this competition may be e-mailed to [proveedorespinn@cinde.org](mailto:proveedorespinn@cinde.org) or consulted by phone at 2201-2889, 2201-2801, or 2201-2883.

**Dr. Paola Vega Castillo**  
**Vice Minister of Science and Technology**  
**Ministry of Science, Technology and Telecommunications**

### ANNEX 1

#### Curriculum Vitae – Itemized for each Proposed Professional

Job Title:	<i>[position on the team]</i>
Name of Professional:	<i>[name]</i>
Date of Birth:	<i>[day/month/year]</i>
Place of Residence:	
Telephone:	
E-mail:	

Education: *[Include relevant information with the name of the educational institution, dates and degree(s) obtained.]*

Relevant Work History: *[Include employment information starting with the current job, including dates, employer name, job title, and brief description of duties. Past jobs of no relevance for this competition need not be included.]*

Dates	Employer and Position	Description of Duties
<i>[dates]</i>	<i>[full name of employer and job title]</i>	<i>[description]</i>


If the instructor is authorized to certify, this should be indicated:

Date on which the instruction obtained certification:

Date of expiration:

Attach copy of diploma.

**Suitability for the Job:**

Assigned Tasks	Experience providing the training/certification in the topics of this competition
<i>[Include a brief description of the tasks in which the instructor will participate]</i>	<i>[Include a brief description of the specific experience related to the assigned tasks]</i>

**Contact Information:**

*[Include e-mail and telephone number.]*

**Certification:**

I hereby certify to the best of my knowledge that this CV correctly describes me, my qualifications and my experience. I certify that I am available to take on the job if the contract is awarded. I understand that any falsehood or misinterpretation described herein may lead to my disqualification or withdrawal by MICITT.

Option 1:

\_\_\_\_\_  
Signature

*[Name of professional]*

*[Date]*

Option 2:

\_\_\_\_\_  
Signature

*[Name of authorized representative and consultant (the same one who signed the proposal)]*

*[Date]*

**ANNEX 2: TABLE OF EXPERIENCE**



Please note that the customers should be private or public sector companies.

Name of Provider	
Customer #1:	
Customer's contact person (name, telephone, e-mail):	
Training or certification period:	
City and country where the services were rendered:	
Description of the training or certification:	
Number of people trained and/or certified:	

Name of Provider	
Customer #2:	
Customer's contact person (name, telephone, e-mail):	
Training or certification period	
City and country where the services were rendered:	
Description of the training or certification:	
Number of people trained and/or certified:	

Name of Provider	
Customer #3:	
Customer's contact person (name, telephone, e-mail):	
Training or certification period:	
City and country where the services were rendered:	
Description of the training or certification:	
Number of people trained and/or certified:	

(Include at least 3 customers)

CINDE and MICITT reserve the right to contact the customers to corroborate the references.

### ANNEX 3: SWORN STATEMENT OF YEARS OF EXPERIENCE AND DISQUALIFICATIONS

I, *full name of the person authorized by the provider, nationality*, bearer of identification document number *include social security number, passport or ID*, in my capacity as legal representative of the company *legal name of the company*, with corporate identification number *tax identification number*, fully aware of the penalties for false testimony and perjury in the Criminal Code of the Republic of Costa Rica, hereby declare under oath that my company has *include number of years* years of experience in providing skill-building bootcamps for professional qualification in the areas established in Section 3.5.1 of Competition 2-3-1-20-7 “*Bootcamp Providers Registry*”, and in providing training for the public/private sector. Furthermore, I declare under oath that my company has none of the disqualifications mentioned in Section 5 of the aforementioned competition and that all information contained in the grant application, its attached documents and form are complete and truthful, such that any false or incorrect data shall empower MICITT to annul said application. To this respect, I hereby consent to verification of the data contained in the grant application, its attached documents and the Survey Monkey form and authorize MICITT to request information or references from any individual or legal entity and release anyone providing such information from all liability.

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**Full Name**  
**Legal Representative**  
**DATE**  
**(Digital Signature)**

## **Stage 2. Opening of the Candidature Process for Persons Interested in Bootcamp Training**

**[The provider should publish on its website the following complete text when opening the candidature process.]**

### **COMPETITION 2-3-1-20-8**

#### **INNOVATION AND HUMAN CAPITAL PROGRAM FOR COMPETITIVENESS COMPONENT II: ADVANCED HUMAN CAPITAL FOR COMPETITIVENESS SUBCOMPONENT II.3: PROFESSIONAL QUALIFICATION PROGRAM**

The rules for this competition are based on the provisions of Law 9218, "Approval of Loan Agreement No. 2852/OC-CR signed by the Republic of Costa Rica with the Inter-American Development Bank for Financing the Innovation and Human Capital Program for Competitiveness," Amendment No. 1 to the Loan Agreement, and the Operating Manual for the Innovation and Human Capital Program for Competitiveness 2852/OC-CR, Version 4, of November 29, 2019, for Component II, "Advanced Human Capital for Competitiveness", Subcomponent II.3, "Professional Qualification Program."

### **1. Objective**

One of the priorities of the Innovation and Human Capital Program for Competitiveness (PINN) is to satisfy the production sector's demand for advanced human capital to drive competitiveness and innovation in the impact areas of the National Science, Technology and Innovation Plan, strengthening the business sector, narrowing the gender gap and benefitting areas with a low social development index, thereby contributing to the country's sustainable and equitable development.

To achieve a more just society with greater probabilities of reaching a high level of development, one of MICITT's strategies in the current National Science, Technology and Innovation Plan (PNCTI) is to promote, incentivize and strengthen human capital formation in science and technology in strong demand in the country through different educational, training and business programs and projects.

This is done by implementing talent promotion programs in science, technology and innovation designed to build human resource capacities and skills for knowledge generation and innovation, creating a corps of specialized personnel trained to meet global market needs.

Specialized human resources in the impact areas defined in the PNCTI have become a tool for attracting investment and building skills, increasing the country's competitiveness. As stated in the

PNCTI, human capital is also at the heart of every national science, technology and innovation system.

Competition 2-3-1-20-7, corresponding to Stage 1 prior to this call for applications, created a bootcamp providers registry for the Innovation and Human Capital Program for Competitiveness (PINN); these are the authorized providers for offering bootcamps for training and/or certification within the framework of this competition.

## 2. Candidate Profile, Eligibility Requirements and Required Documents

- a. Be of legal age
- b. Be a Costa Rican by birth or naturalization, or a foreigner with permanent residency in Costa Rica. This will be verified by a copy of the identification card.
- c. Be domiciled in the national territory. This will be verified through a sworn statement.
- d. Have successfully completed the fourth cycle of diversified education in a technical or academic institution. This will be verified by the degree or a certificate of grades.
- e. Not be employed in the public sector. This competition is aimed exclusively at persons who do not work in the public sector, since its objective is to improve private sector employability and competitiveness.
- f. Have been admitted by the registered provider in the bootcamp of interest. This will be verified by consultation with the registered provider.
- g. Be available for participating full time in the entire bootcamp
- h. Curriculum vitae
- i. Render the sworn statement available at the website of ([add the name of the registered provider](#)).
- j. **Grant Application E-form:** The applicant must complete online and in **Spanish** the entire grant application form, which is available at the website of ([add the name of the registered provider](#))
- k. Meet all requirements established by the professional qualification provider for the bootcamp.
- l. Any other document required in the grant application form.

All documents requested in the rules for this competition (including forms) should be submitted electronically at this [link](#).

If the beneficiary does not have a digital signature, the documents may be signed manually; in addition to sending them digitally, the beneficiary must submit them in person at the MICITT offices located in Zapote, 200 meters west of the Presidential Palace, first floor of the MIRA Building. If these documents are not submitted in person, a third party

may submit them with the manual signature of the legal representative; this signature must be authenticated by a lawyer or notary public.

MICITT and CINDE reserve the right to confront all documents attached to the electronic financing request form with the originals, which is why the applicant must keep the original documents attached to the electronic financing request form until the technical and financial closure of training and / or certification.

Computer equipment and Internet connections are available at Smart Community Centers (CECIS). The following link gives the locations of CECIS in different points of the country: [http://www.cecigo.cr/zf Web/Index/mapa](http://www.cecigo.cr/zf/Web/Index/mapa). MICITT and CINDE reserve the authority to compare all documents attached to the grant application e-form against the originals; for this reason, applicants should keep the originals of the documents they attach to the grant application e-form until the technical and financial completion of the bootcamp.

The supplementary non-repayable grants will be awarded **preferably** to beneficiaries whose permanent address is located in cantons with the lowest social development index, according to the index prepared to this end by MIDEPLAN (Article 10 of Law 9218). To determine the cantons with the lowest social development index, the cutoff values for the classification of the areas of greater and lesser relative development established in the Social Development Index (IDS 2017) prepared by MIDEPLAN. For access to this document, entitled "*Índice de Desarrollo Social 2017*," click [here](#).

### 3. Bootcamps to be Financed

The supplementary non-repayable grants will go towards financing the beneficiary's participation in the bootcamps approved by MICITT for acquiring the competencies, qualifications and/or certifications required for their performance in high value-added job activities, improving their productivity and enhancing company competitiveness in the impact areas.

[The registered provider should include here the names of the MICITT-approved bootcamps and certifications it will be giving, indicating the start and end dates of each bootcamp, cost, course curriculum, hours, technical admission requirements, and address where each will be given. The bootcamps should end in January 2021 at the latest.]

### 4. Financing Conditions

The supplementary, non-repayable grants **in kind** will be awarded under the following conditions:

- a. The maximum amount per non-repayable grant application per applicant shall be US \$20,000.00, including certification, if applicable.
- b. One (1) grant will be allocated per applicant.
- c. Supplementary expenses required to ensure completion of the training and/or certification or bootcamp must be paid by the applicant.
- d. All bootcamps and/or certifications must be completed by January 31, 2021 at the latest.
- e. The beneficiary must comply strictly with bootcamp attendance and the curriculum established by the bootcamp provider.
- f. No financing will be available for repeated courses or subjects.
- g. Financing will be subject to budget availability.

Once the grant application has been submitted, no requests for financing new items or increasing the requested amount will be admitted.

## **5. Items Financed by the PINN**

The following items are eligible:

- a. Cost of the bootcamp; and
- b. Cost of the certification exam and certification, if applicable.

## **6. Items Not Financed by the PINN**

The following will not be financed:

- a. Repeated courses / subjects
- b. Make-up exams
- c. Training and/or certifications not contained in the PNCTI areas and the areas of this competition
- d. Practices required by the provider to complete the bootcamp and/or certification
- e. The beneficiary's upkeep and transportation
- f. Any other item not authorized in the program's Operating Manual

## **7. Counterpart Funding**

If the applicant has funds from other financing sources, they must submit the respective documentation, that is, the scholarship agreement, official notification from the scholarship sponsor, or other official document specifying the total amount of the counterpart and its components.

## **8. Disqualifications**

The following are disqualified from receiving the supplementary non-repayable grants in this competition:

- a. Individuals who, at the time of application or prior to the awarding of the grant with PINN funds, are beneficiaries of other public sector sources of non-repayable financing intended for the same purpose.
- b. Individuals who have committed a breach of contract with regard to the allocation of a benefit by MICITT in the last five years.
- c. Individuals who have been beneficiaries of any PINN subcomponent and whose project is lacking technical and financial completion.
- d. Individuals investigated or sentenced for crimes against intellectual property rights, crimes against copyrights and related rights, crimes against rights over layout designs (topographies) of integrated circuits, disclosure of business secrets, information technology crimes, crimes against the public trust, or money laundering.
- e. Employees of MICITT, CONICIT, PROCOMER, CINDE, IDB or any other entity involved in the benefit awarding process, employees and suppliers of the PINN implementing agency, sitting members of the Incentives Commission, as well as their spouses, partners, or relatives up to the third degree of consanguinity or kinship, pursuant to Article 3 and Article 38 of Law 8422, "Law against Corruption and Illegal Enrichment in Public Office." This disqualification shall remain in effect for up to six months after this cause is extinguished.
- f. Anyone who has been the beneficiary of a supplementary non-repayable grant under Subcomponent II.3 of the PINN.
- g. Individuals or legal entities to which the regime of prohibitions set forth in Article 22 bis of the Administrative Procurement Law applies.
- h. Individuals or legal entities included on the list of individuals or companies declared temporarily or permanently ineligible by the IDB. If a firm or individual declared temporarily or permanently ineligible by the IDB is selected through a competition as a grant beneficiary, the IDB shall not finance said expenses.

## **9. Procedure for the Awarding of Supplementary Non-repayable Grants**

- a. Applicants must deliver the respective documents to the provider. [\[The provider should indicate where, how, and when it will receive this documentation.\]](#)
- b. CINDE will verify satisfactory fulfillment of the requirements of all grant applications submitted online by the provider.
- c. The submitted grant applications that meet admissibility requirements will be forwarded to the Incentives Commission, which will issue a recommendation for awarding the grant.



- d. The IDB gives the grant recommendation the green light.
- e. MICITT issues the grant award decision.
- f. The award agreements are signed.
- g. The bootcamp starts in accordance with the provider's proposed program.
- h. CINDE monitors the bootcamp in accordance with the terms established in Stage 1 of the Competition 2-3-1-20-7, "Bootcamp Providers Registry", and Section 12 of Stage 2, "Opening of the Candidature Process for Persons Interested in Bootcamp Training".

The average estimated time from receipt of the grant application to awarding of the grant is approximately three and a half months.

## **10. Contract Formalization**

Every beneficiary must sign an agreement with MICITT in which they agree to complete the bootcamp and/or certification fully and on time, acknowledge MICITT respectively in any activity, document or publication concerning the grant, and follow the rules established in the Operating Manual. The agreement will stipulate at least the effective term, duties, and rights of the parties and the conditions for disbursements. For the purposes of impact assessment, bootcamp beneficiaries must deliver any information requested by MICITT and CINDE for completing the PINN measurement, monitoring, audit and evaluation instruments.

Beneficiaries who breach the agreement must repay MICITT the total cost of the grant.

## **11. Disbursements**

The grant recipient will receive the benefit in kind through the bootcamp (and certification, if applicable) they will receive, so the respective disbursements will be deposited to the respective bootcamp and/or certification provider.

## **12. Monitoring of Contract Performance**

The bootcamp provider will provide CINDE with timely reports for monitoring the bootcamp beneficiary's compliance (academic reports, enrollment reports, final grades, pass/fail list, list of beneficiaries who obtained certification, etc.).

## **13. Reception of Grant Applications**

Grant applications will be received until ... [The provider must indicate the date and time deadline for receiving applications.]

#### **14. Contacts**

For queries concerning this competition, contact... [the provider should indicate a phone number and e-mail address for addressing the queries of those interested in applying]

Information on approval procedures can be found in the PINN Operating Manual, available at the following [link](#).

#### **Regarding the Digital Signature**

<http://www.firmadigital.go.cr/>

**Dr. Paola Vega Castillo**  
**Vice Minister of Science and Technology**  
**Ministry of Science, Technology and Telecommunications**