

REQUEST FOR PROPOSAL

Generation

THAILAND

GENERATION YOU EMPLOYED (THAILAND) CO., LTD

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REQUEST FOR PROPOSAL

Partnership with Generation as Training Partner

1. Overview of Generation

Launched in 2015, Generation is a global non-profit that works across fifteen countries and 170+ cities, training and placing disconnected youth (Generation) and mid-career learners (ReGeneration) into 30+ professions across tech, healthcare, customer service, and skilled trades. To date, we have supported 40,000+ graduates, at an 83% job placement rate, and ~70% continue to be employed six months later. Graduates typically earn 2-6x more than their income prior to Generation; and 80% of employers report that they outperform their peers once on the job.

Generation's technology program portfolio currently includes nine programs across 11 countries, with an additional two programs under development. To date, over 5,000+ learners have graduated from these programs globally, of whom 42% are female and ~40% do not hold a college degree. Over 83% of these graduates were placed into work within 6 months of graduation, 73% continue to be employed at one-year post placement, and the average income uplift for learners following graduation is 4.2X.

Since the onset of Covid-19, we have accelerated our ambition for scale. Not only do we plan to serve 75,000 learners over the next two years across our 14 countries, but we are also collaborating with multiple governments to embed our methodology in their workforce systems and processes. We have seen hundreds of millions of people globally lose their jobs due to the pandemic, with the impacts felt disproportionately by those who face the greatest systemic barriers, such as women, youth, and people of colour. We aspire to bring our proven methodology into the mainstream as quickly as possible and are calling on strategic and philanthropic partners to join us in this endeavor to meet the tremendous global need.

Generation's approach has seven components which tackle every obstacle in the end-to-end employment value chain.



Jobs and direct engagement with employers. We identify high-demand, middle-skill roles characterised by scarcity, churn, or productivity variation, and we work closely with employers to design curriculum-based programs (mapping key activities, technical and behavioral skills to perform in the jobs, and observing employees in the roles). We also confirm employers job vacancies and hiring predictions, and secure interviews with them for each of our graduates, prior to launching the program.

Recruitment. Generation targets those hardest hit by unemployment. We select learners primarily based on their motivation and demonstrated personal commitment to gain meaningful career-launching employment. Our process minimizes biases against race, gender, and background, and focuses rather on basic intrinsics required for each profession.

Integrated 4- to 12-week work-readiness training. Our training experience is anchored on intensive practice of the most important activities (what we call ‘breakdown moments’) of each profession - as identified from the activity mapping with employers - which integrate technical, behavioral, and mindset skills in every program module, every day. In parallel, to allow participants to focus on learning, we provide social support services, such as stipends, transportation assistance, and child care access.

Interviews with employer partners. After we have prepared our learners in a specific profession, we coordinate and facilitate interviews with employers who are ready to hire so that they can achieve job placement immediately.

Mentorship and community. All learners receive multiple forms of coaching and mentorship during the employment training programs: social support, technical skills support and career guidance. Coaching and mentorship continues during the first six months on the job. We develop a supportive social circle through learner and alumni networks and events, with the goal of increasing program and job retention.

Return on investment. We track impact on participants (personal and financial well-being) and return on investment for employers, factored in hiring cost, retention cost, and cost of productivity.

Data and technology. We gather data on our learner profile, performance in the bootcamp, and performance on the job to better tailor our approach and support graduate success.

2. About Generation Thailand

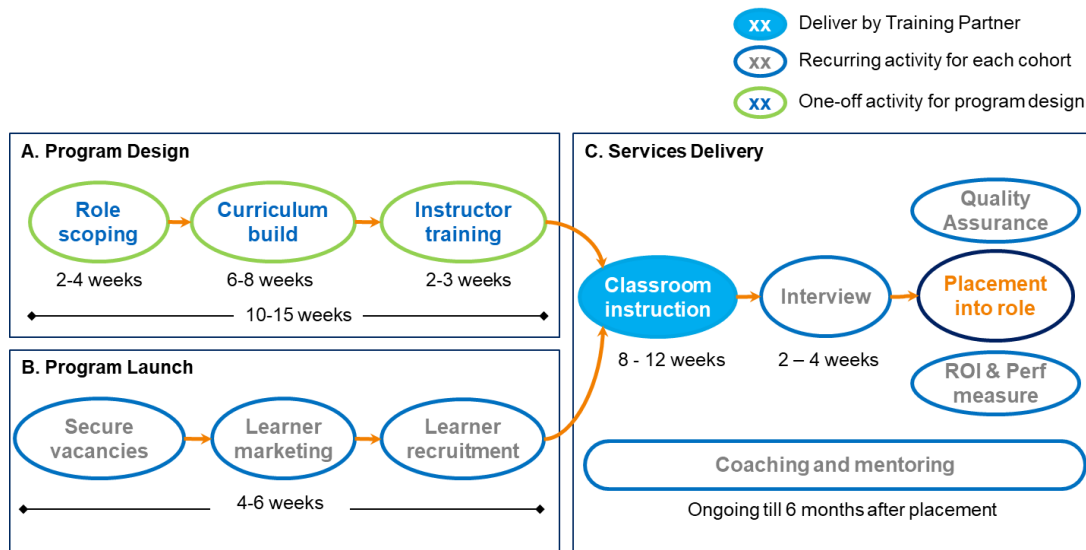
In Thailand, we are supported by the Ministry of Higher Education, Science, Research and Innovation (MHESI) to launch the Generation program in the country. Through this partnership with MHESI, Generation is aiming to recruit, train and place under-served jobseekers in the country into the professions that fit with Thailand development objectives. Additionally, Generation will source local training service provider to be Generation certified Training Partners (TP).

Over the next 18 months, Generation aims to train and place up to 350 learners into selected job roles in Technology and Healthcare sectors. The scope of this RFP is to select One Training Partner for our “Junior Software Developer” program in Thailand.

Program Details – Junior Software Developer (JSD)

- **Target learner population:** Age 18 and above, unemployed and under employed at the time of application, and preferably from under-served groups in society
- **Number of learners to be trained and placed:** 225 across 9 cohorts (targeting 25-30 learners per cohort)
- **Duration of the training bootcamp:** 3 months (12 weeks) full-time per cohort
- **Nature of the bootcamp:** The first cohort will be operated as 100% online. The subsequent cohort will be taught as blended learning (60% online, 40% offline). Depending on the situation and restriction due to COVID-19 in Thailand, if the blended model cannot be delivered, the course will have to operate as 100% online.
- **Employer partners:** We already have 5 employer partners who have indicated interest to hire from our program, and we continue to onboard new employers to increase our pipeline. These employers include Multinational companies, Large local tech companies and Start-ups. List of employer partners in Annex 1

Typical stages of a Generation program in Thailand



See 0 for course delivery timeline and sequence

3. Mode of engagement as Training Partner

Generation is keen to partner with adult-learning institutions to implement the JSD program in Thailand

A Training Partner (TP) is an institution that provides Generation with instructors and training delivery facilities to implement the 12-week full-time training Bootcamp for the JSD program. In the process, Generation will train and certify the TP instructors to deliver Generation’s practicum-based curriculum and also ensure ongoing support for instructors through observation and coaching sessions contributing to the professional development of the instructors.

Generation aims to train minimum 4 cohorts with maximum of 6 cohorts with 25-30 learners over a period of 18 months with the selected training partner. The table below describes the roles and responsibilities of the TP corresponding to Generation in running the JSD program.

Activity	Training Partner's role	Generation's role
Pre Bootcamp	<ul style="list-style-type: none"> ■ Identify a qualified and experienced instructor as per the job-description shared by Generation for delivering the various aspects of the Bootcamp (more details under resourcing); all instructors will need to be interviewed and confirmed by the Generation team before engaging in the delivery ■ Identify and lock-in infrastructure for delivering the blended learning Bootcamp (i.e Instructors should have functional laptops with high speed internet for online delivery sessions) as per the infrastructure checklist provided by Generation <ul style="list-style-type: none"> – Online : sufficient network bandwidth for course delivery – In-person : classroom and infrastructure this will include laptops/computers for learners, classroom facility ■ Allow the selected instructors and teaching assistants(TA) to go through the onboarding and train-the-trainer sessions with Generation (typically 1-2 weeks before the actual cohort start date) 	<ul style="list-style-type: none"> ■ Finalize the Bootcamp curriculum in collaboration with employer partners, and prepare session plans, instructor and learner reference material, presentation decks where applicable and any other delivery material required for the Bootcamp ■ Interview and confirm the instructors identified by the TP based on Generation selection rubric ■ Conduct the instructor onboarding and train-the-trainer sessions; Certify the instructors and TA before they engage in program delivery ■ Generation to lead the marketing and recruitment activities for jobseekers and enroll 25-30 learners per cohort ■ Generation to engage and sign up employers to participate and hire from the Bootcamp

Activity	Training Partner's role	Generation's role
Bootcamp	<ul style="list-style-type: none"> ■ Provide the infrastructure for delivering the blended learning Bootcamp as per the infrastructure checklist refer Error! Reference source not found. to aligned with Generation (this will include laptops/computers for learners, classroom facility for 40% of the duration, and any additional infra needed to facilitate the employer matching and interviews) ■ Allocate sufficient number of Generation certified instructors and TA to deliver the Bootcamp curriculum to the selected cohort of jobseekers ■ Allow Generation team to observe and intervene through out the Bootcamp delivery process in order to ensure the Quality Assurance of the Bootcamp ■ Instructors to collect and report all Bootcamp related data on Generation portals (details will be shared with instructors during their onboarding) ■ Any additional reporting or tracking of learner progress as and when required, and mutually agreed between Generation and TP 	<ul style="list-style-type: none"> ■ Provide on-ground support for instructors and TA by way of regular observations, coaching sessions and on-demand consultations related to the Bootcamp delivery ■ Train the TP staffs to upload relevant data on Generation portals ■ Conducting overall governance and project management during the Bootcamp to ensure the learners are prepared to face employers by the end of the bootcamp ■ Conduct employer networking and any other employer facing activities during the Bootcamp ■ Identify mentors and conduct regular mentorship sessions to help learners prepare for interviews and to support learners through career coaching

Activity	Training Partner's role	Generation's role
Post-Bootcamp	<ul style="list-style-type: none"> ■ Provide space for conducting on-site interviews with employers or any other placement related activities (when the situation allowed) ■ Provide instructors for any on-demand remedial sessions (i.e. additional coaching, revision for learners) if needed ■ Participate in the program review process with Generation to help improve the Bootcamp for the next cohort 	<ul style="list-style-type: none"> ■ Lead the employer engagement and placement activities and ensure everyone who is keen to get a job is well supported for a period of 6 months from the Bootcamp completion ■ Conduct a comprehensive program review based on all the data so far, and continue to collect information on learner wellbeing on the job and employer feedback on learners

Table 1 Training Partner Roles and Activities

The following table indicates the typical resourcing requirements for the TP:

Function	Estimated Full-time Equivalent resources (FTE)	Duration	Description of the function
Program coordinator	0.25	Ongoing	<p>End to end coordination and supervision of instructors and the Bootcamp delivery overall</p> <p>Coordinate with Generation team for general monitoring, data tracking and troubleshooting learner/instructor related issues</p>

Function	Estimated Full-time Equivalent resources (FTE)	Duration	Description of the function
Instruction	<p>Technical domain instructor with experience in full-stack development with experience in deliver behavioral skill and mindset coaching: 1 FTE</p> <p>Teaching Assistant: 1 FTE</p> <p><i>Note: this resourcing is based on a class size of 25-30. The resourcing may change based on the class size.</i></p>	4 months per cohort (2 weeks of preparation and onboarding, 3 months of instruction, 2 weeks of post bootcamp support)	<p>Delivering the Generation curriculum to the enrolled students on a daily basis (7 hour classroom time per day)</p> <p>Instructors to be selected based on Generation’s instructor selection framework based on expertise required</p> <p>Upload learner progress data (including attendance and performance in assessments) on Generation portals</p> <p><i>Note: Generation would prefer to have continuity of same instructors during a cohort, and also beyond the cohort to ensure consistency of delivery and capability development of the TP</i></p>

Table 2 Minimum FTE requirement for Training Partner

The TP will be paid by Generation for delivering the above services on a per cohort basis. In response to this RFP, Generation requests institutions keen to become the TP to submit their proposals that cover the costs associated with the services, assuming 4 cohorts of 25-30 learners per cohort. If the total cost of service is X per cohort, then Generation will be using the following schedule to pay the TP:

1. First installment: 0.5X upon completion of the first 4 weeks of the first bootcamp
2. Second installment: 0.35X upon achieving at least 90% graduation rate (graduation is based on learners attending at least 80% of classes)
3. Third installment: 0.15X upon achieving 80% placement for the cohort

4. Timeline and Deliverables

We expect the contract to be enacted by 18th October 2021.

5. Response Submissions

Format for responses: We expect a response from potential partners of no more than 15 pages in English, plus appendices, consisting of the following sections.

- 6.1 **Cover page** (template attached) with organization and contact details
- 6.2 One to two page **executive summary** of the proposal, including your motivation to partner with Generation
- 6.3 **Information on the areas of application** (mobilization, screening, curriculum development and training delivery). Please include relevant case examples and information on project management like metrics for monitoring operational aspects of training, e.g.: student attendance, trainer attendance, availability of materials, planning for site visits or guest lectures etc. Standard operational procedures in place such as trainer absenteeism policy etc.
- 6.4 **Qualification of course delivery personal** (Trainer and Teaching assistant). Please also state your willingness to hire external resource, faculty on your payroll to complement current resource if you are able to participate the program with Generation. Please see Annex 3 and Annex 4 for your reference.
- 6.5 **Preliminary program plan**, outlining key activities and timelines for conducting the services described above (in line with Generation provided plan)
- 6.6 **Proposed budget** for providing services associated with area of application, detailed by line-item, with Terms and Conditions (please specify cost per cohort for mobilization and training) with assumption of calculation.
 - i. Training personal (Instructors and TA)
 - ii. Infrastructure and utilities (for both online and blended delivery)
 - iii. Support systems
 - iv. Others
- 6.7 **Company Overview** including
 - i. Company profile
 - ii. Organization chart/senior management profile
 - iii. Customer base / industry partners, reference including contact information (maximum of three)
 - iv. Disclosable financial data (e.g., sales, accounts)
- 6.8 **Appendices**
 - i. Thailand tax identification number
 - ii. Instructor and TA criminal record check if possible

6. Evaluation Criteria

Generation Thailand will evaluate each institution candidate based on information responded to questions in the following section

Description	%Weight
Qualification and experience of instructor and TA	25
Familiarity and experience delivering with technology related upskilling programs (Content related to Junior software developer role or relevant field)	20
Readiness for training delivery (Resources, Infrastructure and timeline)	20
Motivation to partner with Generation. Evidence of experience running placement linked programs and motivation to scale beyond the pilot with Generation (Mode of delivery, number of students, % completion, and job roles)	20
Training delivery budget	15
Total	100

7. Selection Process: Calendar of Events

Description	Date
RFP Release	24 th September 2021
Submission deadline	11 th October 2021
Interview shortlisted training partners	13 th October 2021
Result announcement	15 th October 2021
Contract enactment	18 th October 2021

8. Contact person and Submissions

Suvipha Chaladkid : contact-th@generation.org and cc: suvipha.c@generation.org

Contact Number : +66815241544

9. Right to Select/Reject

Generation reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Generation Thailand also reserves the right to reject any or all proposals received without explanation.

10. Disclaimer

This RFP represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate Generation Thailand to accept any of the submitted proposals in whole or in part, nor is Generation Thailand obligated to select the lowest priced proposal. Generation Thailand reserves the right to negotiate with any or all firms, both with respect to price, cost and/or scope of services. Generation Thailand has no contractual obligations with any firm based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written purchase order shall obligate Generation Thailand in accordance with the terms and conditions

11. False Statements in Offer

Offerers must provide full, accurate, and complete information as required by this solicitation and its attachments.

12. Conflict of Interest

Offerers must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Generation Thailand having to re-evaluate selection of a potential offerer.

13. Request for Proposal Firm Guarantee

All information submitted in connection with this RFP will be valid for three (3) months from the RFP due date. This includes, but is not limited to, cost, pricing, terms and conditions,

service levels, and all other information. If your organization is awarded the contract, all information in the RFP and negotiation process is contractually binding.

14. Disclaimer and Reserved Rights

1. Generation Thailand will not compensate offerers for preparation of their response to this RFP.
2. Issuing this RFP is not a guarantee that Generation Thailand will award a purchase order.
3. Generation Thailand reserves the right to issue a purchase order based on the initial evaluation of offers without discussion.
4. Generation Thailand may choose to award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
5. Generation Thailand may request from short-listed offerers a second or third round of either oral presentation or written response to a more specific or detailed scope of work that is based on a general scope of work in the original RFP.
6. Generation Thailand reserves the right to waive any deviations by the offerers from the requirements of this solicitation that in Generation Thailand's opinion are considered not to be material defects requiring rejection or disqualification, or where such a waiver will promote increased competition.
7. To disqualify any offer based on offerer failure to follow solicitation instructions.
8. Extend the time for submission of all RFP responses after notification to all offerers;
9. Terminate or modify the RFP process at any time and re-issue the RFP to whomever Generation Thailand deems appropriate;
10. Generation Thailand shall have no obligation to keep any proposal (in whole or in part), including any information or materials submitted with such proposal, confidential. Any responses containing information that the respondent deems confidential need to be clearly marked as such.
11. Any work, services, etc. performed under a resulting award, will be considered "work for hire", and shall solely vest with Generation Thailand. The resulting databases from this research program will be the property of Generation Thailand and Generation Thailand will reserve the right to use the data and analysis in any of the materials it produces.

Annex 1. Employers list

- 1) SevenPeaks
- 2) Thoughtworks
- 3) Lineman Wongnai
- 4) Living Mobile
- 5) MAQE

Annex 2. Delivery Timeline and Sequencing

Activities/ Timeline (Month)	Duration (week)	2021					2022				
		Oct 1	Nov 2	Dec 3	Jan 4	Feb 5	Mar 6	Apr 7	May 8	Jun 9	Jul 10
1. Contract enactment											
2. Onboarding (TTT)*	2										
JSD Bootcamp, Cohort 1	12										
Post bootcamp support	2										
3. Refresher training**	1										
JSD Bootcamp, Cohort 2	12										
Post bootcamp support	2										
4. Refresher training	1										
JSD Bootcamp, Cohort 3	12										
Post bootcamp support	2										
5. Refresher training	1										
JSD Bootcamp, Cohort 4	12										
Post bootcamp support	2										
6. Professional development (Ongoing)	12										

Remarks: The timeline is subject to change as appropriate.

*Onboarding (TTT) is required for new instructors & TAs.

**Refresher training is for the same instructors & TAs, who already attended the TTT, and the duration can be shortened depending on the instructors' needs.

Represents "bootcamp period"

Represents "activities for instructors & TAs"

Annex 3. Sample Curriculum Vitae of Instructor

POSITION OVERVIEW

We are seeking a talented Lead Instructor to teach the curriculum designed by the Generation for a 12 week online/blended Junior Full Stack Developer program. This program is run in partnership with a leading employer in the global software consultancy space. The Lead Instructor will report into the Country Curriculum and Instruction (C&I) Lead, Generation, Singapore.

WHY JOIN US

- Work on an exciting new program in a start-up like environment
- Contribute to an important social mission in Singapore, improving education and employment opportunities to underserved population
- Work in a well-supported, high caliber, diverse team setting

WHAT YOU'LL DO

- Attend and participate in Generation onboarding for Instructors.
- Deliver engaging online synchronous modules to a diverse group of learners and guide them in their asynchronous (independent learning) modules.
- Deliver different types of Generation sessions and/or parts thereof.
- Adapt communication style to reflect and connect with the diverse experiences of participants.
- Work independently (supported by the Country C&I Lead) to deliver a high quality and personalised learning experience for all participants.
- Administer, grade, and/or provide feedback on weekly assessments.
- Support Generation's data-driven model by tracking and inputting (in Salesforce/ Canvas) participant attendance and performance in class and on assessments.
- Bring the learning experience to life, building community and enhance relevance by drawing on your own industry experience.
- Provide relevant and timely feedback to students on formative and summative assessment and/or on student projects.
- Explain complex topics in a non-technical way.
- Coach and guide students to be as employable as possible and support them to develop industry standard portfolios.
- Commit to and empathise with mid-career professionals and disconnected populations .
- Engage in periodic office hours for students and/or Lead Instructors and/or the Generation team.

WHAT YOU NEED TO BE SUCCESSFUL IN THIS ROLE

- Excellent knowledge across industry trends and able to share your own personal insight with students. You love to inspire diverse groups of learners and genuinely want to help your group of learners acquire technical skills, behavioural skills, mindsets and employment coaching that will make them valuable employees in the sector.
- Deep knowledge, relevant certifications and at least 5 years of industry experience on Full Stack Developer
- Some experience coaching adults (any experience will be highly regarded) and have a desire to coach and guide learners in an empathetic manner.
- Experience working with adults and/or has extensive knowledge of current trends and issues in adult education.
- Experience in using a Learner Management System (LMS) or equivalent.
- Ability to share your own personal insight with students.
- Passion to inspire and guide diverse groups of stakeholders including educators and students.
- Strong desire to help learners acquire industry specific skills, behavioural skills, mindsets and employment coaching that will make them valuable employees.
- You should feel comfortable about communicating to large and small groups of people and have a desire to coach and guide learners in an empathetic manner.
- Ability to collect and analyze participant data that will influence participant interactions.
- Self-reflective and open to frequent feedback from participants, lead instructor and the Generation team.

Annex 4. Sample Curriculum Vitae of Teaching Assistant

POSITION OVERVIEW

We are seeking a talented Assistant Instructor to assist teaching the curriculum designed by the Generation for the SGUP-CT program which is a part of #GetReadySG, the national skills initiative co-created by Microsoft and Generation Singapore, in partnership with Digital Industry Singapore (DISG), Infocomm Media Development Authority (IMDA) and SkillsFuture Singapore (SSG). The Assistant Instructor may work independently and/or work with the Lead Instructor and the Country Curriculum and Instruction Lead, Generation, Singapore. Learners will participate in project based learning under the supervision and guidance of the Assistant Instructor.

WHY JOIN US

- Work on exciting new programs in a start-up like environment
- Contribute to an important social mission in Singapore, improving education and employment opportunities
- Work in a well-supported, international team setting with other Generation teams globally, and a high caliber team to strengthen your problem-solving skills

WHAT YOU'LL DO

- Attend and participate in Generation onboarding for Instructors.
- Deliver engaging online synchronous modules to a diverse group of learners and guiding them in their asynchronous (independent learning) modules.
- Deliver different types of Generation sessions and/or parts thereof.
- Adapt communication style to reflect and connect with the diverse experiences of participants.
- Work independently or with a Lead Instructor to deliver a high quality and personalised learning experience for all participants.
- Administer, grade, and/or provide feedback on weekly assessments.
- Support Generation's data-driven model by tracking and inputting (in Salesforce/ Canvas) participant attendance and performance in class and on assessments.
- Bring the learning experience to life, building community and enhance relevance by drawing on your own industry experience.
- Work closely with the Lead Instructor to provide relevant and timely feedback to students on formative and summative assessment and/or on student projects.
- Explain complex topics in a non-technical way.
- Coach and guide students to be as employable as possible and support them to develop industry standard portfolios.
- Commit to and empathise with young/mid-career people and disconnected populations .
- Engage in periodic office hours for students and/or Lead Instructors and/or the Generation team.

WHAT YOU NEED TO BE SUCCESSFUL IN THIS ROLE

- Excellent knowledge across industry trends and able to share your own personal insight with students. You love to inspire diverse groups of learners and genuinely want to help your group of learners acquire technical skills, behavioural skills, mindsets and employment coaching that will make them valuable employees in the sector.
- Deep knowledge, relevant certifications and at least 2 years of industry experience on at least one of the following roles:
 - Associate Cloud Engineer
 - Junior Full Stack Developer
 - Business Intelligence and Data Analyst
- Some experience coaching adults (any experience will be highly regarded) and have a desire to coach and guide learners in an empathetic manner.
- Experience working with adults and/or has extensive knowledge of current trends and issues in adult education.
- Experience in using a Learner Management System (LMS) or equivalent.
- Ability to share your own personal insight with instructors and students.
- Passion to inspire and guide diverse groups of stakeholders including educators and students.

- Strong desire to help learners acquire industry specific skills, behavioural skills, mindsets and employment coaching that will make them valuable employees.
- You should feel comfortable about communicating to large and small groups of people and have a desire to coach and guide learners in an empathetic manner.
- Ability to collect and analyze participant data that will influence participant interactions.
- Self-reflective and open to frequent feedback from participants, lead instructor and the Generation team.

SAMPLE

Annex 5. Hardware & Software Requirements for Junior Developer Programs Generation Thailand

This document explains the minimum Hardware+Software requirements a participant must have in order to perform the required activities for the Generation software development programs. It also provides the installation verification steps that participants must complete.

Minimum Hardware Requirements

- 1.6 GHz or faster processor
- 1 GB of RAM
- Free Disk Space 1GB or more

Operative System Requirements

- OS X Yosemite or Higher
- Windows 7 (with .NET Framework 4.wr)
- Linux (Debian): Ubuntu Desktop 14.04, Debian 7
- Linux (Red Hat): Red Hat Enterprise Linux 7, CentOS 7, Fedora 23

Software Requirements and Installation Verification

- [Google Chrome](#)
- For Windows Users: [How to Install and Use the Linux Bash Shell on Windows 10](#)
- [Install Visual Studio Code:](#)
 - **Additional Windows requirements**
 - Microsoft .NET Framework 4.5.2 is required for Visual Studio Code. If you are using Windows 7, please make sure [.NET Framework 4.5.2](#) is installed.
 - **Additional Linux requirements**
 - GLIBCXX version 3.4.15 or later
 - GLIBC version 2.15 or later
- [Git:](#)
 - Verify Installation:
 - Open the terminal and type the following command

```
git --version
```
 - Expected output:

```
git version x.x.x (Apple Git-122)
```

- **NPM:**

- Verify Installation:

- Open the terminal and type the following command

```
npm --version
```

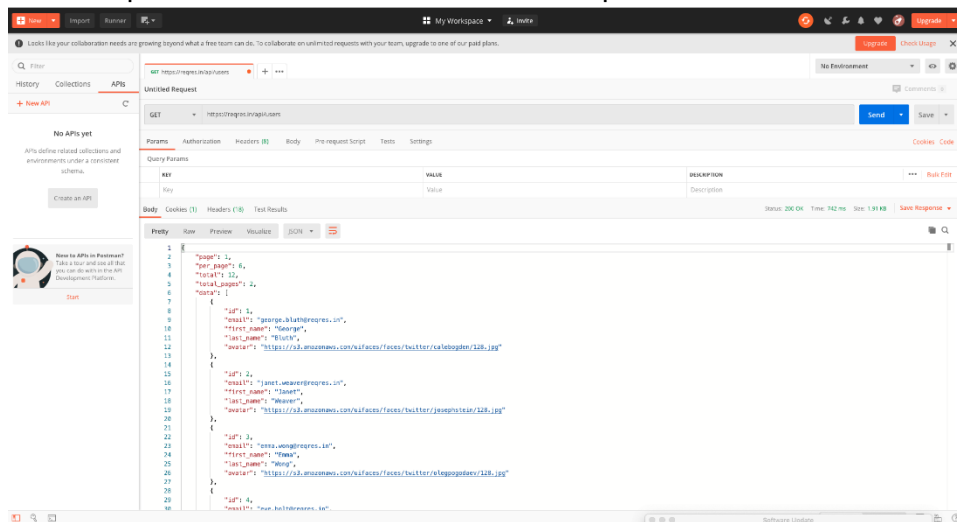
- Expected output:

```
6.14.4 (or the newest version)
```

- **Postman:**

- Verify Installation:

- Open the Postman and send a test request



- Canvas (learner license provided by Generation)
- Codecademy (learner license provided by Generation)
- Zoom (free account sufficient)
- Slack (single channel access provided by Generation)
- Google Jamboard (no license required)