Questions & Answers RFP Design & Implementation of IIE-Julia Stasch Scholarship for Refugees Leadership Training

**BUDGET**

**Question 1:** What costs need to be included in the budget (e.g. meals, venue, transportation)? Since students are local (Chicagoland area), is it assumed that they will not be lodging in downtown Chicago (assuming the training happens in person)?

**Answer 1:** The budget should include all expenses related to designing and implementing the curriculum of the leadership program for 39 grantees. This does not include any expenses for logistics such as room rental, supplies, meals or venue. Please note, the leadership program will very likely be implemented virtually, so please plan accordingly.

**Question 2:** Is there a budget range this project would fall within?

**Answer 2:** IIE will review all proposals submitted and evaluate budgets based on the activities proposed, the level of effort required to design and implement the program and the level of experience of the individual or organization applying to implement the leadership program. IIE will then determine if the overall costs proposed reflect a correct understanding of the project requirements.

**VIRTUAL VERSUS IN-PERSON**

**Question 1:** What is the status of the likelihood that the training would be in-person and when might that decision be made? Also, will all the students be local to Chicago and if the training is administered online exclusively - will students be in attending online in a group or each from their individual locations/homes?

**Answer 1:** At this point, given the uncertainties of the COVID-19 situation and to begin the planning process for the leadership program, it is highly likely that the leadership program will take place virtually. The final decision will be made after IIE identifies an individual or organization to design and implement the program.

Proposals should take into consideration that virtual implementation will change the dynamic of the leadership program and think about best strategies to design an engaging leadership program for 39 grantees. This may mean adjusting the daily hours (for in person a 9:00 AM -5:00 PM daily schedule was planned) or to break down the group into smaller groups for some parts of the program. All students are located in Chicago or Chicagoland and will participate in the leadership program from their homes.
**DESIGN & DELIVERY OF THE LEADERSHIP PROGRAM**

**Question 1:** Will the organization carrying out the work have contact with the students at any point prior to the training event either directly or through IIE? For example, will the organization be able to ascertain somehow, perhaps through the use of a brief survey, how students are contributing to their communities so far since one of the goals of the training is to “enhance the students’ ability to further contribute to their local community.”? Also is it assumed that the students have access to computers and internet in their homes in the case that the training is held virtually due to COVID-19?

**Answer 1:** The organization or individual implementing the leadership program will be able to communicate with students prior to the leadership program through surveys, emails, or a coordinated webinar. IIE will always remain the first point of contact for students and all communication with students will be facilitated by IIE.

As outlined above, at this point, it is highly likely that the leadership program will take place virtually. All students will have access to a laptop/computer but the 9:00 AM – 5:00 PM schedule will likely have to be adjusted acknowledging the challenges of engaging students for 7 hours virtually every day.

**Question 2:** The RFP states, "More detailed student profiles will be shared prior to the start of designing the leadership training." If it is possible to share some information at this point? Here are a few questions:

- Which community colleges are represented?
- Will this be the first time the students have gotten together as a cohort, or do they know each other already through other scholarship related activities?

**Answer 2:** The current cohort consists of students studying at one of the seven City Colleges of Chicago or a Community College in Chicagoland such Harper College, the College of DuPage, Oakton College, etc. While some students know each other and have met before, the full cohort of 39 students has never met in person previously.

**Question 3:** Will the selected consultant/team need to perform/deliver the training exclusively or will the IIE team be responsible for administering the training?

**Answer 3:** While IIE staff will participate in the leadership program, provide some IIE-related content, and plans to invite a couple of guest speakers, the main responsibility to design and implement/administer the leadership program will be with the individual or organization selected to develop the program.

**Question 4:** Is this the first cohort for Julia Stasch Scholarship? If not, would the selected consultant have access to alumni from previous cohorts who might be able and are willing to participate as part of the leadership training?
Answer 4: This is the first cohort of the IIE-Julia Stasch Scholarship for Refugees and we do not yet have program alumni.

**Question 5:** Are out-of-state firms with relevant experience and local connection welcome to bid for this RFP? In other words, are in-state firm(s) preferred over out-of-state firms?

Answer 5: IIE will consider all qualified submissions. Individuals or organizations interested in designing and implementing the leadership program do not have to be located in Chicago or Chicagoland but should have relevant experience administering leadership programs for youth and adults with immigrant/refugee background and have knowledge of the Chicago landscape.

**PROPOSAL DESIGN**

**Question 1:** In outlining our proposal, we ran into some questions about how IIE would prefer it to be structured. Should we adhere strictly to the guidance in Section 3?

Answer 1: Yes, please provide all components in the order outlined in section three. This will allow a fair evaluation of each proposal submitted.

**Question 2:** Section 5 suggests that there is a 7-page limit on proposals. Does this include all components listed in Section 3, one-page staff resumes, and the optional letters of support or appreciation?

Answer 2: The 7-page limit does not include supporting materials such as letters of support and staff resumes. Please note that staff resumes should be no longer than one page per resume.

**Question 11:** Are there additional formatting requirements aside from the 6 MB file size and PDF format?

Answer 11: While there are not specific formatting requirements, we recommend a font size of 12 (Times New Roman, Arial, Calibri), single spaced.