Request for Quotation (RFQ)

To: To potential Vendors
From: Institute of International Education (IIE)
Subject: Hubert H. Humphrey Fellowship: Coordinators’ Workshop
RFQ Issue Date: February 12, 2020
RFQ Closing Date: March 13, 2020
RFQ Closing Time: 17:00 EST

Dear Sir/Madam:

The Institute of International Education (IIE) is requesting a quotation for services referenced below. All quotations are due by the dates and times stated above. Any quotation received after the required time and date specified for receipt shall be considered late and non-responsive. Late quotations will not be evaluated.

Quotation Submission: Quotations, including any attachments (limited to 6MB), should be sent electronically to sbrouda@iie.org. Be sure to include in the subject line: Humphrey Fellowship: Coordinators’ Workshop. IIE will not accept quotations received by fax.

RFQ Timeline:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFQ Distribution</td>
<td>February 12, 2020</td>
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<tr>
<td>Questions Submission Deadline (submit to <a href="mailto:sbrouda@iie.org">sbrouda@iie.org</a>)</td>
<td>March 6, 2020</td>
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<tr>
<td>Response to questions posted online</td>
<td>March 11, 2020</td>
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<tr>
<td>Proposal Submission Due Date</td>
<td>March 13, 2020</td>
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<tr>
<td>Anticipated decision and selection</td>
<td>March 2019</td>
</tr>
<tr>
<td>Anticipated commencement date of work</td>
<td>May 2020</td>
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Background and Purpose: The Hubert H. Humphrey Fellowship Program (“HHH”) is sponsored by the U.S. Department of State’s Bureau of Educational and Cultural Affairs (“ECA”) and administered by the Institute of International Education, Inc. IIE is a not-for-profit corporation that is among the world’s largest and most experienced international education and training organizations.

The Hubert H. Humphrey Fellowship Program provides ten months of non-degree academic study and related professional experiences in the United States. Humphrey Fellows are selected based on their potential for leadership and their commitment to public service in either the public or the private sector. The Humphrey Program fosters a mutual exchange of knowledge and understanding about issues of common concern in the United States and the Fellows' home countries and fosters international cooperation on shared challenges. The Program offers Fellows valuable opportunities for leadership development and professional engagement with Americans and their counterparts from many nations. More than 6,000 men and women have participated as Humphrey Fellows since the program began in 1978. Approximately 150 Fellowships are awarded annually.
Purpose of Request for Quotation

IIE is seeking to host an event on behalf of the Hubert H. Humphrey Fellowship Program, sponsored by the U.S. Department of State. The Humphrey Fellowship Program's Coordinators Workshop is an annual 2-day event where Humphrey campus coordinators, who represent 13-14 universities nationwide, meet to discuss program related topics in Washington D.C.

The purpose of this Request for Quotation ("RFQ") is to invite qualified entities to submit a quotation for a block of 31 sleeping rooms at a hotel within walking distance to the IIE office located at 1400 K Street, NW, Washington, DC, 20005. No meeting space needed at this time. Quotations are expected to be comprehensive and include the information set forth below. Bidders are also invited to send any additional information or supplemental material they believe will aid IIE in properly evaluating their service offerings. Please be sure to respond to each of the elements requested and frame your answers in direct response to the information being sought.

All quotes must include the following information:

A. SPECIFICATIONS/REQUIREMENTS

General:
- Best prices for the following available services, including any discounts or complimentary rooms:
  - Room rate must be less than or equal to the U.S. Department of State per-diem rate for Washington D.C. ($256/night)
  - Rates of Single rooms, Double (Twin and King) rooms inclusive of internet
  - Number of rooms in each class available at rates offered
  - Information on availability of ADA/handicapped accessible rooms/facilities

- Last room availability (LRA)
- Cancellation policy to reflect no charges for last minute cancellations or no-shows
- Services and any applicable taxes
- Please also include details on any concessions or services offered such as:
  - Internet access in sleeping rooms rates/discounts
  - Parking rates/discounts
  - Access to fitness center
  - Access to business center
  - Breakfast rates/discounts (if breakfast is not included in the room rate quoted, please provide a per-person/day estimate)

Rooming Block requested:

<table>
<thead>
<tr>
<th>DAYS</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATES</td>
<td>May 13</td>
<td>May 14</td>
</tr>
<tr>
<td>SINGLE OCCUPANCY</td>
<td>31</td>
<td>31</td>
</tr>
<tr>
<td>TOTAL</td>
<td>31</td>
<td>31</td>
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</tbody>
</table>

Meeting Space Requirements:
No meeting space is needed at this time.
Billing Requirements:
All charges (with the exception of incidentals such as phone calls or room service) will be charged to our master account. Bill will be reviewed and paid by IIE following the event based on the terms in the signed agreement. Direct billing option is preferred.

B. EVALUATION OF QUOTATION:
Bidders must provide all-inclusive quotes for the requirements outlined above. IIE will select the lowest bidder as long as they meet the technical requirements.

C. ANNUAL RENEWAL:
Annual Renewal: Selection(s) may be renewed annually, at IIE's sole discretion, for up to five years before re-competition. IIE reserves the right to exercise any one of the following options:

Accept the updated proposal if changes are reasonable and within the scope of the original selection;
Negotiate any updates/changes; or,
Decide not to renew.

Sincerely,

Sara Brouda
Project Coordinator, Hubert H. Humphrey Fellowship Program
Institute of International Education
1400 K Street, NW. Suite 700
Washington, DC 20005
Email: sbrouda@iie.org