May 29, 2020

Subject: Request for Quotation (RFQ) – IT Research and Advisory Services
RFQ # IT SERVICES1

To potential bidders:

The Institute of International Education (IIE) is requesting quotation for the services referenced below. Please provide a price quote by no later than June 12th, 5 PM EST to Himanshi Garg: hgarg@iie.org.

SPECIFICATIONS/REQUIREMENTS

A. OVERVIEW

The Institute of International Education (IIE) is soliciting quotes for procurement of information technology research and advisory services from an experienced provider who offers these services as a core component of their business. The purpose is to equip IIE’s Information Technology (IT) leaders with current information to identify technology trends, and assist technology directions with tools, templates, and current analysis to ensure the most effective delivery of essential IT services to IIE.

B. DETAILED REQUIREMENTS

In scope services include but are not limited to:

- 1 seat basic membership that provides unlimited on-line Internet access to regularly issued reports and reviews covering the IT industry, trends, recent developments and key issues relevant to the IT industry.
- Executable tools such as modifiable forms, planning documents, self-service diagnostic and benchmarking tools that can be used to implement research findings and recommendations
- Unlimited access to IT key metric data including IT staffing, technology investments, budgeting and performance metrics.
- Unlimited access to toolkits and third-party, unbiased research for a varying array of key IT solution providers. Members should be able to submit custom questions to analysts regarding vendor evaluations to gain greater insight.
- Unlimited teleconference advisory with analysts, with a maximum of a 48-hour email or phone acknowledgement.
- Perform unlimited contract reviews and discussion (ex. Microsoft, Oracle, etc.).
- Unlimited email inquiry submission capability for research.
- Ability to network in leadership discussions on key information, best practices and technologies products and services.
- Free access to Webinars for all IIE employees.
• Requires a dedicated account manager to manage the membership and subscription services. This dedicated resource should be the main point of contact for any membership, research or general requests put forth.

PRICING and EVALUATION

Bidders must provide all-inclusive quotes for the requirements in Section B. IIE will select the lowest bidder as long as they meet the technical requirements. Please use the attached “RFQ – Quotation Sheet” to provide your quotes.

Any questions regarding this RFQ should be submitted to IIE in writing by June 4th, 5 PM EST at hgarg@iie.org.

Sincerely,

Himanshi Garg, Senior Project Manager
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