Request for Quotation (RFQ)

To: To potential Vendors:
From: Institute of International Education (IIE)
Subject: International Salary Survey Data
RFQ Reference Number: RFQ # 083120/AK
RFQ Issue Date: August 31, 2020
RFQ Closing Date: September 14, 2020
RFQ Closing Time: 17:00 ET.

Dear Sir/Madam:

The Institute of International Education (IIE) is requesting 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.

Questions: Any questions are to be submitted in writing via email to the email address listed below no later than midnight ET on September 8, 2020. No questions will be entertained if they are received by means other than the specified email address. No oral answers will be provided. Answers to questions IIE deems relevant to this RFQ will be emailed to potential vendors on September 9, 2020.

Brandon Pickens
International Human Resources Business Partner
Institute of International Education
1400 K Street NW, Suite 700 • Washington, DC 20005
Email: bpickens@iie.org

Quotation Submission: Quotations, including any attachments, should be sent electronically in PDF format to: bpickens@iie.org. Be sure to include in the subject line: International Salary Survey Data. IIE will not accept quotations received by fax.

Background and Purpose: Institute of International Education
IIE is a leading, global not-for-profit organization focused on international education. We design and manage scholarship, study abroad and training programs for governments, foundations, and corporations around the world. We also fund our own initiative, with donor help, that protect students and scholars in danger, support teaching and learning across cultures, and provide opportunities to underserved populations. IIE has international and domestic offices in the following 13 locations:

1. China
2. Egypt
3. Ethiopia
4. Hong Kong
5. Hungary
6. India
7. Indonesia
8. Mexico
9. Myanmar
10. Russia
11. Thailand
12. Ukraine
13. United States of America

**Purpose of Request for Quotation**
The purpose of this Request for Quotation (“RFQ”) is to invite qualified individuals and organizations to submit a quotation for services referenced below.

Quotations are expected to be comprehensive and include the information set forth below. Vendors 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:**

**SPECIFICATIONS/REQUIREMENTS**
We are looking for a provider to provide us with consistent, reliable, and relevant total compensation data including both salary and benefits data for these markets. Providers should identify in their response any markets listed above for which they are not able to provide data.

- Must be able to provide the survey data in both written report and excel format.
- When collecting data from IIE, must be able to provide support as needed to ensure proper benchmarking of IIE positions to survey positions for all required data submissions.
- As the markets we work in can be volatile, please indicate how often salary market data is updated.
- Must be able to provide custom cuts of the salary data, including relevant market comparators for IIE.
- IIE will submit data not more frequently than annually for each country.
- Must be willing to enter into a written agreement/purchase order with IIE.
- Must be able to offer survey data for additional countries as needed during the length of agreement. Please provide the pricing per additional country.
- Must be agreeable to IIE providing survey data to an external consultant for the purpose of developing and reviewing IIE’s international office salary scales.

**EVALUATION OF QUOTATION**
The Institute of International Education (IIE) may issue an award(s) resulting from this RFQ to the responsive Offerors whose quotation is most responsive to IIE’s needs. Therefore, the Vendor’s quotation should contain the best value from a price and technical standpoint. If determined to be necessary, IIE reserves the right to conduct discussions with the vendors. IIE will select the vendor whose quotation represents the best overall value to IIE in terms of the selection criteria specified below. Offerors who do not follow the instructions in this RFQ may be disqualified from consideration.
<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Score</th>
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<tbody>
<tr>
<td>Assessment of the Vendor’s qualifications and capacity to complete the work.</td>
<td>35 points</td>
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<tr>
<td>Demonstrated past experience implementing a similar service.</td>
<td>25 points</td>
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<tr>
<td>Assessment of the overall cost of the quotation</td>
<td>40 points</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100 points</strong></td>
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Sincerely,

Brandon Pickens  
International Human Resources Business Partner  
Institute of International Education  
1400 K Street NW, Suite 700 • Washington, DC 20005  
Email: bpickens@iie.org