



## Request for Proposals (RFP)

**To** : Offerors  
**From** : Institute of International Education, Inc. (IIE)  
**Subject** : Request for Proposal to Consult DEI Efforts for TechWomen

**RFP Issue Date** : January 5, 2023  
**RFP Closing Date** : January 20, 2023  
**RFP Closing Time** : 11:59pm, Pacific Time  
**Anticipated Performance Period** : February 2023 – November 2023

Enclosed is a Request for Proposals (RFP). IIE invites qualified firms and organizations ("Offerors") to submit a proposal for the requested services. The Contract resulting from this award will be a **USG-Funded Consultant Agreement** serving the TechWomen Program.

Offerors are encouraged to read this RFP in its entirety (including any and all attachments), paying specific attention to the instructions and requirements included herein. Issuance of this solicitation does not, in any way, obligate the Institute of International Education (IIE) to award a contract, nor will IIE pay for any costs incurred in the preparation and submission of a proposal. The agreement resulting from this RFP will be provided to the most responsive Offeror(s) whose Offer will be the most advantageous to IIE in terms of cost, functionality, and other factors as specified in this RFP.

The required services are described in the **"Statement of Work" in Attachment A**. IIE encourages your organization to indicate its interest in this RFP by submitting a proposal according to the instructions in **"Proposal Preparation Instruction"**. Proposals will be evaluated based on the **"Evaluation Criteria."**

All proposals are due by the dates and times stated above. Any proposal received after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated.

**Questions:** Any questions are to be submitted **in writing** via email to the email address listed below no later than **Thursday, January 12, 2023**. 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 RFP will be published on **Monday, January 16, 2023**, on IIE's website under Subawards and Procurement (<https://www.iie.org/Work-With-Us/Subawards-Procurements>).

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**Proposal Submission:** Proposals, including any attachments (limited to 6MB), should be sent electronically in one complete PDF to: [azambelli@iie.org](mailto:azambelli@iie.org). Be sure to include in the subject line: **DEI Consultant Proposal – [Offeror Name]**. IIE will not accept proposals received by fax.

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## SECTION 1: BACKGROUND AND PURPOSE

Background: Institute of International Education

The Institute of International Education ("IIE" or the "Institute") is a New York not-for-profit corporation that is among the world's largest and most experienced international education and training organizations. Founded in 1919, IIE promotes educational exchange around the world through a wealth of programs and services including Fellowship and Scholarship Management, Higher Education Institutional Development, Emergency Student and Scholar Assistance, and Leadership Development.

For more than 100 years, IIE has promoted educational exchange around the world. The Institute currently implements more than 200 programs benefiting 40,000 participants from 183 countries. Foremost among these programs is the world-renowned Fulbright Program, which IIE has had the honor to administer on behalf of the U.S. Department of State since the program's inception in 1946. In addition to the U.S. Department of State, program sponsors include: the U.S. Agency for International Development (USAID); major philanthropic foundations; private and public corporations; foreign governments; and individuals.

With IIE's global headquarters in New York City, IIE has offices around the world, including offices in the United States (Washington D.C., Chicago, Houston and San Francisco) and staff in other countries (China, Egypt, Ethiopia, Hungary, India, Mexico, Russia, Thailand, and Ukraine).

### Purpose of Request for Proposal

The purpose of this request for proposal is to invite qualified individuals or organizations with expertise in developing and leading diversity, equity and inclusion (DEI) strategies, initiatives and monitoring and evaluation efforts to submit background information to provide consultancy services to the TechWomen program. Details around the program and full scope of work are outlined more fully in Attachment A.

## SECTION 2: RFP CONDITIONS

IIE reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Offeror or other party.
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.

Nothing in this RFP is or should be relied on by Offeror as a promise or representation by IIE. IIE does not make any representation or warranty as to the completeness of this RFP or have any liability for any representations (express or implied) contained in, or omissions from, this RFP. This RFP and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Proposal. Each Offeror shall keep the RFP and its contents confidential and shall return the RFP (without keeping copies) to IIE if the Offeror elects not to submit a proposal, or upon being requested to do so by IIE.

Any information or materials submitted in response to this RFP and/or as a proposal (whether successful or unsuccessful) shall become the property of IIE and will not be returned.

In submitting a proposal, you must agree that your offer shall remain firm for a period of no less than **120** days from the RFP closing date.

Failure to follow the specifications and requirements provided in this RFP may result in disqualification.

The successful Offeror will be obligated to enter into an agreement containing the same or substantially similar terms and conditions found at <https://www.iie.org/Work-With-Us/Subawards-Procurements/Solicitations-for-Consultants>. The IIE terms and conditions may be changed, added to, deleted or modified by IIE prior to awarding the agreement. Other terms and conditions may be negotiated between IIE and the successful Offeror, at IIE's discretion. State Universities and Agencies should not expect or ask IIE to modify its Terms and Conditions to incorporate any State Regulations or Statutes.

## SECTION 3: PROPOSAL PREPARATION INSTRUCTIONS

Proposals are expected to be comprehensive and include the information set forth below. Offerors 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.

Include only your own work and no text copied from sources outside of your organization, unless those sources are adequately cited and credited. In order to be qualified for this RFP, all Offerors are requested to provide the following information, and format their proposal as follows:

### 1. Cover Sheet

- Legal name of the individual or organization proposing services
- Name(s), email address(es) and telephone number(s) of authorized representative(s) for this RFP and for proposed services
- General description of your organization and the services offered
- Brief response to "Why are you drawn to TechWomen's mission?"

### 2. Implementation Plan Narrative

- Description of implementation plan and service delivery, including:
  - Methodology and reasoning behind your approach
  - Staffing plan
  - Quality control plan
  - Estimated timeline based on set performance period and milestones in Attachment A
  - Exceptions to the RFP, additional or different ideas, in the statement of work and other requirements should be expressly noted

### 3. Experiences and References

- Description of your experience implementing similar projects, highlighting knowledge or experience working with international, non-profit organizations, STEM professionals, and/or with federally funded programs
- Provide a list of other clients you have successfully worked with on relevant projects, including the following:
  - Name and location of activity
  - Brief description of activity, implementation steps and outcome(s)
  - Personal references from the client

### 4. Cost Proposal

- Submit a detailed cost proposal, in U.S. dollars, in the recommended format shown in **Attachment B**
- Include any additional cost items that the Offeror wishes to propose
- Total cost proposed

### 5. Appendix

- Resumes of every person working on project implementation
- Work samples with personal identifying information or other sensitive details redacted

## SECTION 4: TERMS OF PAYMENT

Payment terms for the award shall be approximately net thirty (30) days after satisfactory completion of each deliverable or milestone agreed upon and established in the resulting agreement. Payment shall be made by the Institute of International Education ("IIE") via check or electronic funds transfer/bank wire. The final payment terms in the contract will control, not this RFP. No advance payments will be provided.

## SECTION 5: EVALUATION OF PROPOSALS

Item	Requirement	Maximum Length	Points Available
1) Implementation Plan Narrative	Demonstration of qualification and capacity to understand and complete the scope of work  Proposed approach to completing the scope of work	3 pages and 1 page per resume	25 points
2) Experience and References	Demonstration of experience implementing similar scopes of work	2 pages and 1 page per work sample	20 points
3) TechWomen Mission Relevance	Demonstration of connection and commitment to TechWomen's mission and goals	250 words - Cover sheet	5 points
4) Cost proposal	IIE's review of the cost proposal shall determine if the overall costs proposed are realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror's technical proposal.	1 page	50 points
	Total	7 pages	100 points

## SECTION 6: 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.

## ATTACHMENT A STATEMENT OF WORK

### Background

The TechWomen program is an initiative of the U.S. Department of State's Bureau of Educational and Cultural Affairs administered by the Institute of International Education (IIE). The program brings up to 115 emerging women leaders in science, technology, engineering, and mathematics (STEM) from Africa, South and Central Asia, and the Middle East together with over 200 professional counterparts in the United States for a mentorship and exchange program. TechWomen provides participants access to networks, resources and knowledge to empower them to reach their full potential. For more information on the TechWomen program, please visit the TechWomen [website](#).

### Deliverables and Anticipated Timeline

With the support of IIE staff, the Consultant will be responsible for leading the design of materials and plans in support of the Diversity, Equity and Inclusion objectives of the TechWomen program.

- I. **DEI Mission Statement for TechWomen program** - A DEI statement will guide current and future TechWomen teams as they create new processes and hone existing ones. The DEI statement will also be a public commitment to our mentor community, participants, applicants, host companies and other stakeholders.
  - **Scope** - The Consultant will work closely with the TechWomen team to understand the mission, vision and values of both the TechWomen program and wishes for meaningful community growth. TechWomen will share a recent external evaluation of the program with the Consultant to highlight the changes we wish to make based on the cross-cultural competency and mentor diversity feedback received in the program evaluation. The Consultant will work with the TechWomen team to develop the program's first diversity mission statement and will develop a timeline to iterate the mission statement and goals, as needed.
  - **Design and Delivery plan** - *Mission Statement and Goals Development* - Develop a TechWomen Diversity, Equity and Inclusion Mission Statement with TechWomen team collaboration.
  - **Timeline** – 1-2 months, deadline of Q1 2023
- II. **DEI Goal Setting for TechWomen** - Setting and working toward short and long-term DEI goals will improve the TechWomen program and its processes in these areas. The above outlines some short-term DEI goals as a starting point for this improvement.
  - **Scope** - The Consultant will provide feedback on additional steps to continue improving and building upon the DEI plan. Working with the TechWomen team, the Consultant will identify a few additional short and long-term goals to improve the inclusivity and diversity of the TechWomen program. To help in the formulation of these goals, the Consultant will be asked to collect and/or share related Bay Area community data as it relates to TechWomen DEI strategy and goals.
  - **Design and Delivery plan** - *Goal Setting Development* - Develop SMART short- and long-term goals for 2022 and beyond as they relate to the diversity of the mentor community; and explore and design opportunities to measure cross-cultural competency and program performance as it relates to these new goals.
  - **Timeline** - 1-2 months, deadline of Q1 2023

- III. TechWomen Community Diversity Goals Survey** - This survey will allow the TechWomen team to accurately assess the program's volunteer mentor population to better inform future community diversity goals and potential changes in the program's mentor recruitment strategy.
- **Scope** - The Consultant will work with the IIE Monitoring, Evaluation and Learning (MEL) team to design a survey to be distributed to all past TechWomen mentors and incoming mentor applicants. Along with an initial baseline survey, the Consultant will work with the TechWomen team and IIE's MEL team to develop an ongoing diversity monitoring survey and identify checkpoints to evaluate the program's data collection progress and diversity changes over time.
  - **Design and Delivery plan – Survey Design** - Develop survey in collaboration with the IIE MEL team, to include baseline questions for continued community diversity monitoring; and establish monitoring checkpoints for the TechWomen team and the IIE MEL team to re-evaluate progress towards DEI goals.
  - **Timeline** – 1-2 months, deadline of Q2 2023

## ATTACHMENT B COST PROPOSAL TEMPLATE

Submit a detailed budget for the services described in the technical proposal. IIE's review of the cost proposal shall determine if the overall costs proposed are realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror's Technical Proposal.

The following is a format may be used as a guide to assist you in the preparation of the cost proposal. You may submit the cost proposal using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). The Offeror may list any cost line items, but it is recommended that the Offeror follow the major categories listed below, breaking down all "lump sum" items as much as reasonably possible.

	Description	Quantity	Unit (hours/days)	Unit Price (USD)	Total Price
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
				Total Inclusive Cost	