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Solicitation Amendment / Modification

1.	Solicitation No.	021523/JP
2.	Solicitation Name	Fulbright Foreign Language Teaching Assistant Program, Middle East and North Africa Program Consultant
3.	Issue Date	February 15, 2023
4.	Closing Date	March 7, 2023
5.	Solicitation Amendment No.	1
6.	Solicitation Amendment Date	February 28, 2023

7. The above numbered solicitation is amended as set forth in Item 9 below.

8. The hour and dates specified for receipt of proposals/quotations: is not extended; is extended as described in Item 9 below.

9. Description of Amendment/Modification:

The purpose of this solicitation amendment is to extend the solicitation to **March 7, 2023**, and to inform prospective offerors/bidders that the above numbered solicitation is hereby amended to provide responses to questions as follows.

Question 1: There's no mention of MTDC or NICRA in the proposal. Do those restrictions apply to this RFP?

A: Yes, the funding for this consulting service comes from the U.S. Department of State, and IIE must ensure that the fringe benefits and indirect costs are aligned with the offeror's most recent NICRA. The methodology used to calculate MTDC needs to be aligned with NICRA. Offerors lacking a NICRA can choose the 10 percent de minimis rate and budget accordingly.

Question 2: Will IIE require a certified financial audit at the conclusion of the project?

A: No, IIE will not require a certified financial audit.

Question 3: The RFP indicates that these activities will be focused on the 2024-2025 school year. In general, when does IIE anticipate work to begin and end for this contract?

A: Timelines are not final and subject to change. In general, however, prospective timelines for each activity follow:

The pre-departure orientation activity described in item 1 of the statement of work is expected to take place in late June or early July of 2023, benefiting the Arabic FLTAs set to participate in the program in AY 23-24.



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The interviews described in item 2 are expected to take place from approximately September 2023-February 2024.

The activities described in item 3 are expected to take place in October and November of 2023.

The activities described in item 4 may take place at any time during the stated performance period, with at least one session likely to be delivered at the Mid-Year Conference described in item 3, which is likely to be held in November of 2023.

Question 4: On average, how many FLTA applications should the consultant expect to review as part of this contract? For the purpose of budgeting, how much time should be allocated to this part of the project?

A: Final numbers are subject to change. However, for item 2 of the statement of work, it is expected that approximately 80-100 candidates would be reviewed/interviewed by the consultant(s). Offerors should propose an interview model and timing sufficient to develop the notes and achieve the goals described in item 2 of the statement of work.

Question 5: How many FLTAs are expected to participate in the orientation program? How many participants should we anticipate for each enrichment session?

A: For the pre-departure orientation program, it is expected that approximately 60 participants would participate. For enrichment sessions described in item 4, as many as 400 participants would be invited to participate. Final numbers remain subject to change.

Question 6: Is there a maximum budget for this contract?

A: Offerors should propose a competitive budget which allows for successful completion of the work described.

Question 7: In other RFPs, IIE has allocated additional funds to support in-person events. Are those resources available for this RFP as well?

A: IIE does not anticipate that events described in the RFP will take place in-person, except for the likely enrichment session at the conference mentioned in item 3 of the RFP.

Question 8: In other RFPs, IIE has indicated that hosting organizations should exclude housing and transportation from budgets for in-person events. If the hosting organization is proposing an in person event for the enrichment session, should those items be excluded from the budget?

A: IIE does not anticipate that events described in the RFP will take place in-person, except for the likely enrichment session at the conference mentioned in item 3 of the RFP. Please do not include



travel/logistics costs in the budget submission for possible participation in this event. IIE would cover these costs directly, if necessary.

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Question 9: For the enrichment sessions, would IIE prefer that the hosting organization focuses those sessions on topics that help participants develop transferable skills or is the preference that those sessions focus on topics related to second language teaching and learning?

A: For the enrichment sessions described in item 4, topics will be developed in consultation with the successful offeror and according to current needs of the program and program participants, but past sessions have focused on topics as wide-ranging as academic integrity, successful re-integration into a participant's home community after an academic/cultural exchange program, and on topics specific to second language teaching and learning. Topics for the coming cycle have not yet been determined.

Question 10: How many times will each enrichment program and orientation session be offered? For instance, does IIE expect the host to offer orientation sessions twice to accommodate different time zones or will one round of sessions suffice?

A: For the orientation session described in item 1 of the statement of work, IIE anticipates that a single orientation program will be offered at a time which will best accommodate participants throughout the Middle East and North Africa. Enrichment sessions described in item 4 may be offered more than one time, depending on programmatic needs.

END OF AMENDMENT