Solicitation Amendment / Modification

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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 inform prospective offerors/bidders that the above numbered solicitation is hereby amended to provide responses to questions as follows.

1) Please describe your desired workflow for initial DS-2019 issuance. Who initiates the process, are there approval workflows, when is the exchange visitor brought into the process, how is the DS-2019 dispatched to the exchange visitor?

AROs review back-up documentation to confirm eligibility for sponsorship. AROs then initiate the creation of an Initial DS-2019 in the batch system. The following day, a quality check is preformed by another IIE team member, and if revisions are required completed an ARO. Once approved, the ARO signs the DS-2019 and we share the document via our participant or partner portals.

2) Can you provide a breakdown, by numbers, of J-1 categories that you currently sponsor?

Annual average numbers are:

- Research Scholar: 1250
- Professor: 100
- Short-Term Scholar: 50
- Specialist: 175
- Trainee: 10-15
- Teacher: 45-50
- Student, Non-Degree: 1650
- Student, Masters: 2050
- Student, Doctorate: 950
- Student-Intern: 5-10
- Government Visitor: 100
- J-2 Dependents: 2750
3) In addition to RO/ARO access to the system, what other roles/stakeholders will interact with the solution?

Business Systems – currently they work in SEVIS beta environments for testing of new releases and troubleshooting integrations problems.

Operations – works on reporting with Assistant Directors.

4) Do you wish to enable portal access for J-1 exchange visitors and/or host institution representatives to communicate, exchange information, initiate requests?

No, IIE does not require independent portal access to the SEVIS batch solution, IIE utilizes a participant and partner portal which is connected to our CRM system.

5) In addition to SEVIS batch capability, do you also desire an interface with SEVIS RTI for real-time compliance reporting?

Yes.

6) Is your desired solution SaaS or on-prem?

SaaS is preferred, but on-premises is an option.

7) Please describe the distribution of your staff and their responsibilities, and their expectations of support and training?

The Director provides overall leadership for the team and serves as the Responsible Officer for IIE’s designation. Reporting to the Director there are three Assistant Directors who serve as AROs and manage the workflow of eight additional Exchange Sponsorship Advisors who complete the majority of work in the batching system. Initial training is appreciated, as well as a contact person for both our team members for programmatic use, as well as a contact related to technical matters for our Business Systems team.

8) What are the primary motivating factors for evaluating a new solution?

Procurement policies require a regular public competition, and we seek input from prospective offerors on solutions available.

9) When is your ideal go-live date for a new solution?

Spring 2024

10) In addition to SEVIS batch capability, does the desired solution support workflow/management of any other IIE processes, i.e. scholarship or fellowship management?

No.
11) What external systems do you wish to integrate the new solution with? What data do you wish to integrate as part of the connectors?

Microsoft Dynamics.

12) Please describe any analytics or reporting requirements that you have?

We welcome the ability to assemble reports based on SEVIS status, dates and activities. For example, a list of students in initial status who have not been validated, but whose program has started. We also regularly reference data related to departures, and would welcome the ability to pull reports for grantees with multiple sites of activity, academic training or work authorization.

13) Are you looking to have one centralized solution that brings together all information specific to SEVIS?

No, our CRM system is the database of record for most data elements; but the solution should house all relevant SEVIS data related to batch and RTI.

14) Are you looking to auto generate DS-2019 forms in another solution and integrate with other systems?

No.

15) Where is the source data for auto generating DS-2019 coming from?

CRM database.

16) What type of data are you looking to migrate from Sunapsis? Is it documents? Do you have extracted information?

Any batch system IIE will need to contain the information of current and former participants as well as DS-2019 history.

END OF AMENDMENT