Request for Proposals (RFP)

To: Offerors
From: Institute of International Education, Inc. (IIE)
Subject: Private Group Transportation in Chicago, IL

RFP Issue Date: June 5, 2023
RFP Closing Date: June 16, 2023
RFP Closing Time: 5:00 PM PT (GMT-7)
Performance Period: September 20, 2023 – October 22, 2023

Enclosed is a Request for Proposals (RFP). IIE invites qualified firms and organizations (“Offerors”) to submit a best-value proposal for the requested services. The Contract resulting from this award will be a USG Contractor Agreement serving the below mentioned 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 June 9, 2023, 5:00 PM PT. 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 June 13, 2023, 5:00 PM PT on IIE’s website under Subawards and Procurement (https://www.iie.org/Work-With-Us/Subawards-Procurements).

Stephanie Gregory, Project Manager
Institute of International Education, Inc.
Email: sgregory@iie.org

Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: eleggett@iie.org. Be sure to include in the subject line: [Name of Company] – TechWomen Chicago Group Transportation. IIE will not accept proposals received by fax.
Table of Contents

SECTION 1: BACKGROUND AND PURPOSE ................................................................. PAGE 3
SECTION 2: RFP CONDITIONS ............................................................................. PAGE 3
SECTION 3: PROPOSAL PREPARATION INSTRUCTIONS ................................ PAGE 4
SECTION 4: TERMS OF PAYMENT ....................................................................... PAGE 5
SECTION 5: EVALUATION OF PROPOSALS ..................................................... PAGE 5
SECTION 6: ANNUAL RENEWAL: ................................................................. PAGE 5
ATTACHMENT A STATEMENT OF WORK ........................................................ PAGE 6
ATTACHMENT B COST PROPOSAL TEMPLATE ............................................ PAGE 7
ATTACHMENT C ADDITIONAL REQUIREMENTS (IF REQUESTED) .......... PAGE 8
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, Indonesia, Mexico, Russia, Thailand and Ukraine).

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 emerging women leaders in science, technology, engineering, and mathematics (STEM) from Africa, South and Central Asia, and the Middle East together with their 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.

Purpose of Request for Proposal

The purpose of this Request for Proposal (“RFP”) is to invite qualified individuals and organizations to submit a proposal to be selected as a vendor for private group transportation in the Chicago, IL metropolitan area as 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-Goods-and-Services. The 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 letter
   i. Legal name, registered address, and “Remit to” mailing address, if different from registered address
   ii. Name of authorized representative for this RFP, with telephone number(s), and e-mail address
   iii. General information about your organization and the services it offers
   iv. Number of years of relevant experience with the services proposed

2. Examples of prior experience

<table>
<thead>
<tr>
<th></th>
<th>(a) Name of Organization</th>
<th>(b) Activity Title</th>
<th>(c) Locations of activity</th>
<th>(d) Synopsis of the activity and relevance to this RFP</th>
<th>(e) Performance period (date and duration)</th>
<th>(f) Cost for the activity</th>
<th>(g) Name &amp; Contact Info (E-mail)</th>
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</thead>
<tbody>
<tr>
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<td>3</td>
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</tbody>
</table>

3. Quality Control Plan
   i. Assurance of clean criminal records and driving records
   ii. Appropriate insurance
   iii. Any plans to outsource/subcontract the services or any part thereof
   iv. Cancellation policy, damage policy, and approach used when primary fleet is fully booked
   v. Health and safety plan including vehicle cleaning procedures, driver health checks, etc.

4. Vehicle Details
   i. Description of vehicles: Type of vehicles and passenger capacity; features and amenities of vehicles
   ii. Communication strategy for planning locations and timelines, or confirming details prior to events
   iii. Demonstrate ability to provide logistical assistance, including before events and on-call assistance

5. Budget and Estimated Pricing
   i. Completed pricing sheet for this RFP (see Cost Proposal Template)
ii. Overall cost, including breakdown of taxes, fees, included services, and services at an additional cost

iii. Any discounts that you will provide to IIE in consideration of the work and in consideration of IIE’s capacity as a non-profit (501(c)3) promoting international education worldwide

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 in full will be provided.

SECTION 5: EVALUATION OF PROPOSALS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Relative Weight</th>
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<tbody>
<tr>
<td>Record of providing transportation for large groups, prior experience with a similar statement of work, online ratings and customer review sites, staff availability on site or by phone, and ability to deliver high quality service in a timely fashion.</td>
<td>35%</td>
</tr>
<tr>
<td>Assessment of vehicle features, staff availability on site or by phone, and ability to deliver high quality service in a timely fashion</td>
<td>35%</td>
</tr>
<tr>
<td>Overall cost of transportation</td>
<td>25%</td>
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<tr>
<td>Completion of all required responses in the correct format</td>
<td>5%</td>
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</tbody>
</table>

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

The selected vendor will complete the following activities:
1. Provide transportation for groups ranging from 10 to 50 people.
2. Coordinate transportation to and from various locations in the Chicago metropolitan area, including airport pick-up and drop-off.
3. Suggest drop-off and pick-up times based on a schedule of events, various locations, and estimated road conditions or traffic.

Responsibilities:
• Provide the name and cell phone number of driver(s) at least 36-48 hours before the group arrives.
• Provide bus license plate details and driver license details as needed.
• Review transportation schedule for project and raise questions and concerns before start of the project.
• Arrive at all appointments on time through the safest and fastest routes possible.
• Possess excellent knowledge of routes and alternative routes to destinations and/or have GPS.
• Be familiar with Chicago airports and different airline terminals.
• Monitor email/cell phone for program/appointment updates and confirm them as soon as received.
• Willingness to enter a written agreement with IIE.

Examples of work orders may include:
• Transport 25 people from O'Hare International Airport (ORD) to hotel or apartment lodging in and around downtown Chicago.
• Pick up a group of 30 visitors from an apartment building to the event, and back to the apartment building after the event.
• Pick up 50 participants from an apartment building and drop groups off at three various locations for volunteer opportunities. Pick up the three groups after volunteer events are over and return to participant apartment housing.
• Scenic tour of Chicago to various touristic viewpoints.
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.

<table>
<thead>
<tr>
<th>Vehicle Type and Cost Breakdown</th>
<th>Vehicle 1</th>
<th>Vehicle 2</th>
<th>Vehicle 3</th>
<th>Vehicle 4</th>
<th>Vehicle 5 (Additional rows may be added as needed)</th>
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</thead>
<tbody>
<tr>
<td>Type of Vehicle</td>
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<td>Number of Passengers</td>
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<td>Charge per hour or distance</td>
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<tr>
<td>(Indicate pricing structure)</td>
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<tr>
<td>Minimum charge for trips</td>
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<tr>
<td>Airport transfer from ORD to</td>
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<tr>
<td>Chicago</td>
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<tr>
<td>Cost for additional hours</td>
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<tr>
<td>Additional rows may be added</td>
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<td>as needed</td>
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ATTACHMENT C ADDITIONAL REQUIREMENTS

Please use the three transportation examples below to provide quotes for various occasions. Indicate cost per line as well as total cost in the highlighted boxes. Include a brief narrative, as needed.

Example 1:
A group of 25 participants arrive at ORD at the same time and need to be transferred to their housing locations. One housing location is in West Loop, and the other is in downtown Chicago.

<table>
<thead>
<tr>
<th>Number of individuals</th>
<th>Type of trip</th>
<th>Pick-up</th>
<th>Drop-off</th>
<th>Cost</th>
<th>Total Cost of example 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>One-way airport transfer</td>
<td>O’Hare International Airport (ORD)</td>
<td>939 W Washington Blvd. Chicago, IL 60607</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>One-way airport transfer</td>
<td>O’Hare International Airport (ORD)</td>
<td>1212 S Michigan Ave, Chicago, IL 60605</td>
<td></td>
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</tbody>
</table>

Example 2:
A group of 40 participants participate in a cultural excursion day, including two pick-ups and drop offs and stops at two locations.

<table>
<thead>
<tr>
<th>Number of individuals</th>
<th>Type of trip</th>
<th>Pick-up 1</th>
<th>Pick-up 2</th>
<th>Stop 1</th>
<th>Stop 2</th>
<th>Drop-off 1</th>
<th>Drop-off 2</th>
<th>Total Cost of example 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>Multi-stop, round trip</td>
<td>939 W Washington Blvd. Chicago, IL 60607</td>
<td>1212 S Michigan Ave, Chicago, IL 60605</td>
<td>Millennium Park</td>
<td>Lincoln Park Conservatory</td>
<td>939 W Washington Blvd. Chicago, IL 60607</td>
<td>1212 S Michigan Ave, Chicago, IL 60605</td>
<td></td>
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</tbody>
</table>

Example 3:
IIE provides transportation for 50 people to an event in Elgin. Some of the group, 30 people, come from West Loop, and the rest of the group, 20 people, come from downtown Chicago. Please include cost estimates for the travel time required to arrive at the event at the designated time as well as travel time after the event ends.

<table>
<thead>
<tr>
<th>Number of individuals</th>
<th>Type of Trip</th>
<th>Pick-up</th>
<th>Event Location</th>
<th>Drop-off</th>
<th>Cost</th>
<th>Total Cost of example 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Round-trip</td>
<td>939 W Washington Blvd. Chicago, IL 60607</td>
<td>1600 Dundee Ave, Elgin, IL 60120 Event duration: 9:00am to 5:00pm</td>
<td>939 W Washington Blvd. Chicago, IL 60607</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Round-trip</td>
<td>1212 S Michigan Ave, Chicago, IL 60605</td>
<td>1212 S Michigan Ave, Chicago, IL 60605</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>