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-Funded Consultant 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 5:00 PM EDT on February 8, 2024. 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 12:00 PM EDT on February 13, 2024 on IIE’s website under Subawards and Procurement (https://www.iie.org/Work-With-Us/Subawards-Procurements).

Hannah Caputo, Project Manager, Fulbright Events
Institute of International Education, Inc.
Email: hcaputo@iie.org

Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: hcaputo@iie.org. Be sure to include in the subject line: Fulbright Faculty Development Program. 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); World Bank; 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, Denver, Houston and San Francisco) and in other countries (China, Egypt, Ethiopia, India, Indonesia, Mexico, Thailand, Ukraine, and Vietnam).

Purpose of Request for Proposal
The purpose of this Request for Proposal (“RFP”) is to invite qualified individuals and organizations to submit a proposal for pre-workshop lessons, an opening workshop, and closing workshop for the Fulbright Faculty Development Program 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. **Letter of transmittal, one page**

2. **Basic information, one page**
   - Legal name, registered address, and “Remit to” mailing address, if different from registered address
   - Name of authorized representative for this RFP, with telephone number(s), and e-mail address
   - General information about your organization and the services it offers

3. **Qualifications and Capabilities**
   - Brief description of the organization/entity and experience in the field that illustrates overall services and capabilities to meet the terms of the RFP
   - Years of relevant experience
   - Any plans to outsource/subcontract the services or any part thereof

4. **Past Performance and Experience**

   Document and summarize your proven track record of successfully implementing similar activities. Using the table format provided below, please list only the relevant projects you implemented within the past 3 years, a brief description of how each is relevant to the scope of the RFP, and the contact details for each previous client or donor. You may also include recommendation/appreciation letters and certificates.

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<tr>
<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 and phone)</th>
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5. **Implementation of the Statement of Work**
   - Detailed description of the services being offered and any information relevant to meeting the technical specifications stated in Attachment A
   - Methodology, and reasoning behind the methodology chosen
   - Quality control plan including:
     - A description of internal review procedures that facilitate high-quality standards
     - How quality control will be managed when completing multiple projects for multiple clients
   - Exceptions to the RFP, additional or different ideas, in the statement of work and other requirements should be expressly noted

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

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<th>Requirement</th>
<th>Maximum Length</th>
<th>Points Available</th>
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</table>
| 1) Methodology | Considering the Statement of Work in Attachment A, please describe in detail the following:  
   a) The steps, in chronological order, that you will take to implement the work. Make sure to describe any innovative approaches or technology you plan to use.  
   b) Why you chose the methodology: make sure to mention similar projects you implemented in the past and lessons you learned from them. | 2 pages | 10 points |
| 2) Qualifications | Please provide the following, in order:  
   a) A description of your processional qualifications and expertise for this program.  
   b) Please include a CV no longer than two pages in length.  
   Greater points will be awarded for candidates with greater qualifications and experience in managing works similar that stated in this RFP. | 3 pages (1 for description; and 2 pages for CV) | 5 points |
| | | | |
| | | Total | 5 pages | 15 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

Consultant will perform the following Work:

Pre-Workshop Lessons

Prior to the Opening Workshop, the Consultant will prepare virtual instruction modules for use by the Fulbright Faculty Development Program (FFDP). Modules will serve as an introduction to U.S. higher education and topics to be discussed in the Opening Workshop, including basic pedagogical techniques, principles of course design, and constructing syllabi. Modules will be produced in conjunction with IIE and published using Canvas, IIE’s pre-selected online learning platform.
Materials to be provided by the Consultant:

1. An electronic packet of materials selected at the Consultant’s discretion to prepare participants for the workshop (the information packet should include both general information and advanced readings on topics to be covered at the workshop, as well as any discipline-specific information relevant to individual participants’ field of study) to be made available to the participants before arrival – To be provided to IIE by 10 business days before the opening workshop.
2. A selection of video presentations or course curricula on selected topics to be determined between the Consultant and IIE.

Opening Workshop

The Consultant will conduct a two-day in-person Opening Workshop for FFDP including participants representing various countries from Europe and Eurasia. The Opening Workshop will take place during the week of August 12, 2024 in New York City.

The 2024 cohort is anticipated to include participants from: Russia, Moldova, Georgia, Azerbaijan, Kosovo, and Belarus.

The workshop will present general best practices and typical resources available on U.S. campuses, how to prepare a syllabus, various pedagogical techniques, uses of technology in the classroom, etc. IIE will manage external speakers to present on more detailed topics such as universal design and project-based learning during the workshop. While on grant, participants will be expected to prepare at least one course syllabus and curriculum plan by the end of their 5-month program. It will be important to ensure that each participant creates a clear plan and an initial course outline, relevant to their teaching responsibilities in their home country by the end of the opening workshop so that they can successfully prepare the course syllabus and curriculum plan during their research affiliation, in preparation for the presentation of their syllabus and plan at the closing workshop/debrief meeting.

Materials to be provided by the Consultant:

1. An electronic copy of the information to be included in workshop binders for the participants to use during the workshop to be forwarded to IIE in advance of the workshop – To be uploaded to IIE account in Canvas at least 10 business days before the opening workshop.
2. The Consultant will also prepare personalized folders in Canvas containing information relevant to participants’ individual areas of specialization as resources for the workshop. The folders will be organized in electronic format.

Suggested Objectives for the Program:

- Introduction to U.S. Higher Education
- Principles of course design
- Syllabus breakdown and design
- Define the different types of assessments and the benefits each one has for students and faculty
- Using Explicit Instruction as a strategy in the classroom

Closing Workshop

The two-day In-Person Workshop in January 2025.

The Closing Workshop is intended to provide a debriefing on the syllabi and curricula the participants have developed at their host university site and on their academic and personal experiences in the U.S. One month prior to the Closing workshop, each participant will be instructed to send to the Consultant a copy of the materials they have developed, as well as any details of the curriculum that the Consultant determines is relevant to a review of
each syllabus. This may be accomplished by e-mail or via the virtual format or platform as determined by the Consultant in consultation with IIE.

During the workshop, each participant will present to the group, the Consultant, IIE officers and other representatives of the Fulbright Program, describing: 1) the curriculum and syllabus they have developed; and, 2) their impressions of their academic affiliation and their experience of the U.S.

The Consultant will provide feedback to the participants (both orally during the workshop and written after the workshop via Canvas platform) on each participant’s curriculum/syllabus and presentation. The Consultant will also encourage other participants to engage productively in discussions around the presentations and to add their feedback on relevant topics and challenges from different cultural and country perspectives. Participants will be encouraged to share learnings from their experiences at placements across the United States.

The Consultant will be expected to present final thoughts orally to the group at the conclusion of the workshop, including discussions of outcomes, skills developed during the course of the program and strategies for future implementation.

**Post Workshop Follow-Up**

The Consultant will remain available via e-mail or Canvas to answer in a timely manner follow-up questions from the participants relating to the syllabi and curricula developed for a reasonable period after the completion of the group’s program in the U.S. The Consultant may occasionally be approached by alumni of the program with follow-up questions and should be available to answer them as appropriate.

**Fee Schedule**

IIE will provide remuneration for services rendered by the Consultant according to the following fee schedule:

- Opening Workshop (2 days): $3,150
- Closing Workshop (2 days): $3,150