



The Power
of International
Education

Request for Proposals (RFP)

To : Offerors
From : Institute of International Education, Inc. (IIE)
Subject : Fulbright and Your Identity Abroad Resource Development for U.S. Fulbright Students and Scholars

RFP Issue Date : October 9, 2024
RFP Closing Date : November 6, 2024
RFP Closing Time : 11:59 PM ET
Performance Period : November 18, 2024 – March 31, 2024

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 **October 23, 2024, at 5:00 PM ET**. 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 **October 28, 2024, at 12:00 PM ET** on IIE’s website under Subawards and Procurement (<https://www.iie.org/Work-With-Us/Subawards-Procurements>).

Christopher Mazzacane
Assistant Director, Fulbright Events
Institute of International Education, Inc.
Email: cmazzacane@iie.org

Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: cmazzacane@iie.org. Be sure to include in the subject line: **Fulbright and Your Identity Abroad Resource Development for U.S. Fulbright Students and Scholars**. IIE will not accept proposals received by fax.

Fulbright and Your Identity Abroad Resource Development for U.S. Fulbright Students and Scholars

Table of Contents

SECTION 1: BACKGROUND AND PURPOSE	3
SECTION 2: RFP CONDITIONS.....	3
SECTION 3: PROPOSAL PREPARATION INSTRUCTIONS.....	4
SECTION 4: TERMS OF PAYMENT	4
SECTION 5: EVALUATION OF PROPOSALS	5
ATTACHMENT A STATEMENT OF WORK	6

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, Houston and San Francisco) and in other countries (China, Egypt, Ethiopia, India, Indonesia, Mexico, Russia, 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 the development of Diversity, Equity, Inclusion, and Accessibility Pre-Departure Resources for U.S. Fulbright Students and Scholars, 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.

Fulbright and Your Identity Abroad Resource Development for U.S. Fulbright Students and Scholars

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, 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.

#	(a) Name of Organization	(b) Activity Title	(c) Locations of activity	(d) Synopsis of the activity and relevance to this RFP	(e) Performance period (date and duration)	(f) Cost for the activity	(g) Name & Contact Info (E-mail <u>and</u> phone)
1							
2							
3							

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

Item	Requirement	Maximum Length	Points Available
1) Methodology	<p>Considering the Statement of Work in Attachment A, please describe in detail the following:</p> <ul style="list-style-type: none"> a) The steps, in chronological order, that you will take to implement the work. Make sure to describe any innovative approaches 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) Content Identification and Creation	<p>Considering the Statement of Work in Attachment A, please describe in detail the following:</p> <ul style="list-style-type: none"> a) The salient identities you plan to address in “Fulbright and Your Identity Abroad” webpage. b) Examples of authors or institutions you plan to include in your bibliography of resources. c) Explanations of original resources you will work to develop. d) The ways in which you will ensure the webpage and resources are engaging and inviting to outbound participants. 	2 pages	15 points
3) Staffing	<p>Please provide the following, in order:</p> <ul style="list-style-type: none"> a) A list of proposed individual(s) in the following format: <i>Name:</i> <i>Proposed position on your team:</i> <i>Summary of relevant expertise and experience:</i> b) Please include the CVs of proposed individual(s). Each CV must be no longer than one page in length. <p>Greater points will be awarded for presentation of individual(s) with greater qualifications and experience in managing works similar to those stated in this RFP.</p>	2 pages	5 points
Total		7 pages	30 points

ATTACHMENT A STATEMENT OF WORK

The Fulbright U.S. Student and Scholar Program offers a Pre-Departure Resources website for outbound program participants to access before and during their program abroad. Resources are designed and compiled to support program participants across the following key areas: cross-cultural adaptation, health and safety, grant benefits and responsibilities, and identity abroad.

The selected consultant will redesign the ***“Fulbright and Your Identity Abroad”*** page of the [Fulbright Pre-Departure Resources](#) website by:

- Compiling and/or creating engaging DEIA resources for Fulbright U.S. Students and Scholars traveling to over 120 countries.
- Creating subpages of resources for salient identities that will help participants who hold those identities understand how they may impact their exchange experience. Identity pages may include, but are not limited to, heritage identities abroad, LGBTQIA+ abroad, women abroad, race abroad, and disability abroad.
- Creating an allyship page so that participants understand how they can best support each other while on the program.
- Ensuring resources are relevant, contemporary, and reflect diverse authorship.
- Making recommendations for presenting the resources in an engaging manner.

In conversation with IIE, the consultant will act as a project manager for the implementation of this webpage. Resources may take any form (videos, blog posts, articles, etc.), and resources that support multiple learning styles are highly encouraged.

For more information on the Fulbright Program’s work on diversity, equity, inclusion, and accessibility, click [here](#).

To view the current Pre-Departure Resources website, please click [here](#).

The selected bidder will be paid a flat fee of \$10,000 after successful completion of the scope of work.