



The Power
of International
Education

To: To potential Vendors:
From: Institute of International Education (IIE)

Subject: *Open Doors*® Report on International Educational Exchange
RFQ Issue Date: October 28, 2024
Deadline for Submitting Questions: November 1, 2024
Questions and Answers Made Publicly Available: November 6, 2024
RFQ Closing Date: November 18, 2024
RFQ Closing Time: 17:00 ET.

Dear Sir/Madam:

The Institute of International Education (IIE) is requesting a quotation for services referenced below. All quotations are due by the dates and times stated above. Any quotation received after the required time and date specified for receipt shall be considered late and non-responsive. Late quotations will not be evaluated.

QUESTIONS:

Any questions are to be submitted **in writing** via email to the email address listed below no later than midnight ET on the date listed above. 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 RFQ will be published on the date listed above on IIE's website under Procurement, Subawards and Consultant Opportunities (<https://www.iie.org/get-involved/procurement-subaward-and-consultant-opportunities/>).

Ash Holanda (they/them)
Research and Web Content Officer
Institute of International Education
One World Trade Center, 36th Floor
aholanda@iie.org

QUOTATION PREPARATION INSTRUCTIONS:

Quotations, including any attachments (limited to 6MB), should be sent electronically in PDF format to aholanda@iie.org. Be sure to include in the subject line: **Open Doors® Report on International Educational Exchange**. IIE will not accept quotations received by fax.

Quotations 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 RFQ, all Offerors are requested to provide the following information and format their quotation as follows:

1. Basic information, one page

- Legal name, registered address, and "Remit to" mailing address, if different from registered address
- Name of authorized representative for this RFQ, with telephone number(s), and e-mail address
- General information about your organization and the services it offers

2. Qualifications and Capabilities, three pages maximum

- Brief description of the organization/entity and experience in the field that illustrates overall services and capabilities to meet the terms of the RFQ
- Years of relevant experience
- Any plans to outsource/subcontract the services or any part thereof including (but not limited to):
 - intended mailing and freight vendors and;
 - printing
- Brief description of any similar past projects relevant to the Scope of Work

3. Description of services provided, three pages maximum

- Detailed description of the services being offered and any information relevant to meeting the technical specifications stated in **Attachment A**. Please include a list of physical locations where the inventory would be stored.
- Exceptions to the RFQ, additional or different ideas, in the statement of work and other requirements should be expressly noted

4. Rates Proposal

- Submit a detailed quotation of your organization's rate or cost estimates for the services provided, in U.S. dollars
- Include any additional cost estimates that the Offeror wishes to propose
- Include any proposed discounts, including discounts offered to nonprofit organizations
- Total rates proposed

EVALUATION OF QUOTATIONS

Bidders must provide all-inclusive quotes for the requirements outlined above, IIE will select the bidder that offers the best overall value based on the following criteria.

Item	Requirement	Points Available
------	-------------	------------------

1) Qualifications and Capabilities	Higher points will be awarded to quotes that illustrate strong capabilities and relevant past experience.	30
2) Description of Services	Higher points will be awarded to quotes that demonstrate an understanding of the technical requirements and can demonstrate being able to meet those requirements.	30
4) Cost Proposal	IIE's review of the quotation 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 quotation.	40
Total		100 points

BACKGROUND:

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 (including China, Egypt, Ethiopia, India, Indonesia, Kazakhstan, Mexico, Thailand, and Ukraine).

PURPOSE OF REQUEST FOR QUOTATION

The purpose of this Request for Quotation (“RFQ”) is to invite qualified vendors to submit their quotations for the specifications and requirements referenced below.

A. SPECIFICATION AND REQUIREMENT

This Request for Quotes Includes the Following Jobs:

IIE is looking for an experienced domestic printer to produce our *Open Doors*® Report on International Educational Exchange to the following specifications. Vendors should provide samples of similar work and include a production timeline with a minimum of one round of proofing. Vendors should also provide paper samples based on the specifications below. Vendors are invited to provide a secondary option that would result in a similar high-quality print publication at a lower cost.

QUANTITY OPTIONS: Please provide options for 2,750 copies and 2,000 copies

PAGES: 120 pages + cover

TRIM SIZE: 8.5" x 11"

TEXT COPY: PDF Files

TEXT PRINTS: First 28 pages print four-color process with bleeds, 4/4, next 92 pages print black, no bleeds, 1/1

TEXT STOCK: 80# dull text (or its equivalent)

COVER COPY: File

COVER PRINTS: Four-color process, 4/4/4/4, plus soft-touch matte film lamination

COVER STOCK: 100# gloss cover (or its equivalent)

PROOFS: Epson or Kodak proof of cover and first 28 pages, digital proofs for the balance

BINDING: Perfect bind with hinge score

PACKING: Approximately 1,600 copies mail, balance pack bulk in cartons and on pallets for bulk shipment

MAILING: Conduct 2 separate mailings with 2 different letters printed black one side on 60# white offset. The vendor will create carrier sheets, place address onto carrier sheet, polybag book with a letter, and deliver to local post office. Postage will be an additional cost determined with vendor.

B. 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 RFQ. No advance payments will be provided.

Sincerely,

Ash Holanda (they/them)

Research and Web Content Officer

Institute of International Education

One World Trade Center, 36th Floor

aholanda@iie.org