

## Request for Proposals (RFP)

**To** : Offerors  
**From** : Institute of International Education, Inc. (IIE)  
**Subject** : STEM Summer Experience for KAUST Gifted Student Program (KGSP)

**RFP Issue Date** : December 3, 2024  
**RFP Closing Date** : February 1, 2025  
**RFP Closing Time** : 11:59 pm Eastern Time  
**Performance Period** : Summer 2025

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 Non-USG Subcontractor 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 King Abdullah University of Science and Technology (KAUST) to award a contract, nor will KAUST pay for any costs incurred in the preparation and submission of a proposal. The agreement resulting from this RFP will be awarded by KAUST and provided to the most responsive Offeror(s) whose Offer will be the most advantageous to KAUST 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 by King Abdullah University of Science and Technology (KAUST).

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 **11:59 pm Eastern Time January 10, 2025**. 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 by 11:59pm Eastern Time on January 17, 2025 on IIE’s website under Subawards and Procurement (<https://www.iie.org/Work-With-Us/Subawards-Procurements>).

KGSP Enrichment  
Institute of International Education, Inc.  
Email: kgspenrichment@iie.org

**Proposal Submission:** Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: kgspenrichment@iie.org. Be sure to include in the subject line: KGSP STEM Experience Proposal. 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 3
SECTION 4: TERMS OF PAYMENT .....	PAGE 5
SECTION 5: EVALUATION OF PROPOSALS .....	PAGE 5
ATTACHMENT A STATEMENT OF WORK .....	PAGE 6

## **SECTION 1: BACKGROUND AND PURPOSE**

Background: KAUST Gifted Student Program (KGSP)

King Abdullah University of Science and Technology (KAUST) established the KAUST Gifted Student Program (KGSP) in 2008, creating a pool of highly qualified Saudi students within the fields of science, technology, engineering, and math. As a fully funded scholarship, the KGSP supports the Kingdom's most talented youth as they earn STEM-based bachelor's degrees at premier U.S. universities, and in preparation for future graduate studies at KAUST. Throughout their undergraduate programs, recipients receive unmatched academic, developmental, and pre-professional support. The Institute of International Education (IIE) administers the KGSP in the United States.

The KGSP scholarship covers all undergraduate tuition and academic fees, F-1 compliant health insurance, international transportation, and transportation for program opportunities. Students are provided a monthly stipend to cover living and personal expenses, as well as comprehensive and holistic advising services that include individual development plans, academic monitoring, and special enrichment opportunities. A key component of the students' enrichment is their summer activity. KGSP students are expected to participate in a summer enrichment activity such as research placements, industrial internships, or STEM skills development programs, increasing in rigor as students' progress in their academic careers.

### **Purpose of Request for Proposal**

IIE is seeking STEM summer experience proposals on behalf of KAUST (King Abdullah University of Science and Technology), the sponsor of the KAUST Gifted Student Program (KGSP).

The purpose of this Request for Proposal ("RFP") is to invite qualified institutions and organizations to submit a proposal for a KGSP STEM Summer Experience outlined more fully in Attachment A.

## **SECTION 2: RFP CONDITIONS**

King Abdullah University of Science and Technology (KAUST) 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.

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, or the closing date must be specified in the proposal.

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 with King Abdullah University of Science and Technology (KAUST). The terms and conditions may be changed, added to, deleted or modified by KAUST prior to awarding the agreement. Other terms and conditions may be negotiated between KAUST and the successful Offeror, at KAUST's discretion. State Universities and Agencies should not expect or ask KAUST 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 KAUST 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.

If institutions would like to provide proposals for more than one type of program, they may submit separate proposals.

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.

#	(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
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**
  - **Program description.**
  - **Program duration**, including proposed start/end dates, and number of hours per week.
  - **Outline of proposed schedule**, including career development activities.
  - **Description of final student deliverable.**
  - **Brief description of program management**, including who will oversee administration. Please provide contact information for an individual designated as the main day-to-day program contact.
  - **Resources/recommendations for students to secure their own housing**, including whether on-campus housing might be an option for students and anticipated cost for shared 2-bedroom apartment, for example.
- Methodology, and reasoning behind the methodology chosen
- Quality control plan including:
  - A description of internal review procedures that facilitate high-quality standards
- Exceptions to the RFP, additional or different ideas, in the statement of work and other requirements should be expressly noted.

**6. Cost Proposal**

- Submit a detailed cost proposal, in U.S. dollars.
- Housing costs should not be included as students make their own housing arrangements.
- Allowable costs may include:

- Lab and materials fees
- Staff time
- Transportation for local industry visits
- Refreshments for an orientation meeting and the end of program presentations.
- Provide the cost per student.
- Total cost proposed.

#### **SECTION 4: TERMS OF PAYMENT**

Payment shall be made by the King Abdullah University of Science and Technology (KAUST) via check or electronic funds transfer/bank wire. The final payment terms in the contract will control, not this RFP.

#### **SECTION 5: EVALUATION OF PROPOSALS**

King Abdullah University of Science and Technology (KAUST) will select proposals that offer the best overall value and the greatest overall responsiveness to the requirements.

## ATTACHMENT A STATEMENT OF WORK

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The KGSP would like to facilitate outstanding experiential STEM summer 2025 programming for 5 – 30 students, primarily rising sophomores (current freshmen), wherein

- Students gain and apply technical skills in a hands-on and engaging setting.
- Students become familiar with STEM research methods.
- Students participate in professional development and career preparation activities to grow their understanding of career paths and industry application of their academic studies.

KGSP STEM summer programs would include the following components.

- **Program Content:** The KGSP is seeking proposals that may provide one of the following programs. In your proposal, please clearly state which of these programs you plan to offer:
  1. **STEM Experience.** Focused on a STEM theme (i.e. Robotics, AI, Machine Learning, Sustainability, Autonomous, Automotive, Transportation, Solar, Biotechnology, Entrepreneurship, STEM consulting, etc.) the program should be a minimum of 15 hours per week, and up to full-time, of students developing and applying technical skills in a hands-on experience. Typically 2 - 5 weeks. Facilitated internships, micro-internships, or project-based learning for small groups to work on real-world projects may also be suitable.
  2. **STEM Research Placement.** A minimum of 15 hours per week, and up to full-time, of student hands-on lab experience. Research placements typically last 4 - 6 weeks. Students should be matched with at least one faculty mentor, who would complete an end-of-program assessment, though their day-to-day work could be supervised by a graduate student. Required competencies, definition of work, and scheduled check-ins with the project supervisor would be built into the project from the outset.
- **Pre-arrival Onboarding Communication to students & Onsite Orientation.**
- **Introduction to STEM Research Methodology.** Provide students with the foundational knowledge of conducting STEM research in a university setting. Students will learn approaches to STEM research, how to conduct a literature review, etc.
- **Career Development Activities.** Examples: Guest speakers from industry, Visit to local STEM companies, How to design and present a poster, How to build relationships with supervisors and seek letters of recommendation, First week of program “Bootcamp” to accelerate learning lab skills specific to the student’s placement.
- **Student Outcomes:** Students produce and present a poster, paper, or another final deliverable.
- **Program Outcomes:** Final Report to include description of program components, evaluations of student success, evaluation of program, and share files of final student deliverables (e.g. PDF of final poster or certificate).
- **Academic Level:** Primarily rising sophomores (current freshmen) and possibly rising juniors (current sophomores).
- **Program Delivery:** Programming may be delivered in-person or virtually to students. In your proposal, please clearly state which of these you plan to offer.
- **Program Dates:** Programs should typically begin no earlier than June 2, 2025 and end no later than August 15, 2025.
- **Program Length:** Programs should typically be 2 – 6 weeks in length, depending on content.

**Anticipated Participant Majors May Include:**

- Chemical Engineering
- Chemistry
- Computer Engineering
- Computer Science
- Electrical Engineering
- Environmental Science and Engineering
- Material Science and Engineering
- Mechanical Engineering