



## Request for Quotes (RFQ)

**To** : Offerors  
**From** : Institute of International Education, Inc. (IIE)  
**Subject** : Plagiarism Detection Software

**RFQ Issue Date** : Tuesday, June 24, 2025

**Questions Due From Offerors**

: Thursday, July 3, 2025

**Response to Questions Posted**

: Wednesday, July 9, 2025

**RFQ Closing Date** : Friday, July 18, 2025, at 5 PM Eastern Daylight Time

**Semi-Finalists Invited to Present Product Demonstration**

: Monday, July 28 – Wednesday, July 30, 2025

**Estimated contract start date:**

: Prior to October 1, 2025

**Performance Period** : One year with option years up to five years

The Institute of International Education (IIE) is seeking licenses to a plagiarism-detection platform (including AI-generated content) to scan essays submitted by applicants for the scholarship programs we administer. IIE invites qualified firms and organizations (“Offerors”) to submit best-value Quotes for the requested goods and services. The selected offeror(s) will be considered to be IIE preferred vendors. The agreement resulting from this award will be a Contract serving the Fulbright Student and Fulbright Scholar programs. IIE may sign additional agreements for other programs at IIE or IIE’s corporate uses.

Offerors are encouraged to read this RFQ 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 IIE to award a contract, nor will IIE pay for any costs incurred in the preparation and submission of a quote. The agreement resulting from this RFQ 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 RFQ.

The required goods and services are listed in the Attachment A “**Statement of Work.**” IIE encourages your organization to indicate its interest in this RFQ by submitting a quote according to the instructions in “**Quote Preparation Instructions**”. Quotes will be evaluated based on the “**Evaluation Criteria**”.

All quotes are due by the dates and times stated above. Any quote received after the required time and date specified for receipt shall be considered late and non-responsive. Late quotes will not be evaluated.

**Questions:** Any questions are to be submitted **in writing** via email to the email address listed below by the date specified 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 or about the date listed above on IIE’s website under Subawards and Procurement (<https://www.iie.org/Work-With-Us/Subawards-Procurements>).

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**Quote Submission:** Quotes, including any attachments (limited to 6MB), should be sent electronically in PDF format to: **mtaylor@iie.org**. Be sure to include in the subject line: **RFQ - Plagiarism Detection Software**. IIE will not accept quotes 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: 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 and in other countries.

### Purpose of Request for Quote

The purpose of this Request for Quotations (“RFQ”) is to invite qualified organizations to submit quotes for the plagiarism detection software as described in Attachment A. The selected vendor(s) will be considered to be an IIE preferred vendor. IIE may utilize the selected vendor(s) for all uses of plagiarism detection including, but not limited to, IIE’s sponsored programs and IIE’s corporate needs. IIE anticipates that the Fulbright Student and Fulbright Scholar programs will utilize the software.

## SECTION 2: RFQ CONDITIONS

IIE reserves the right to:

- Reject any or all offers and discontinue this RFQ 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 RFQ 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 RFQ or have any liability for any representations (express or implied) contained in, or omissions from, this RFQ. This RFQ and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Quote. Each Offeror shall keep the RFQ and its contents confidential and shall return the RFQ (without keeping copies) to IIE if the Offeror elects not to submit a Quote, or upon being requested to do so by IIE.

Any information or materials submitted in response to this RFQ and/or as a Quote (whether successful or unsuccessful) shall become the property of IIE and will not be returned.

In submitting a Quote, you must agree that your offer shall remain firm for a period of no less than **120** days from the RFQ closing date.

Failure to follow the specifications and requirements provided in this RFQ may result in disqualification.

## SECTION 3: QUOTE PREPARATION INSTRUCTIONS

Quotes 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 Quote as follows:

- **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
- **Professional References and Past Relevant Experience**
  - Include three (3) references of current customers.
  - 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. List a minimum of three similar activities and no more than five. 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							

- **Technical Specifications, 5 pages maximum**
  - Please include a full description of the technical capabilities of your plagiarism detection software, including options for different types of services and tiers of services.
  - Please include a description of your customer service, including proposed response times.
- **Proposed Pricing – see ATTACHMENT B: PRICING for more information**
  - Please include a comprehensive description of pricing options and tiers of service
  - Please include prices for any training services
  - Offerors may propose volume or other types of discounts, including, if applicable, discounts for not-for profit organizations (IIE is a 501(c)(3)).

## 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 RFQ. No advance payments will be provided.

## SECTION 5: EVALUATION OF QUOTES

Requirement	Points Available
The Offeror’s responsiveness and compliance with the RFQ requirements and conditions.	20 Points
The Offeror’s ability, capacity, and skill to fully and satisfactorily provide the services and/or items required in this RFQ.	20 Points
The quality of Offeror’s performance in comparable and/or similar projects.	20 Points
Assessment of the overall cost. IIE’s review of the cost and 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 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 Quote 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

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IIE is seeking one or more preferred vendors to provide plagiarism detection software. IIE may use the selected product for any of IIE's sponsored programs as well as for IIE's own use and initiative. The selected software must, at a minimum, meet the following functional and Reporting requirements:

### Functional Requirements

- Access to a secure self-service portal through a simple web-based interface
- User accounts for 10-20 users, including 3-5 Admin accounts (no student access or document submission is needed)
- Ability to organize documents into a folder structure with options to grant users access by folder
- Ability to upload documents individually and in bulk (example: from zip files containing multiple documents)
- Full support for scanning PDF, DOCX and PPTX file types
- Options for setting differing plagiarism detection thresholds and sensitivity
- Ability to detect various types of matches (exact match, paraphrased content, etc.)
- Ability to exclude phrases from consideration (example: essay prompt questions)
- Comparison to material on the public Web
- Comparison to popular academic journals and medical publications
- Comparison to documents in private repository storage (including all previously scanned documents)
- Detailed source information for detected matches, including links to content
- Display of matches with highlighting and comparisons to matched source text
- Ability for users to review and exclude detected matches
- Assignment of a percentage-based similarity score representing the amount of matched content within a document
- Automatic recalculation of similarity scores after exclusion of matches
- Assessment of documents for AI-generated content and assignment of a percentage-based AI-Content score

### Reporting Requirements

- Ability to generate (and export to CSV or XLSX) detail (not aggregate) queries on documents, including at a minimum:
  - Date and time of scan
  - Document name
  - Similarity score (live score, after applying any exclusions)
  - AI-Content score (live score, after applying any exclusions)

**Offerors may include additional applicable capabilities that would provide additional value to IIE.**

## **ATTACHMENT B: COST STRUCTURE**

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- Please include a comprehensive description of pricing options and tiers of service.
- Please include prices for any training services.
- Offerors may propose volume or other types of discounts, including, if applicable, discounts for not-for profit organizations (IIE is a 501(c)(3)).
- Please include pricing information for up to five years.
- The format of the table below may be used but is not required.

Time period	Year 1	Year 2	Year 3	Year 4	Year 5
Cost per license	\$				
Other proposed costs (please list and describe)					

## **ATTACHMENT C - ADDITIONAL REQUIREMENTS**

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### Third-Party IT Risk Management Process (TPRM)

An **IT Security Questionnaire** is required prior to signing a contract if the vendor will process IIE proprietary data or Personal Data according to GDPR's definition on behalf of IIE or connect to IIE's network.

- Vendors who can furnish evidence of an **ISO 27001 Certification** are asked to attach such documentation and to provide their up-to-date **System and Organization Controls (SOC) 2 Type 2 Attestation**.
- Vendors who cannot furnish IIE with ISO 27001 Certification evidence will be asked to provide a **SOC 2 Type 2 attestation** and complete a **security assessment that is mapped to the National Institute of Standards and Technology (NIST) Cyber Security Framework (CSF)**. NIST is a guidance, based on existing standards, guidelines, and practices for organizations to better manage and reduce cybersecurity risk. The NIST CSF consists of five concurrent and continuous Functions—Identify, Protect, Detect, Respond, Recover. When considered together, these Functions provide a high-level, strategic view of the lifecycle of an organization's cybersecurity risk management.
- If your organization does not wish to complete this request using the automated OneTrust platform, please visit the “Welcome” screen of the IT Security Questionnaire (using the emailed link from OneTrust) and click “*Complete Offline Using Excel*” to download the **Excel** version of the NIST CSF assessment. Please make sure to upload the completed file to OneTrust using the same path and **Submit**.