



The Power
of International
Education

Solicitation Amendment / Modification

1.	Solicitation No.	090425/JP
2.	Solicitation Name	Request for Proposals to Host 2025-2026 Humphrey Fellowship Program Enhancement Workshop
3.	Issue Date	September 4, 2025
4.	Closing Date	October 20, 2025
5.	Solicitation Amendment No.	1
6.	Solicitation Amendment Date	September 19, 2025

7. The above numbered solicitation is amended as set forth in Item 9 below.

8. The hour and dates specified for receipt of proposals/quotations: ☒ is not extended; ☐ is extended as described in Item 9 below.

9. Description of Amendment/Modification:

The purpose of this solicitation amendment is to inform prospective offerors/bidders that the above numbered solicitation is hereby amended to provide responses to questions as follows.

- 1. How would you suggest we plan for transportation costs? If the group stays at one of three hotels near the campus the transportation costs will be minimal. If they will be housed farther from the campus then the transportation costs will be much greater.** Implementers have a responsibility only to facilitate Fellow arrivals and departures from the workshop venue, such as airport or train station pickup and drop-off. IIE provides Fellows with a regular maintenance stipend for living costs and an allowance for professional activities to cover travel, local transportation and hotel costs associated with attending an Enhancement Workshop. If you wish to arrange for group travel (for example, to a local site visit), those costs should be included in the budget request. Regarding Fellows' lodging, you could strongly encourage Fellows to stay at one of the recommended hotels near campus, emphasizing that staying anywhere else may result in higher individual transportation costs and making daily transport arrangements on their own.
- 2. What guidance can you provide on recommending hotels? We can provide a mix of options optimizing proximity and price. Are there any other standards to follow regarding hotel recommendations? Will all Fellows stay in the same hotel?** Fellows should be provided with a limited range of hotel options. Fellows are not typically required to all stay in one hotel but implementers can strongly recommend specific hotels (based on quality, value and proximity).
- 3. We see that transportation to and from the workshop venue should be included in the cost. Does this mean airport transportation, transportation to and from the Fellows hotel to the workshop site or both? If we are required to provide transportation from the Fellows' hotel to the workshop site, can we require that all Fellows stay in the same location?** Please see questions 1 and 2 and responses.



The Power
of International
Education

4. **We were planning a tour of the...original State House [which] was completed in 1790 and destroyed in 1865, while the new State House was completed in 1888. The grounds are filled with Revolutionary and Civil War statues. We can conduct tours of the grounds emphasizing the early history of the state. Would this qualify as an America 250 activity?** Yes, it could.
5. **If we were selected for a 2025 workshop, but it was canceled due to funding freezes, does that impact our eligibility to be selected for a 2026 workshop?** No, it does not.
6. **The implementer is not responsible for air travel and lodging costs for the fellows, correct?**
That is correct.
7. **Participants will cover their own meal costs, except for meals as part of the program (e.g. Lunch workshops, evening networking reception)?** Yes, that is correct.
8. **Is the implementer responsible for all meals while the fellows are in town, or just the meals during the workshop?** The implementer is not responsible for all meals during the Fellows' stay in town. Fellows receive a maintenance allowance which is meant to cover their daily living costs. However, the host institution should include opportunities for the participants to have breakfasts, lunches and break refreshments. Please include in the budget any meals you wish to serve as part of the workshop. Dinner may fall outside of the workshop hours, so Fellows can eat this meal on their own. Host institutions may provide recommendations about convenient eateries, grocery stores etc. in the area.
9. **According to the RFP, group meals should be covered, and then in another section it says all meals. Does this mean that we should provide meals only during the workshop times or times where there are required group activities, or should we also provide a stipend for individual meals outside of scheduled program activities?** Please see question 8 and response.
10. **When will proposers be notified of a contract award/ non-award status?** We intend to make the final notifications by January 2026 at the latest.
11. **Do awarded institutions get to choose their hosting dates, or will they be assigned?** The institutions may recommend one or two weeks that would be ideal for them. Those dates should be from early March to early April 2026.
12. **In the proposal, should hosting dates be specified, or left open?** Please see question 11 and response.
13. **If dates are assigned, when will awarded institutions be notified of the dates?** Awarded institutions will be notified of the final agreed-upon dates immediately after the award notification itself. Finalizing the date with the institution would be the next step in the process.
14. **Is it preferable that workshops be held during the week, or should we also include some weekend options when presenting possible workshop dates? Are all sessions expected to be**

held between 9am - 5pm, or can sessions start earlier/extend later? Workshops are typically held on weekdays during regular business hours. Sessions can start earlier/extend later as needed. A Sunday arrival may be recommended in order to begin the workshop promptly on Monday morning.

15. What information can you provide regarding the duration of sessions, as well as breaks?

Typically, there are two-three sessions each morning and afternoon with coffee breaks and a break for lunch.

16. In the proposal and budget, is there a preferred number of workshop days? The RFP states 3-5 days. The workshop should include at least three full days of content plus days for travel to and from the workshop location.

17. Should the budget include lodging based on 30 participants? And should any traveling program staff be included? The RFP notes that a stipend is provided that covers travel and hotel costs. I would like to clarify if this stipend is separate from the proposed budget. Fellows' lodging should not be a part of the budget request. However, guest speaker or faculty/staff travel arrangements should be included in the workshop budget. If the host institution or another entity is funding those travel arrangements, they should be included in the cost-share section of the budget.

18. Is there a cost share amount or percentage that is required as part of the budget? No, there is not.

19. As an organizer, can we assign readings or assignments in advance of the workshop? Can we assign nightly readings or assignments during the workshop? Yes.

END OF AMENDMENT