

Request for Proposals (RFP)

To : Offerors
From : Institute of International Education, Inc. (IIE)
Subject : Fulbright Visiting Scholar Enrichment Program Professional Development Virtual Workshops

RFP Issue Date : September 25, 2025
Deadline for Questions : October 3, 2025, 5 PM ET
Answers to Questions : October 7, 2025
RFP Closing Date : October 17, 2025
RFP Closing Time : 11:59 PM EST
Performance Period : November 1, 2025 — March 30, 2026 (initial period of performance)

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 Contractor 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 the date and time 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 RFP will be published on 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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Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: FulbrightScholarEvents@iie.org. Be sure to include in the subject line: **Fulbright Visiting Scholar Enrichment Program Professional Development Workshops**. IIE will not accept proposals received by fax.

: Fulbright Visiting Scholar Enrichment Program Professional Development Virtual workshops

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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 major philanthropic foundations; private and public corporations; foreign governments; and individuals.

The Fulbright Visiting Scholar Program

The Fulbright Program, the flagship international educational exchange program sponsored by the U.S. Department of State’s Bureau of Educational and Cultural Affairs (ECA), is designed to increase mutual understanding between the people of the United States and the people of other countries. The U.S. Congress established the Fulbright Program in 1946, following legislation introduced by the late Senator J. William Fulbright to fund the “promotion of international good will through the exchange of students in the fields of education, culture and science.”

The Fulbright Visiting Scholar Program provides grants to approximately 850 faculty and professionals from over 100 countries who receive Fulbright grants for advanced research and university lecturing in the United States. Grants range in length from three to twelve months.

Purpose of Request for Proposal

The purpose of this Request for Proposal (“RFP”) is to invite U.S.-based organizations to submit a program proposal to host Enrichment Program Professional Development Virtual Workshops for Fulbright Visiting Scholars. In Academic Year 2025 – 2026, IIE plans on holding four grant writing and two publishing workshops in fall 2025 and spring 2026 (6 total workshops). At least one workshop of each type should be delivered in fall 2025 and spring 2026. The exact number of workshops may change, depending on factors such as the availability of funding and programmatic needs. These virtual workshops should be designed to advance the professional development of Fulbright Visiting Scholars conducting research and lecturing in the U.S. Details on the program design requirements are 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-Goods-and-Services>. The 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.

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. **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, 2 pages maximum not including any CVs**
 - Brief description of the organization/entity and experience in the field that illustrates overall services and capabilities to meet the terms of the RFP (using the format of the table below)
 - Years of relevant experience
 - Any plans to outsource/subcontract the services or any part thereof
 - Please provide the following, in order:
 - A description of your staff and volunteer plan for the year.
 - A list of your proposed staff in the following format. These biographical sketches should highlight professional qualifications and work or volunteer experience that is relevant to programming or event planning for groups of visitors:
 - Name:
 - Proposed position on your team:
 - Summary of relevant expertise and experience:
 - Please include the CVs for primary staff contact (no longer than one page in length).
 - Letters of support, references and brochures may be included but are not required.
 - As participation from the local Fulbright Association chapter is strongly encouraged, a letter from the local chapter president may be included as well but is not required.

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#	(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							

4. 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 (4 pages maximum)**
- Exceptions to the RFP, additional or different ideas, in the statement of work and other requirements should be expressly noted

5. Cost Proposal

- Submit a detailed cost proposal, in U.S. dollars, in the recommended format shown in **Attachment B**
- Include any additional cost items that the Offeror wishes to propose
- Total cost proposed

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	Points Available
Workshop Description	Higher points will be awarded to methodologies that indicate a greater practical understanding of implementing the work, and more innovative but realistic ways of carrying out the work using the technology platforms that IIE will provide. Proposals that demonstrate innovative approaches to presenting information will receive higher points.	30 points
Staffing	Higher points will be awarded for the presentation of staff with greater qualifications and experience in similar that stated in this RFP.	20 points
Experience and Past Performance	Demonstrated experience implementing a similar scope of work for international visitors or academics. Consideration will be made of the past programs listed in the Past Performance and Experience section.	20 points
Cost Proposal	IIE's review of the cost proposal 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 technical proposal.	30 Points
Total		100 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 proposal 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

The Institute of International Education (IIE) is seeking a contractor to design, plan, and implement Professional Development Virtual Workshops as part of the Fulbright Visiting Scholar Enrichment Program. For the 2025–2026 academic year, the selected contractor will be responsible for delivering a series of online professional development workshops. IIE will provide access to the virtual platform on which the workshops will be hosted. The contractor will be expected to deliver three workshops in Fall 2025, focused on grant writing and publishing, and to repeat the same three workshops in Spring 2026. The exact number of workshops may be changed depending on factors such as the availability of funding and programmatic needs.

It is IIE's intention to utilize the provider for similar seminars in future academic years. The number of workshops and the timing of when the workshops will take place depend on factors such as the availability of funding and programmatic needs.

For academic year 2025 – 2026, the proposed dates for the 6 planned seminars are as follows:

Proposed Dates

- Workshop 1 (Grant Writing) - November 2025
- Workshop 2 (Publishing Workshop) - November 2025
- Workshop 3 (Grant Writing) - December 2025
- Workshop 4 (Grant Writing) - February 2026
- Workshop 5 (Publishing Workshop) - February 2026
- Workshop 6 (Grant Writing) - March 2026

Required deliverables:

- Lead content development and plan an interactive session that addresses both grant writing and publishing. All six workshops should include small group breakouts, networking opportunities, and teamwork, as well as time for participants to reflect on their progress. The events must be in accordance with U.S. Department of State requirements of being nonpartisan and non-political in nature.
- Provide feedback and edits to the session outline and any accompanying materials needed for the virtual session with IIE.
- Participate in a tech rehearsal with IIE.
- Deliver virtual sessions that adhere to the Fulbright Enrichment Program goals.
- Provide platform for the synchronous session (Zoom or another platform. IIE representatives must have the ability to control meeting features [co-host]).

ATTACHMENT B COST PROPOSAL TEMPLATE

Offerors should propose two fixed prices - one fixed price for four iterations of the grant writing workshop and one fixed price for two iterations of the publishing workshop.

ATTACHMENT C ADDITIONAL REQUIREMENTS

IT Security Evaluation

IIE's IT security assessment is based on The NIST (National Institute of Standards and Technology) Cybersecurity Framework v1.1 (CSF) and is carried out through an assessment conducted by OneTrust. 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 the vendor will send, store or receive Personal Data (any information that can identify a specific individual person, including name, address, or email address) on behalf of IIE an **IT Security Evaluation is required prior to signing a contract**. Please note that this includes vendors that will provide a technology solution that sends, stores or receives Personal Data.
- The evaluation may include vendor completion of a security compliance assessment and delivery of security evidence to IIE.

Prohibition on certain telecommunications and video surveillance services or equipment

IIE cannot enter into a contract to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Covered equipment and services must not be part of your offer to IIE.