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Solicitation Amendment / Modification

1.	Solicitation No.	092525/AK
2.	Solicitation Name	RFP for Fulbright Visiting Scholar Enrichment Program Professional Development Virtual Workshops
3.	Issue Date	September 25, 2025
4.	Closing Date	October 17, 2025
5.	Solicitation Amendment No.	1
6.	Solicitation Amendment Date	October 7, 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 as follows:

1. Revise Attachment A: Statement of Work – Zoom is a required element

This amendment revises Attachment A: Statement of Work. In the RFP it states that a deliverable is “Provide platform for the synchronous session (Zoom or another platform. IIE representatives must have the ability to control meeting features [co-host]).” IIE is revising this section. The platform for the synchronous sessions MUST be Zoom. Offerors must not propose platforms other than Zoom.

2. To inform prospective offerors/bidders that the above numbered solicitation is hereby amended to provide responses to questions as follows.

Q1: What is the desired length of each workshop?

A1: Each workshop will have a total duration of 8 hours.

- Grant Writing: The workshop will be delivered over two days, with 4 hours per day.
- Publishing: The workshop will be divided into two tracks, Humanities and Scientific Majors with 4 hours allocated to each track.

Q2: Are there preferences for formats (duration, interactivity) or content within grant writing/publishing?

A2: IIE welcomes creative and engaging approaches. Proposals should demonstrate how the format will best achieve the program's objectives.

Q3: What is the estimated number of participants for each session? What is the approximate number of scholars who might attend each workshop session? Is each workshop open to all ~850?

A3: For both the Grant Writing and Publishing workshops registration is capped at 75 participants.

Q4: Will participants be required to register in advance for the sessions? If so, will the IIE or the vendor coordinate the registration?

A4: For all workshops, registration will be managed by IIE through the Cvent platform, while the vendor will be responsible for providing the Zoom links.

Q5: Will the vendor need to provide accommodations such as sign language interpreters, braille materials, or listening devices? If so, what are the estimated costs for these services?

A5: No

Q6: Will all services be offered only in English?

A6: Yes

Q7: What is the allocated budget for the project? Are you able to share an approximate range for the level of funding available?

A7: Organizations are expected to submit a cost-effective budget that is realistic and aligned with the scope of work to ensure the successful delivery of the project objectives.

Q8: Will closed captioning or transcription be required for the events?

A8: Closed captioning is required but transcription is not required.

Q9: Will the events be recorded? Is the vendor required to provide on-demand access to the workshops after they are delivered?

A9: No, the workshops will not be recorded.

Q10: Is this the first time that these types of professional development workshops focused on grant writing and publishing will be offered to Fulbright Visiting Scholars? Is there an incumbent for this work? Is there an incumbent vendor for this project? If so, why is the IIE seeking new proposals?

A10: These types of professional Development workshops have been offered to Fulbright Visiting Scholars previously and the workshops were implemented by an outside provider. However, the exact details of the workshops have changed and IIE has decided to conduct a new competitive selection process.



Q11: The RFP states that the opportunity is open to U.S.-based organizations and institutions. What vendor attributes are most appealing to the IIE? Essentially, what is the IIE looking for in a successful vendor for this project?

A11: Please see Section 5: Evaluation of Proposals for more information.

Q12: Is the opportunity open to for-profit organizations, including LLCs and individual consultancies?

A12: The opportunity is open to for-profit organizations and LLCs.

Q13: What is the expected number of awards, and can one organization deliver multiple workshops (e.g., both themes in fall/spring)?

A13: IIE anticipates making one award but reserves the right to make more than one award.

Q14: The Statement of Work indicates the following: "The contractor will be expected to deliver three workshops in 2025, focused on grant writing and publishing, and to repeat the same three workshops in Spring 2026." Is the idea that the workshops delivered in the fall will each cover different content (for example, the two workshops on grant writing offered in November and December would each cover different topics and material), and then this content would be repeated in the Spring?

A14: The content for all Fall 2025 workshops will remain the same for the Spring 2026 workshops. Likewise, the Grant Writing workshops will have consistent content across all sessions.

END OF AMENDMENT 1