

Request for Proposals (RFP)

To: Offerors
From: Institute of International Education, Inc. (IIE)
Subject: Fulbright America250 Enrichment Program – NYC
RFP Issue Date: November 10, 2025
Deadline for Submission of Questions: November 21, 2025
Questions and Answers Posted: November 25, 2025
RFP Closing Date: December 10, 2025
RFP Closing Time: 11:59 PM EST
Performance Period: January 1 – May 31, 2026

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 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 11:59 PM EST November 21, 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 on November 25, 2025 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: KCourvoisier@iie.org. Be sure to include in the subject line: **Fulbright America250 Enrichment Program – NYC**. IIE will not accept proposals received by fax.

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SECTION 1: BACKGROUND AND PURPOSE

Background: The Fulbright 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 an international academic exchange program founded in 1946 with an ambitious goal to increase mutual understanding and support friendly and peaceful relations between the people of the United States and the people of other countries.

Background: Fulbright Foreign Student Program

The Fulbright Foreign Student Program enables graduate students, young professionals and artists from abroad to study and conduct research in the United States. The Fulbright Foreign Student Program operates in more than 160 countries worldwide.

The Fulbright Enrichment Program provides Fulbright grantees with valuable experiences outside their usual academic environments in order to further promote the Fulbright Program's mission of mutual understanding between the people of the United States and the people of other countries.

The Fulbright America250 Enrichment Program will commemorate 250 years of American independence and the 80th anniversary of the Fulbright Program. This initiative will provide Fulbright Visiting Scholars, Foreign Students, FLTAs, and Visiting Student Researchers with meaningful experiences outside their academic environments, promoting mutual understanding and showcasing American history, innovation, and civic values. The program will be implemented in Washington, DC and Washington DC, two anchor cities central to the America250 celebrations.

The Fulbright Enrichment Program is sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) with funding provided by the U.S. Government and supported in its implementation by the Institute of International Education (IIE). The Fulbright Program is the U.S. Government's flagship exchange program.

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.

With IIE's global headquarters in New York City, IIE has offices around the world, including offices in the United States (Washington D.C., Chicago, Houston and San Francisco) and staff in other countries (China, Ethiopia, India, Indonesia, Mexico, Thailand and Ukraine).

Purpose of Request for Proposal

The Institute of International Education (IIE), on behalf of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA), invites US-based educational, cultural, and or community-based organizations to submit a program proposal to design and deliver America 250-themed enrichment activities for Fulbright Foreign Students, Visiting Scholars, and Foreign Language Teaching Assistants (FLTAs) in the Washington DC region from January 1 – May 31, 2026.

America 250 activities will celebrate America's 250th anniversary of independence while amplifying the Fulbright Program's mission to promote mutual understanding through academic, cultural, and professional exchange. The programming should highlight American excellence in education, research, innovation, and civic leadership, and may include engagement with America 250 commemorations, local historical and cultural institutions, and events. 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/wp-content/uploads/2025/10/IIEContractorTCs2025.pdf>. 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

- 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
- Description of resources (personnel) supporting the development of the Enrichment program. Please include,
 - A list of your proposed staff in the following format:
 - Name:
 - Proposed position on your team:
 - Summary of relevant expertise and 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, and the contact details for each previous client or donor. 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							

5. Implementation of the Statement of Work, 5 pages maximum

- Detailed description of the services being offered and any information relevant to meeting the services described in **Attachment A**
- Proposal of the programming and events, in chronological order, that you will implement as the scope of work. Please demonstrate how the events relate to the mission and goals of the Fulbright enrichment program (detailed in Attachment A).
- Quality control plan including:
 - A description of internal review procedures that facilitate high-quality standards
 - How quality control will be managed when completing multiple projects for multiple clients
- 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, 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	Description of Evaluation Criterion	Points
1) Program Design	Assessment of proposed approach to completing the scope of work, including achievement of learning objectives, proposed activities, incorporation of alumni, and opportunities for networking.	15 points
2) Qualifications and Capabilities	Assessment of the Offeror’s qualifications, expertise, and capacity to complete the scope of work, including successful past implementation of similar programs. Assessment of staffing plan for this activity and expertise of the individuals included.	15 points

3) Implementation and Logistics	Assessment of logical program development in the agenda, as evidenced in the submission materials, with realistic pace and varied session format and use of available resources.	15 points
4) Cost Proposal	Overall costs proposed must be realistic for the work performed, reflect a correct understanding of the project requirements, and be consistent with the Offeror's technical proposal. As selection will be based on best overall value and not necessarily the lowest overall cost, higher scores will be awarded to proposals with cost proposals that are reasonable for the high level expected of a flagship exchange program like Fulbright.	15 points
Total		60 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

Fulbright America250 Enrichment – New York City

The Fulbright Enrichment Program provides Fulbright participants and alumni with valuable experiences outside their usual academic environments in order to further promote the Fulbright Program's goal of mutual understanding between the people of the United States and the people of other countries.

The Fulbright America250 Enrichment Program will commemorate the 250th anniversary of the United States through academic, cultural, and professional exchange. The selected organization will design and implement a series of America250-themed activities for Fulbright Visiting Students, Scholars, and Foreign Language Teaching Assistants as well as the U.S. Fulbright alumni community in the New York City region between January 1 and May 31, 2026. These events will highlight American history, innovation, and civic values while fostering meaningful engagement with American communities.

Each event may host up to 100 participants from the New York City region and may include Fulbright participants from the following Fulbright programs:

- **Fulbright Foreign Student Program:** The Fulbright Foreign Student Program enables graduate students, young professionals and artists from abroad to study and conduct research in the United States. The Fulbright Foreign Student Program operates in more than 160 countries worldwide.
- **Fulbright Visiting Scholar Program:** The Fulbright Visiting Scholar Program provides grants to roughly 900 faculty and professionals from around the world for advanced research and university lecturing in the United States. Individual grants are available to scholars from over 100 countries.
- **Fulbright Foreign Language Teaching Assistant (FLTA) Program:** The Fulbright FLTA Program is designed to develop Americans' knowledge of foreign cultures and languages by supporting teaching assistantships in more than 35 languages at hundreds of U.S. institutions of higher education. The program offers educators from over 55 countries the opportunity to develop their professional skills and gain first-hand knowledge of the U.S., its culture and its people.
- **Fulbright Alumni Engagement:** We strongly encourage coordination and joint initiatives with U.S. Fulbright alumni primarily through the U.S. Fulbright Association and its network of chapters, including those located in or around New York City. The goal is to link Fulbright participants with U.S. Fulbright alumni in the region to strengthen long-term mutual understanding and to build professional and social networks that lead to long-term institutional and individual relationships. Organizations should encourage participants to utilize the Fulbrighter Network via the Fulbrighter.org website and mobile application.

Program Design Guidelines

The programming should highlight American excellence in education, research, innovation, and civic leadership, and may include engagement with local America250 commemorations, historical and cultural institutions, and events. The programming should also aim to strengthen connections among participants and American communities.

The goals of the America250 enrichment programs are to:

- Build cross-cultural understanding through activities that highlight U.S. history, culture, and innovation.
- Expand professional and social networks to create a stronger and more connected Fulbright community across disciplines and Fulbright programs.

- Promote community service and volunteerism to foster civic engagement and meaningful interactions with U.S. society.
- Strengthen national and global Fulbright alumni networks to enhance ongoing collaboration, mentorship, and impact; and
- Expand outreach and visibility to promote the Fulbright Program, highlight its contributions to the United States, and celebrate its enduring role in advancing American leadership in education, research, and innovation.

Proposed America250 enrichment programming should advance most, if not all, of these five goals.

A draft calendar of events and a communications plan for maintaining contact with the Fulbright awardees should be included in the proposal (IIE will provide an updated list of participants and their contact information).

Each of the proposed activities should be designed to meet one or more of the key goals outlined above.

Organizations are also highly encouraged to partner with local America250 Partners and participate in planned America250 events in the region. Organizations with planned activities and events in the NYC region, include (but are not limited to):

- I Love NYC: <https://www.iloveny.com/things-to-do/path-through-history/america-250/>
- NYS250: <https://www.nys250.org/events.html>
- Fraunces Tavern Museum: <https://www.frauncestavernmuseum.org/>
- Carnegie Hall: <https://www.carnegiehall.org/Events/Highlights/Festivals-and-Artistic-Focuses/United-in-Sound-America-at-250>

Activities can be social in nature but should offer exposure to something unique to the local community, state, or region that Fulbright participants may not experience on their own. Community service events or volunteer activities are encouraged. Preference will be given to activities that are unique, innovative, and make a concerted effort to promote America250 and the Fulbright brand with organizations, institutions, audiences, and communities less familiar with international exchange, and education at all levels.

The proposed schedule of activities may include (but is not limited to):

- A Welcome Reception (January–February 2026): Introduce participants to the America250 theme, the history of the Fulbright Program, and the U.S. tradition of innovation, academic and civic leadership.
- An official America250 Civic or Historical Event: Visits to landmarks, museums, and exhibitions that tell the story of America’s founding, independence, and ongoing pursuit of progress. <https://america250.org/>
- An event highlighting U.S. higher education and workforce development, including the role of community colleges and technical training institutions in strengthening the American economy and preparing a competitive workforce.
- A program featuring Fulbright alumni who exemplify American values of leadership, service, and innovation, demonstrating the lasting global impact of U.S. educational exchange.
- A service or volunteer activity that showcases the American spirit of civic participation and community improvement. This may include volunteering at a local America250 event.
- A Farewell / Reflection Reception (May 2026): Conclude the program by celebrating Fulbright participants’ engagement with America250 and their experiences with American culture, innovation, and public life.

Additional Recommended and Optional Activities

Offerors are encouraged to propose additional events that align with the America250 theme by showcasing U.S. achievements, ingenuity, and civic vitality. Examples may include:

- Innovation and Research Experiences: Visits to laboratories, startups, or research institutions that highlight U.S. advances in science, technology, and entrepreneurship.
- American Enterprise and Industry: Site visits or speaker panels highlighting U.S. manufacturing, business innovation, or technology leadership.
- Cultural and Heritage Exploration: Participation in concerts, arts events, special exhibitions, or national commemorations (e.g., MLK Day, Presidents' Day, Memorial Day) that celebrate American history and creativity.
- Sports Diplomacy Activities: Attendance at events connected to the 2026 FIFA World Cup or 2028 Olympic Games, with educational components on teamwork, leadership, and American sports culture.

Public Engagement and Outreach

The America250 enrichment programs should broaden understanding of America's achievements, institutions, and leadership role in the world. Partner organizations are encouraged to design activities that increase public visibility of the Fulbright Program and the America250 commemoration, reaching audiences who may be unfamiliar with Fulbright's legacy and contributions to U.S. diplomacy and innovation.

Reporting/Evaluation Guidelines

Event recap: For each activity, the selected organization agrees to submit a short written summary of the enrichment program that includes the total number of Participants in attendance and a selection of captioned images from the events within 48 hours of the events' completion. The report should include candid, active photos of Fulbright participants engaging in the enrichment activities. The organization is responsible for securing photo releases for all shared photos.

Events calendar: Organizations are responsible for maintaining IIE's events calendar via an editable portal. The calendar should be kept updated with upcoming events.

Mid-term and final reports: The organization is asked to conduct an evaluation with the Fulbright participants to survey the enrichment program's impact and understanding of the topics discussed at the events. IIE will provide evaluation templates for Fulbright participants and organizations to provide feedback after each activity. Organizations will also be required to submit an interim mid-program report on March 31, 2026, and a final report on all activities, evaluation survey results, and expenditures by June 30, 2026. A final report including the final evaluation survey should be submitted no later than 30 days after the conclusion of the closing activity. Mid-program and final reports should include an overall evaluation of activities and a budget reconciliation. Non-compliance with reporting requirements may delay payments.

Branding Requirements

All Enrichment programming must use (in the following order), the American flag, the approved Fulbright logo, the logo of the implementing partner organizations, and the America250 logo. Further guidance on the use of these logos will be provided upon award. Please refer to the U.S. Department of State communication guidance for general guidance related to ECA programs and Fulbright Program Guidelines-Brand Identity. All program materials should note:

"This Fulbright Enrichment activity is sponsored by the U.S. Department of State with funding provided by the U.S. Government and supported in its implementation by the Institute of International Education (IIE), and [organization]."

This language should appear prominently on all print and electronic materials, newsletters, and event advertisements, and should appear above that of the selected organization. It should include a link to www.fulbrightprogram.org.

ATTACHMENT B COST PROPOSAL

Submit a detailed, budget for the services described in the technical proposal in the amount of up to \$10,000. 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.

The Offeror may list any cost line items, but it is recommended that the Offeror break down all "lump sum" items as much as reasonably possible.

Budget Guidelines

- A line-item budget in Excel format that details all projected program and administrative costs (including estimated indirect costs), as well as a budget narrative, is required as part of the proposal.
- In-kind contribution is strongly encouraged, but not required, and must be allowable (see cost-sharing paragraph below for additional details).
- A budget narrative must be included explaining how the amounts were calculated in the budget summary. It can be submitted in either Excel or Word formats.
- An organization with an audited indirect cost rate (NICRA) negotiated with a cognizant federal government agency should include a copy of the cost-rate agreement as an addendum to the budget. The applicant organization must indicate in the proposal budget how the rate is applied.

In-kind contribution is defined as costs not paid for by Federal Funds and can include such costs as monetary contributions provided in support of the proposal, or in-kind contributions, which include items such as prorated staff time and speaker fees costs that are waived. In-kind contributions may be contributed by the selected organization or by other organizations or institutions. Volunteer hours contributed are also a form of in-kind contribution and a valuable resource. Please include an estimate of the number of volunteer hours that will be donated for the activity in the budget narrative. Selected organizations will be expected (to the best of their ability) to track volunteer hours and include them in their final report. The final report should also include a complete estimate of the In-kind contribution provided and any discounts received by the implementing organization.

Resources for determining the value of cash and in-kind contributions: 2 CFR 200.306 Cost sharing or matching (<https://www.govinfo.gov/app/details/CFR-2025-title2-vol1/CFR-2025-title2-vol1-sec200-306>)

The budget should include detailed information including, but not limited to:

- Technology Costs: Rental and/ or production costs.
- Staff Requirements: Identify staffing requirements by each position title and, as necessary, brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project (e.g., Program Coordinator: \$30,000/year x 25% x 8.5 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312$).
- Administrative Costs: Provide specific information on salaries; postage; telephone; materials and supplies; indirect and overhead costs; other (as described).

Program funds cannot be used for:

- Alcohol, gifts, and the purchase of non-expendable items or equipment, such as computers, office furniture, etc. (must be donated or paid for with non-U.S. Government funds)
- International travel or extensive local travel
- Other unallowable costs per 2 CFR 200- Subpart E

ATTACHMENT C ADDITIONAL REQUIREMENTS (IF REQUESTED)

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**.

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.