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Solicitation Amendment / Modification

1.	Solicitation No.	012626/DO
2.	Solicitation Name	<b>FORD GLOBAL FELLOWSHIP GATHERING – JORDAN 2026</b>
3.	Issue Date	January 26, 2026
4.	Closing Date	February 23, 2026
5.	Solicitation Amendment No.	1
6.	Solicitation Amendment Date	February 5, 2026

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:

*IIE received similar questions from offerors which are answered below, grouped by topic. IIE requests that any additional items or suggestions that offerors provide or suggest outside of the RFP requirements are labeled clearly as separate line items in the proposed budget.*

**PAYMENT & FINANCIAL MATTERS**

**What is the preferred payment milestones for deliverables?**

The payment schedule will be agreed upon by the parties based on event-planning needs. For reference, below is a typical payment schedule we have used for prior Gatherings:

- 30% of the total budget paid after the service agreement is signed by both parties
- 30% second payment (timeframe, TBD)
- 20% third payment (timeframe, TBD)
- Final payment is payable after the Gathering (final invoice due to IIE by December 31, 2026)

The final payment will be issued after the event because IIE utilizes a cost-reimbursable contract. The final payment is based on actual expenses, with the local implementation collaborator (“collaborator”) submitting a final invoice and a certified financial report.

**Will IIE require the supplier to submit invoices they receive from their local vendors/suppliers?**

IIE reserves the right to request the local implementation collaborator to share receipts from local suppliers. All receipts should be on file with the collaborator and available upon request. A certified financial report and final invoice must be submitted outlining projected costs and actual costs.

**PLACE-BASED LEARNING EXPERIENCES**

**How would you like us to approach costing for group transportation and dinner venues when the destinations are yet to be determined?**

For ground transportation, please assume ground transportation vehicles will be needed for the full day. Dining venues should be mid-range options that can accommodate the size of the group.

**For place-based learning visits, are there specific places or organizations already identified, or should offerors propose options from scratch?**

Offerors are not expected to design or propose place-based learning sites; this will be identified and determined by the Ford Global Fellowship Program. The local implementation collaborator will be asked to provide local and security insights once sites have been determined.

**BUILT ENVIRONMENT**

**Should offerors stay within the USD 7,000–9,000 range referenced for the built environment, or is flexibility permitted based on the proposed concept?**

For the proposal, please stay within the estimate provided.

**GROUND TRANSPORTATION**

**Are dedicated vehicles needed for VIPs, and how many accessible vehicles will be needed?**

Ground transportation estimates should be based on the vehicle size and the number of hours needed per day, using the example schedule for the full group. Dedicated vehicles will only be assigned based on accessibility needs. Estimates should include accessible vehicles that can accommodate up to three wheelchair users each day, including airport transfers.

**As the flight schedules have not yet been shared, would you prefer pricing per participant or per type of transportation?**



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For the proposal budget, airport transfers can be priced per passenger.

#### **HOTEL**

**For the venue and accommodation, do you prefer both to be located in the same hotel?**

Yes, sessions should be held in the same hotel as the sleeping accommodations.

**Please advise whether a 5-star or 4-star hotel is preferred.**

For the purposes of the proposal, estimates should include pricing for 4-star hotels that provide the safety, accessibility, meeting and meal spaces needed.

**Is there a nightly room rate (single occupancy) available for budgeting purposes?**

The estimated nightly room rate for lodging is up to USD \$200, inclusive of breakfast and taxes/fees.

**Will the local collaborator be expected to contract directly with the hotel, or will the hotel be contracted by IIE with logistical coordination handled locally?**

The local implementation collaborator will be expected to contract directly with the hotel.

#### **CATERING NEEDS**

**When preparing the quotation for food and beverage, should we take into consideration potential dietary requirements and food allergies, and reflect this accordingly in the proposed menus?**

For the proposal, general estimates for food and beverage will suffice. Detailed menu options are not required at this time.

#### **INTERPRATION**

**Could you please confirm whether consecutive interpretation could be provided instead of simultaneous interpretation?**



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Simultaneous interpretation is needed. The proposed cost should include the necessary interpretation equipment in addition to the interpreters' fees. The program has traditionally used tabletop interpretation booths rather than full booths. For the proposal, please budget based on the following:

- Monday, November 16 and Tuesday, November 17: An average of 8 hours of interpretation per day for Arabic/English (two interpreters)
- Wednesday, November 18 – Friday, November 20: An average of 8 hours of interpretation per day for Arabic/English, Arabic/Spanish, and Arabic/Portuguese (three pairs of interpreters, one pair per language)

**If professional interpreters are not available locally in Jordan and need to be sourced internationally, would you prefer a detailed cost breakdown (interpreter fees, flights, visas, and accommodation) or a lump-sum quotation?**

A lump-sum estimate is sufficient with a brief note explaining what the costs cover.

#### **PHOTO/VIDEO**

**What are the expected deliverables and approval protocols?**

##### **PHOTO:**

- Event photography, including daily photo highlights (approximately 15–20 images delivered each day)
- Headshot photography and headshot set build; at least 5 headshots per 80 participants.
- 1 headshot photographer and 1 assistant
- 2 event photographers and 1 assistant (these may be part of the same team as the headshot photographers)

##### **VIDEO:**

- Raw b-roll video from the entire week, closely following program's spec guidance
- Footage of panels or opening remarks with audio and tripod setup
- Possibility for 1- 2 edited reels
- Vendor will deliver organized footage on a hard drive by the final day of the event
- No drone footage
- Minimum of 2 event videographers and 1 assistant

Once potential vendors are proposed to IIE, IIE will coordinate internally with the Ford Office of Communications (OC) to obtain the necessary approval. The selected vendor(s) will be expected to follow OC's guidance.

**Are there any press releases, social media posting or promotion elements to be considered in budgeting?**

No, our events do not include press releases, promotional elements, or social media postings. Selected vendors are expected not to share any event media publicly or in their portfolios, and they may be required to sign a Non-Disclosure Agreement.

**INSURANCE**

**Please confirm any mandatory insurance/liability requirements for vendors and on-ground staff.**

The local implementation collaborator will be responsible for obtaining and maintaining adequate insurance as is necessary based on the services provided and the applicable industry standards.

**Should the offeror budget for international travel insurance for the FGF fellows and team members?**

No, the local implementation collaborator will not be responsible for handling international travel.

**PARTICIPANT DETAILS**

**When will IIE be able to send details about participants and special accommodations needed?**

IIE will typically provide the local implementation collaborator with participant details and any special accommodations needed about two months in advance of the Gathering. The collaborator is not expected to communicate with participants prior to the event, as IIE will manage all direct communications.

**When the second group of participants arrive for the All-Fellows Gathering portion of the program, is the expectation that Cohort 6 will be included in the All-Fellows programming?**

Yes, there is no separate programming for Cohort 6 members during the All-Fellows Gathering. As such, offerors should plan for venues that will accommodate the entire group.

**Please clarify if the local implementation collaborator is expected to have a facilitation role during the event.**



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No, the local implementation collaborator will not be engaged in the design or facilitation of sessions. The collaborator's role is limited to providing logistical support as outlined in the list of services needed.

#### **PAST PERFORMANCE AND EXPERIENCE**

##### **Is there a page limitation for the matrix included?**

While there is no page limit, we ask that offerors list only the relevant events they have implemented within the past three years.

##### **Is there a template for staff CVs or is this a narrative that describes the staff assigned with their experiences and roles?**

Standard resume templates that highlights that relevant background and experiences will be sufficient. Language skills should also be included.

##### **Is staffing for two on-site logistical staff to support for 10 hours a day going to be on all core days for the Advance Trip (March 29 – April 2)?**

Yes.

##### **Is it acceptable for part of the on-site logistical staff positions to be outsourced to professional local venue-support freelancers?**

Yes, it is acceptable for some of the on-site logistical staff for the November Gatherings to be outsourced to local freelancers. Please be sure to note this in the proposal. At least one or two on-site staff should serve as the main event contacts and should have participated in the planning calls with IIE in the months leading up to the event.

#### **ENTERTAINMENT**

##### **Could you please provide examples of the expected local performance groups?**

Typically, performance groups that have participated in past Gatherings include local bands or traditional music groups. For the Celebratory Dinner, a DJ is also commonly hired.

#### **PRINTING/SHIPPING EXPENSES**



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**Please clarify what items are expected to be shipped?**

The local implementation collaborator usually arranges event materials—such as swag, signage, or small built-environment items—to be produced and shipped locally. We do not expect to ship items internationally to Jordan.

**SWAG**

**Regarding swag items, would you like us to propose a selection?**

Swag selection options are not required at the proposal stage, but typical items include journals, books, locally made items and a backpack patch.

**END OF AMENDMENT**