

Request for Proposals (RFP)

To : Offerors
From : Institute of International Education, Inc. (IIE)
Subject : PDPI – Six-Week English Language Certificate Program for High School Teachers from Brazil

RFP Issue Date : March 12, 2026
RFP Closing Date : April 10, 2026
RFP Closing Time : 17:00 hours EDT
Performance Period : June 2026-June 2027
RFP Number : 031226/DO

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 **Cost Reimbursable Hosting 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 **March 20, 2026**. 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 **March 25, 2026** on IIE’s website under Subawards and Procurement (<https://www.iie.org/Work-With-Us/Subawards-Procurements>).

Collette Agnese
Director, Experiential Learning
Institute of International Education
One World Trade Center, 36th Floor • New York, NY 10007
Email: cagnese@iie.org

Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: cagnese@iie.org. Be sure to include in the subject line: **PDPI Brazil**. IIE will not accept proposals received by fax.

Table of Contents

SECTION 1: BACKGROUND AND PURPOSE	PAGE 3
SECTION 2: RFP CONDITIONS.....	PAGE 3
SECTION 3: PROPOSAL PREPARATION INSTRUCTIONS.....	PAGE 3
SECTION 4: TERMS OF PAYMENT	PAGE 4
SECTION 5: EVALUATION OF PROPOSALS	PAGE 4
SECTION 6: ANNUAL RENEWAL:	PAGE 6
ATTACHMENT A STATEMENT OF WORK	PAGE 7
ATTACHMENT B COST PROPOSAL TEMPLATE	PAGE 11
ATTACHMENT C ADDITIONAL REQUIREMENTS	PAGE 12

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.

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

Purpose of Request for Proposal

The purpose of this Request for Proposal (“RFP”) is to invite qualified individuals and organizations to submit a proposal for *a Six-Week English Language Certificate Program for High School English Teachers from Brazil* 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.

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:

PDPI – Six-Week English Language Certificate Program for High School Teachers from Brazil

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
- 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

- Detailed description of the services being offered and any information relevant to meeting the technical specifications stated in **Attachment A**
- Methodology, and reasoning behind the methodology chosen
- 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 forty-five (45) 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
------	-------------	------------------

<p>Qualifications and Capabilities</p>	<p>Assessment of the Offeror’s qualifications and capacity to complete the scope of work.</p> <p>Staffing plan for this activity and a general overview of the expertise of the individuals included, including evidence of program staff members’ ability to provide support to the team in meeting goals of the program.</p> <p>Higher scores will be awarded to proposals that indicate a greater practical understanding of implementing the work, and more innovative but realistic ways of carrying out the work. Higher scores will be awarded to materials that are more detailed, more accessible, and/or professionally developed.</p>	<p>20</p>
<p>Methodology</p>	<p>Considering the Statement of Work in Attachment A, please describe in detail the following:</p> <p>a) The steps, in chronological order, that you will take to implement the work. Make sure to describe any innovative approaches or technology you plan to use.</p> <p>b) Why you chose the methodology: make sure to mention similar projects you implemented in the past and lessons you learned from them.</p> <p>Higher scores 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.</p>	<p>25</p>
<p>Experience and References</p>	<p>Demonstrated past experience implementing a similar scope of work.</p>	<p>5</p>
<p>Implementation of the Scope of Work</p>	<p>Assessment of proposed approach to completing the scope of work.</p> <p>Higher scores will be awarded to materials that are more detailed, more accessible, and/or professionally developed.</p>	<p>20</p>
<p>Logistics and Monitoring</p>	<p>Plan for appropriate housing (on- or off-campus), meal options, computer access, arrival / departure airport pickup, program transportation, and related logistics to ensure a safe and enjoyable experience. Plan for monitoring participant activities to ensure they are achieving program goals.</p>	<p>15</p>

Cost Proposal	Assessment of the overall cost of the 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.	25
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

A. Purpose:

As part of a strategic plan to improve English language teaching and teacher training, the Brazilian Federal Agency for Support and Evaluation of Graduate Education (CAPES) is funding a professional development program for middle and high school English teachers. The program will send up to 189 teachers from all states in Brazil to the U.S. for six weeks of in-service English language study and practice in TEFL methodology, as well as exposure to U.S. culture and society. The program will consist of one cohort of teachers arriving on / around January 16, 2027 and departing on / around February 27, 2027. With funding from CAPES, the Institute of International Education (IIE) will administer the program beginning with the selection of approximately 5 institutions of higher education to each host a group of 30-40 teachers per cohort. Depending on the teachers' language proficiency, IIE will place them in one of the following tracks: beginner, intermediate or advanced, with more integrated language skills training for those with lower English proficiency and more practice in TESOL methodology for those with higher proficiency.

B. The Participants:

The Fulbright Commission in Brazil will work with CAPES to select middle and high school English teachers from all states in Brazil who are tenured (at least three years of experience) with up to fifteen years of experience. The Fulbright Commission will administer an institutional TOEFL (ITP) to determine eligibility for the program. The teachers will have varying levels of language proficiency, and will be grouped based on language levels. The groups will consist of the following: Basic: 400-473 TOEFL ITP; Intermediate: 474-549 TOEFL ITP; Advanced: 550 or higher TOEFL ITP. The program design should specify the level(s) your institution would prefer to host, though each host should be able to host any level or multiple levels if needed. Post-submission, curriculum adjustments may be requested by the sponsor or IIE. Since many teachers begin teaching high school English with a minimal command of spoken English, and have had minimal contact with native speakers, the classroom activities should include varying levels of methodology to encourage spoken English practice to emphasize conversational fluency and pronunciation.

C. Required Content Components: The six-week program content should focus on the following objectives:

- To improve the level of teachers' spoken English, including conversational fluency and pronunciation, with all program levels having a component of TEFL methodology development proportionate to participants English skills and development needs;
- To provide the Participants with 180 hours of class and labs; 2/3 classroom contact hours and 1/3 labs;
- To issue a 180-hour Certificate of English Teaching and a transcript from the U.S. Host Institution. The transcript will detail course and subject, frequency of class sessions, total number of hours completed, and final grades.
- To expose teachers to teaching methodologies that encourage classroom participation and practice with aural and oral skills;
- To provide best practices in curriculum development, lesson design and classroom management as well as student assessment and evaluation;
- To explore the use of technological tools and digital resources for teaching and learning in the English language classroom while being mindful of lack of connectivity or infrastructure in some parts of Brazil;
- To help all participants develop a final project – such as a body of curriculum material related to a specific student learning objective, theme or topic – which can be digitally uploaded, promoted, and disseminated to other teachers through a sponsor-provided online platform;
- To present first-hand U.S. history and culture to serve as a core component in participants' teaching of English;
- To provide an overview of the local public education system with visits to area schools if possible;
- To foster linkages with U.S. teachers and to encourage ongoing teacher and student exchanges;

- To connect the Participants to local culture and enrichment activities during the evenings and weekends, including at least one service-learning project;
- To allow teachers some free time to travel, at least two free weekends.

D. Use of Institutional Resources:

1. Faculty:

- All faculty involved in the program by the Host Institution must be appropriately qualified and experienced in dealing with international students and must be able to accommodate the variations in participants' backgrounds, facility with English, and the stress of transition. They must be sensitive to conflicts likely to arise in an intercultural setting and must notify IIE immediately about any participant with adjustment challenges.

2. Facilities:

- Programs are expected to offer students ample exposure to university facilities. Host Institution computer facilities should be available to all participants. Participants should also be introduced to a variety of campus organizations and services, including campus health and athletic centers.

E. Budgetary Guidelines:

A line-item budget in the provided excel template, detailing all projected costs (including indirect costs) is required with the proposal. The budget should include a total program cost and a per-participant cost based on the maximum number of participants the university is able to host. Per-participant tuition and fees, and room and board costs must appear as separate line items of the budget.

All efforts should be made to keep costs as low as possible; cost sharing is strongly encouraged. If a meal allowance is allocated, Host Institution will be expected to arrange for the distribution of this allowance to participants, and to submit records of such payments. These records should be submitted with a detailed final report to IIE at the conclusion of the program. Non-participant support costs are expected to comprise no more than 25% of the total budget. Please see attached budget example for assistance.

F. Reporting and Evaluation:

Host Institution must submit an arrival report on the second core program day, detailing the final number of Participants and highlighting any Participants that did not arrive. Within ten days of arrival, Host Institution must submit a detailed report of all Participants' physical addresses in the U.S. Host Institution will also advise IIE of any change in Participants' addresses thereafter. Within 45 days of the completion of the program per cohort, a financial report and final invoice must be submitted comparing projected costs and actual costs. Final per-participant program costs, excluding administrative costs, must be clearly listed on the final budget alongside the original projected numbers. An accurate list of Participants must be included with the financial report. Failure to submit a financial report within 45 days of program conclusion per cohort may result in forfeiture of payment. A narrative report must be submitted within 45 days of completion of the program per cohort. The narrative report must include the Participants' final program grades (Pass/Fail and E, S, I, N, U scales are acceptable). Host Institutions are required to survey all participants on the effectiveness of all sessions and the quality of all logistical arrangements. This feedback is to be included in the final report.

G. Program Logistics:

1. Transportation:

- The program sponsor will book round trip airfare from Brazil to an airport near the host site. Hub city airports are preferred or those with most direct access from Brazil. Host Institutions are responsible for arranging travel to and from the airport to the program site, and must provide the participants with these instructions before their arrival. In addition, Host Institutions are responsible for all other local transportation throughout the program.

2. Housing Arrangements:

- Housing must be provided for all participants for the duration of the program. Double occupancy housing is required, and triple / quad arrangements are permissible. Participants must be housed with those of the same sex. Acceptable housing arrangements may include dormitories or hotels.
3. Linens:
 - Linens, including a pillow, towel, sheets and a blanket appropriate for the local climate will be provided by the university to each participant.
 4. Meals:
 - Breakfast, lunch, and dinner must be provided by the Host Institution to all participants for all days of the program. Meals may be provided using a combination of catered meals, college or university cafeterias, restaurants or meal allowances. The Host Institution is responsible for the distribution of meal allowances. Participant dietary restrictions must be accommodated at all meals.
 5. Health Care:
 - All participants will be enrolled in IIE's private health care plan, which meets the J-1 health insurance requirements. The Host Institution will ensure that on- or off-campus health and counseling services are available. The health and counseling services made available should be equal to those available to all other qualified University students. The Host Institution will provide the participants with an orientation on and information about how to access these local services. The Host Institution will assist participants with finding routine or emergency care and with completing any health benefit claim forms. The participants will be responsible for covering medical expenses such as copays and deductibles.
 - Host Institution agrees to notify IIE if Host Institution is made aware of any health-related issues of said participants by a medical professional. Upon a participant's request, provided participant is conscious and able to make such a request, Host Institution will assist the PDPI participants with finding routine or emergency healthcare and completing any health benefit claim forms, and Host Institution will notify IIE when it provides this assistance. PDPI participants are responsible for covering medical expenses such as copays or deductibles. If Host Institution notices or becomes aware of any PDPI participant experiencing or exhibiting unusual physical or mental health-related issues, it will notify IIE promptly. The Host Institution is not obligated to conduct any physical or mental health related exams, but Host Institution is required to make these services available to the participants. IIE understands that the observations will be that of a layperson, and not a medical professional.
 6. Participant Stipends:
 - CAPES, the program sponsor, will provide the participants with a one-time stipend of \$700 upon their arrival in the U.S. This stipend is meant to aid in covering costs that the participant may incur in addition to those outlined above.
 7. Enrichment Activities:
 - The Host Institution should include a schedule of mandatory enrichment and cultural activities for the participants along with the program proposal. These activities should provide the participants with opportunities to interact with Americans and to learn more about local U.S. culture. At least one service-learning activity should be included on the schedule. Enrichment activities will be required components of the program. At least two full weekends of free time should also be included in the program to allow travel and / or undertake personal enrichment.
 8. Emergency Information:

- Host Institution must submit an institutional emergency response plan with the proposal.

9. Participant Communication:

- Host institutions must be in communication with the participants assigned to their program prior to arrival to share pertinent program information and materials such as airport pick up logistics and general orientation details.

H. Narrative:

The proposal must include a narrative of up to five pages and a draft agenda or calendar outlining sessions and events. The agenda must include all required content components and proposed cultural and elective components. The agenda must also include proposed presenter names, titles, affiliations and brief biographies, as well as how the session will be delivered. The agenda must be submitted electronically.

Summary of Responsibilities

Host Institution will:

- Arrange for meals, housing, and local transport for all program Participants;
- Develop and implement a six-week program for in-service Participants, which includes intensive English study and coursework in English teaching methodology;
- Identify appropriate staff/faculty for core program components;
- Arrange cultural events that highlight specific aspects of U.S. or regional culture or history;
- Arrange activities and events that facilitate contact with Americans;
- Survey Participants in advance to request travel itineraries and information about disabilities, dietary restrictions, religious observances and other special accommodations. Surveying the Participants about their level of access to classroom technologies in Brazil is strongly recommended;
- Provide Participants with a 180-hour certificate and issue a transcript upon completion of program;
- Submit financial reports within 45 days of the program's completion;
- Submit narrative report within 45 days of the program's completion.

IIE will:

- Serve as the liaison with the Fulbright Commission, CAPES and the Government of Brazil;
- Prepare participants Terms of Appointment;
- Provide J-1 Visa Sponsorship and DS-2019 Issuance;
- Prepare and update a list of participants;
- Assist in managing participant issues, including those related to travel arrangements and special accommodations;
- Provide health insurance through its private plan;
- Provide general support in program development and agenda design.

ATTACHMENT B COST PROPOSAL TEMPLATE

Submit a detailed budget for the services described in the technical proposal using the provided template. The line items in the template are only suggestions; please feel free to add lines to the budget as needed. Please also submit a budget narrative that briefly details how proposed costs were derived. Please be sure to include a link to the university's policy on calculating indirect costs for sponsored projects. To simplify review, please use formulas in the template to the extent possible. 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.

ATTACHMENT C - ADDITIONAL REQUIREMENTS

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.