

Request for Proposals (RFP)

To : Offerors
From : Institute of International Education, Inc. (IIE)
Subject : Fulbright Foreign Student Enrichment Programming in New York City

RFP Issue Date : September 1, 2026
RFP Closing Date : September 30, 2026
RFP Closing Time : 5:00 PM U.S. Eastern Time.
Performance Period : November 1, 2026 – August 31, 2027

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 in the below-mentioned program.

Offerors are encouraged to read this RFP in its entirety (including 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 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. This 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 September 17, 2026, at 5:00 PM EST. 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 **September 21, 2026**, 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 ssalahuddin-shown@iie.org. Be sure to include in the subject line: **NYC Fulbright Foreign Student Enrichment**.

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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.

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, San Francisco and Mexico City) and staff in other countries (Kyiv, Addis Ababa, New Delhi, Bangkok, Beijing, Hong Kong and Jakarta).

Purpose of Request for Proposal

The purpose of this Request for Proposal (“RFP”) is to invite qualified firms and organizations to submit a proposal for Enrichment Programming in New York City for participants of the Foreign Fulbright Student program in 2026-2027

The Fulbright Program is the flagship international educational exchange program sponsored by the U.S. government and is designed to increase mutual understanding between the people of the United States and the people of other countries. The Fulbright Program has provided over 300,000 participants—chosen for their academic merit and leadership qualities—with the opportunity to study, teach and conduct research, exchange ideas and contribute to finding solutions to shared international concerns. The Fulbright Program is a program of the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA). Please see <https://www.state.gov/the-fulbright-program> for additional information on the Fulbright Program.

Each year more than 4,000 students from 155 countries (“Fulbright Foreign Students”) study or conduct research at colleges and universities in New York City and its vicinity. Enrichment activities enable these students to experience American life in a way that they might not on their own and build connections with a broader community. Enrichment programming also seeks to strengthen existing Fulbright networks in the local community, linking enrichment activities with Fulbright Association Chapters, Fulbright alumni, community organizations, and other local resources.

SECTION 2: RFP CONDITIONS

IIE reserves the right, in its full discretion, 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 based on initial offers received, without discussions or requests for best and final offers.
- Award more than one contract as it deems necessary, appropriate, or otherwise at its option.

Nothing in this RFP is, or should be, relied on by the 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 considering, preparing and/or 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 their Terms and Conditions to incorporate any State Regulations or Statutes. Nothing set forth herein or in this RFP process or thereafter shall be construed as legal advice. Any Offerors shall consult their own independent legal counsel as needed.

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 can be and are adequately cited and credited. To qualify 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 Offeror and relevant 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 (and to whom, if known)

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, to 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 be controlled, not this RFP. No advance payments will be provided.

SECTION 5: EVALUATION OF PROPOSALS

Item	Requirement	Points Available
Program Planning	Detailed plan and calendar should demonstrate creativity	35 points

	and thoughtfulness of programming. Events should vary in delivery method and include a range of different activities to keep the Fulbright Foreign students engaged and actively participating throughout the year.	
Experience and Past Performance	Demonstrated experience implementing a similar scope of work. Assessment of past performance, if applicable. Proposals should illustrate the organization's capacity to carry out the proposed plan.	20 points
Staffing	Assessment of staffing plan. Greater points will be awarded for presentation of staff with greater qualifications and experience in managing works like those stated in this RFP.	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.	25 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 Fulbright Enrichment Program outlined below is funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) as part of its Fulbright Program and is administered by the Institute of International Education (IIE).

The goals of the enrichment programs are to:

1. Build cross-cultural understanding through activities that highlight U.S. culture and history, including commemorating America's 250th anniversary through the Freedom 250 celebration and the Fulbright Program's 80th anniversary.
2. Expand professional and social networks to create a stronger Fulbright community;
3. Promote community service activities to increase the spirit of volunteerism and facilitate interactions with U.S. society;
4. Strengthen national and global Fulbright alumni networks; and
5. Expand outreach to promote the Fulbright Program and highlight its impact and promote the Fulbright brand.

Enrichment Programs

The proposed enrichment programming for the 2026–2027 academic year should support the advancement of most, if not all, of the program's six core goals. Activities should provide Fulbright Foreign Students with exposure to experiences that are unique to the New York City metropolitan area, New York State, or the broader region particularly those they may not encounter independently. The programming should aim to foster connections among Foreign Fulbright grantees, U.S. Fulbright alumni, and a wide range of local civic, cultural, and community resources.

Offerors should expect to organize a minimum of eight enrichment events throughout the academic year. All events must clearly include and highlight the Fulbright identity, ensuring that the program's name, mission, and values are prominently recognized and integrated throughout the activities. Offerors are also highly encouraged to partner with the local chapter of the Fulbright Association to enhance alumni engagement, promote collaboration, and strengthen community ties through joint programming and networking opportunities.

All events should take place between November 1, 2026, and August 31, 2027, and must include an opening reception and a closing event before August 31, 2027. Proposal should include a draft calendar of events and a communications plan for maintaining contact with the Fulbright Foreign Students. IIE will provide an updated list of Students and their contact information in the fall and spring. Should necessary programmatic activities fall outside of the period of performance, IIE may approve the expense of such activities in writing with the understanding that this does not include any adjustments to the award budget.

Reporting Requirements

The selected Contractor must adhere to the following reporting requirements. Non-compliance with reporting requirements may delay grant payments and/or impact selection for future opportunities.

Programmatic Reporting Requirements:

- **Event recap:** For each activity, the Contractor agrees to submit a short-written summary of the event that includes a list of all Students attending an event. The total number of Students in attendance and a selection of captioned images from the event within 48 hours of the event's completion should be included. The organization is responsible for securing photo releases for all shared photos.
- **Event Attendance report:** For each event, the Contractor agrees to submit a list of Fulbright Visting Students along with the Event report. Each event attendance report must be reported on a template provided by the IIE Fulbright Events team.
- **Events calendar:** The Contractor will be responsible for maintaining IIE's events calendar via an editable portal. The calendar should be kept updated with upcoming events.

Financial Reporting Requirements

- **Mid-Year Report:** The Contractor will also be required to submit an interim mid-year report by February 26, 2027. The mid-year report must include an interim certified accounting of expenditures, a narrative report of activities, and a compilation of participant evaluations.
- **Final Report:** A final report must be submitted no later than September 30, 2027. The final report must include a final certified accounting of expenditures, a narrative report of activities, and a compilation of participant evaluations.

Example Activities: Activities may include, but are not limited to:

1. American Cultural, Historical, Civic Engagement, Innovation & Excellence

Activities that deepen participants' understanding of American history, civic values, culture, innovation, and regional identity through experiential learning.

- Private architectural, historical, and cultural tours that highlight American excellence and achievement.
- Participation in local **Freedom 250** commemorative events and activities.
- Visits to Revolutionary War sites, presidential homes, national monuments, landmarks, and other historically significant locations.
- Participation in local arts, music, theater, and cultural festivals that celebrate American traditions and communities.
- Visits to museums, historical societies, galleries, and cultural institutions that highlight key events and movements throughout American history.
- Participation in U.S. holiday commemorations, such as Independence Day, Constitution Day, Presidents' Day, and Memorial Day, paired with facilitated reflection and civic discussion.
- Experiences highlighting **American innovation and excellence** in science, technology, engineering, medicine, education, entrepreneurship, agriculture, aerospace, manufacturing, and the arts.

- Visits to research institutions, innovation hubs, technology centers, laboratories, universities, libraries, and businesses that demonstrate American ingenuity and global leadership.
- Opportunities to learn about American contributions to democracy, higher education, scientific discovery, public service, philanthropy, and civic engagement.
- Engagement with local leaders, innovators, artists, entrepreneurs, and researchers whose work reflects American creativity, problem-solving, and community impact.

2. Fulbright 80th Anniversary Panels, Discussions & Networking Events

Opportunities for participants to engage with Fulbright alumni, scholars, educators, and community leaders while celebrating the program's legacy and impact.

- Roundtable discussions examine the impact and evolution of the Fulbright Program over its 80-year history.
- "Then and Now" intergenerational Fulbright alumni panels featuring participants from different decades and cohorts.
- Networking receptions that connect current Fulbrighters with alumni, educators, civic leaders, and community partners.
- Keynote presentations highlight the role of educational and cultural exchange in advancing mutual understanding.
- Storytelling sessions featuring personal and professional experiences from Fulbright alumni.
- Discussions on the future of international education, public diplomacy, and global cooperation.
- Alumni mentoring sessions focused on leadership, career development, and civic engagement.
- Regional and thematic networking events that foster professional collaboration and cross-cultural dialogue.
- Activities that celebrate Fulbright's contributions to education, research, innovation, diplomacy, and international partnership.

3. Community Service & Volunteer Engagement

Experiences that foster civic responsibility, service leadership, and meaningful engagement with American communities.

- Group volunteer projects at food banks, parks, and community gardens.
- Community mural painting, neighborhood beautification, and public art initiatives in partnership with local nonprofits.
- Visits to nonprofit organizations, volunteer agencies, civic groups, and community-based organizations.
- Hands-on service-learning projects that combine volunteerism with reflection and discussion.
- Opportunities to explore the tradition of volunteerism and philanthropy in American society.

- Collaborative projects that bring Fulbrighters and local community members together to address shared challenges.
- Community engagement activities that promote cross-cultural understanding and local connection.
- Reflection sessions that examine the role of civic participation, public service, and community leadership in the United States.

4. Education & School Engagement

Programs designed to provide participants with insight into the American education system and opportunities for professional exchange and collaboration.

- Visits to innovative K-12 schools, including STEM-focused, arts-integrated, and career-technical education programs.
- Meetings with teachers, administrators, counselors, and education leaders to exchange educational practices and perspectives.
- Classroom observations and student engagement opportunities, where appropriate.
- Exposure to the structure and philosophy of the American education system.
- Visits to colleges, universities, community colleges, and research institutions.
- Panels with faculty, students, and administrators discussing higher education pathways and academic innovation.
- Opportunities to learn about American approaches to research, leadership development, civic education, and experiential learning.
- Exchanges focused on global citizenship, international education, and cross-cultural learning.
- Professional development discussions that encourage the sharing of teaching methodologies, educational innovations, and best practices.

Enrichment and Alumni: The subcontractor is strongly encouraged to consider coordinating and having joint initiatives with U.S. alumni, primarily through the U.S. Fulbright Association and its network of chapters, including the New York City chapter. The goal is to link Fulbright Foreign Students with U.S. Fulbright alumni to strengthen long-term mutual understanding and to build professional and social networks that lead to long-term institutional and individual relationships. Information about the alumni and social networking resources available through ECA, including International Exchange Alumni, should be provided to all participants, using materials supplied by ECA.

Non-Political Character and Reasonable Accommodations: Pursuant to the ECA's authorizing legislation, Fulbright enrichment programs must maintain a non-political character. Sessions should be balanced to represent multiple perspectives and bipartisan views. The U.S. Department of State's Bureau of Educational and Cultural Affairs funds this enrichment activity as part of its flagship Fulbright Program. The selected Contractor is therefore required to comply with the 2 CFR 200 as applicable and must also provide services to people with disabilities as required by law.

Branding Requirements

All Enrichment programming **must** use the approved Fulbright logo and be identified as associated with the Fulbright Program. 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 [name of Contractor].”

This language should appear prominently on all print and electronic materials and above that of the role of the Contractor, and it should include a link to www.eca.state.gov.

ATTACHMENT B COST PROPOSAL TEMPLATE

Submit a detailed budget for the services described in the technical 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.

The following is a format that may be used as a guide to assist you in the preparation of the cost proposal. You may submit the cost proposal using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). The Offeror may list any cost line items, but it is recommended that the Offeror follow the major categories listed below, breaking down all “lump sum” items as much as reasonably possible.

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 processes IIE proprietary data or Personal Data 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 manage better and reduce cybersecurity risk. The NIST CSF consists of five concurrent and continuous Functions—Identify, Protect, Detect, Respond, and 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**.