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Solicitation Amendment / Modification

1.	Solicitation No.	09032026/JP
2.	Solicitation Name	Humphrey Fellowship Program Enhancement Workshop 2026-2027
3.	Issue Date	September 3, 2026
4.	Closing Date	October 16, 2026
5.	Solicitation Amendment No.	1
6.	Solicitation Amendment Date	September 25, 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.

- 1. Approximately what percentage of Fellows are from the Education sector?** Just under 10% of the Fellows are in the Education sector.
- 2. Do participants choose only one of the selected programs to participate in, or can they participate in multiple enrichment programs?** Fellows may participate in more than one Enhancement Workshop.
- 3. I understand that the Enhancement Workshops are optional for Fellows. But when a Fellow signs up to attend a several day workshop, are they committing to the full set of workshop days? In other words, can we expect roughly the same headcount on each day, or does it happen sometimes that some fellows only attend certain days?** Fellows should attend all sessions of the workshop.
- 4. Do you expect concurring sessions that Fellows would pick/choose between each day, or that all Fellows would attend all sessions together?** There should not be concurrent sessions (except in cases of small group work).
- 5. How long is each workshop day typically (e.g., 9am-5pm, etc.)? How many activities are typical per day (e.g., three sessions on average)?** Workshops generally occur during regular business hours (9:00 am – 5:00/5:30 pm). Typically, there are two-three sessions each morning and afternoon with coffee breaks and a break for lunch.
- 6. The RFP states that participants will receive a stipend for housing and transportation and that this should not be included in the budget. It also states that institutions should offer recommendations on housing and transportation. However, on page 11, the RFP states that “all ground transportation, lodging, and meals (related to travel) must be included in this category”. Can you explain a bit more about this? Is the institution expected to cover airport pickup/drop off, transportation from hotel to the institution each day, travel to/from any site visits? How should we list lodging and transportation without it being added into the \$30,000 ceiling?** The comment on page 11 is not relevant to this particular circumstance; therefore you may disregard it. Implementers have a responsibility only to share recommendations for local transportation (ex. to and from the airport) and lodging with the Fellows. However, if you wish to arrange for group travel during the workshop (for example, to a local site visit), those costs should be included in the budget request. Regarding Fellows’ lodging, you could strongly encourage Fellows to stay at one of the recommended hotels nearby, emphasizing that staying anywhere else may result in higher individual transportation costs and making daily transport arrangements on their own.
- 7. The RFP states that Fellows should use their own stipends to pay for cultural activities. Does this mean the activity would be optional for Fellows? In that case, would Fellows be expected to arrange their own transportation to an optional event or should the institution provide transportation from the \$30,000 subaward?** Cultural activities



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taking place outside of the regular workday should be optional and Fellows who attend would arrange their own transportation.

8. **The RFP indicates that meals and refreshments for all programmatic activities should be included in the budget. Is the university expected to provide all meals for participants during their program within the \$30,000 subaward?** The implementer is not responsible for all meals during the Fellows' stay in town. Fellows receive a maintenance allowance which is meant to cover their daily living costs. As part of the daily schedule, the host institution should include breaks for the participants to have lunch and coffee/tea. Please include any group meals you wish to serve during the workshop in your workshop budget. Dinner will likely fall outside of the workshop hours, so Fellows should eat this meal on their own. Host institutions may provide recommendations for convenient eateries, grocery stores etc. in the area.
9. **Do materials such as program brochures count as participant-support or general program costs?** Program brochures would count as general program costs.
10. **In the RFP on page 5, it says the narrative should include: "(a) description of organization; (b) participating departments, offices, schools, and/or external organizations..." Can you clarify what is meant by "external organizations" here? I got the sense that this section was specifically asking for—if you're a university—to specify which parts of the university will be the ones carrying out this work. But the "external organizations" part makes me wonder if you're also wanting us to name the various companies/organizations we would plan to contact to serve as a speaker or a site visit, etc. You should refer to any external organizations that will play a substantive role in the workshop (ex. hosting Fellows for a site visit). You do not need to include here every organization that will be represented by a single session speaker, however.**
11. **In the RFP on page 5, it says the narrative should include a timeline for project implementation. Could you provide more information about what you are looking for here?** A very general month by month overview would be fine (ex. month 1 – begin planning; month 2 – begin communicating with Fellows; month 3 – finalize workshop agenda and speakers; month 4 – implement workshop)
12. **On page 9 of the RFP under "Workshop Sessions," it says, "Applicants should identify appropriate and balanced speakers, in addition to the main facilitator, who will add specialized content to the course." I do not see any other reference to a "main facilitator" – can you please elaborate on what we'd need to secure? Does this mean for each session, we'd need to secure a main facilitator and individual speakers, or is there some sort of "whole workshop facilitator" role we'd have to fill?** Ideally, there will be a main facilitator or emcee who will draw a thread between sessions, introduce speakers, facilitate Fellows' Q&A, close each session, etc. This can simply be a member of your staff but it should be someone knowledgeable about the workshop content and subject matter.
13. **On page 9 of the RFP, it says Applicants will be expected to "assist in the development of a social media strategy highlighting the workshop." Do we need to specify anything related to this in our proposal (e.g., ideas, experience, competencies)?** It would be sufficient to include a mention of any publicity you have planned for this workshop (ex. featuring the workshop in an online article OR on social media). Any publicity must be reviewed and approved by IIE prior to publishing.
14. **On page 9 of the RFP, it says Applicants will be expected to "secure meeting spaces for all workshops, and be willing and able to shift workshops to a hybrid or fully virtual format if necessary." Does that mean we need to include in our budget proposal the cost for if that happens? Because we would normally build the proposed budget based on the best-case scenario and then adjust the budget later if something comes up that warrants it. Is that in line with how you operate, or is the budget not very flexible as time goes on and needs change?** It is expected that the workshop will take place in person and the budget submission should reflect that. However, in the event that exceptional circumstances make it necessary to shift the platform, applicants should be willing to adjust plans for this alternative. Any adjustments in budget can be discussed in that event.
15. **On page 9 of the RFP, it says Applicants will be expected to "arrange and secure all meals in accordance with participant dietary restrictions." In the informational webinar, you had said that the Fellows would have stipends to cover their own meals, and that perhaps we would include one meal as cost share if possible. How are you envisioning this would work / can you clarify the expectation for Applicants in this regard? For example, would the Applicant simply be expected to figure out the logistics of / order all meals but have the Fellows submit payment in advance? By "all" meals, do you mean breakfast, lunch, and dinner? Please see question 8 above and the response.**



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If you do incorporate any group meals as part of the workshop, please collect dietary restrictions from Fellows in advance so they can be accounted for.

16. **At the end of page 9 of the RFP, it says Applicants will be expected to “facilitate Fellow arrivals and departures from workshop venue, including sharing recommendations for transportation and lodging.” Can you please clarify what is meant by “facilitate,” specifically? Simply provide information in advance about the transit options, etc., or help them call Ubers in the moment, etc.?** Please see question 6 above and response. It is not expected that workshop organizers will actively call Ubers or taxis for Fellows.
17. **On page 11 of the RFP outlining the budget cost items, under “Salaries”: It asks Applicants to outline each staff member’s percentage of Level of Effort that’ll be spent on the program, and related costs. Would it be OK if we ultimately were to end up not using one staff member’s time as much as we anticipated?** Yes. The agreement is cost-reimbursable; therefore, the budget number submitted should be the ceiling amount. It is acceptable to come in under budget on a budget line item as you should only invoice for actual incurred expenses.
18. **On page 11 of the RFP outlining the budget cost items, under “Salaries”: It says that “compensation for graduate students should also be included in this category.” We are not a university, but a nonprofit. Would we be able to use unpaid intern/volunteer support for this without compensation?** Hiring of interns/volunteers should in line with federal, state and local compensation requirements.
19. **On page 12 of the RFP outlining budget cost items, under “Cultural Activities”: It says that “Cultural activities should be clearly noted in the budget narrative and will require approval from IIE. You will need to include a rationale for the programmatic purpose of these activities in the narrative. Please note that “entertainment” costs, as defined in 2 CFR 200, are an unallowable expense. As there can sometimes be confusion between what is considered entertainment and what is considered a cultural activity, if you are an academic institution, please consult with your university’s Office of Sponsored Projects to seek clarification on the university’s policy for cultural activities.” We are not a university, so we do not have a policy that outlines this differentiation. Do you have some examples of what is considered entertainment versus a cultural activity for us to refer to?** Generally, in order for an activity to be considered a cultural activity, it must have a direct programmatic purpose and link to the goals of the exchange program (networking, exposure to American culture and practice, etc). They are subject to approval on a case-by-case basis. For example, common cultural activities might include a visit to a museum, a ticket to watch a baseball game, etc. Alternatively, in most cases, an example of entertainment would be a karaoke outing or trip to a bowling alley. These items would be revisited during budget review should the proposal be accepted for funding.
20. **In the Budget Template on the “Budget Template Guide”, it says to email required items (budget, budget narrative, etc.) to Brandon Gee at IIE. Is this still applicable?** No, please email all items to HHHWorkshops@iie.org, as noted on page 1 of the RFP.
21. **The Budget Template and examples within are tailored for universities hosting Fellows for the Humphrey program, not for entities implementing an Enhancement Workshop. Is there a more appropriate template we should use, or just do our best updating the sections accordingly?** Please update the template accordingly as needed.
22. **In the Budget Template: Since we are not a university, in all that sections that reference the “Host University,” should we update the template language to something like “Host Organization” or “Workshop Host”?** Yes, that will be fine.
23. **In the Budget Template, and considering we are not a university and thus don’t have a NICRA: For annual salary, do you want pre-tax (gross) or post-tax (net)?** Salaries should be listed based on gross annual salary.
24. **In the Budget Template: The method of calculating the portion of each person’s salary that’ll go in the “General Program Costs” column seems to be based on their annual level of effort. In the example, it lists a coordinator who’ll contribute 20% effort and who makes \$100,000/year will therefore cost the program \$20,000 on an annual basis. Are you wanting us to calculate Level of Effort based the percentage of total 2027 labor hours each staff member will contribute to the Workshop?** Level of Effort (LOE) should be based on the percentage of total 2027 labor hours each staff member will contribute to the workshop (i.e. how much of the time they spend working will be to the benefit of this program).
25. **In the Budget Template: Since we are not a university and do not have a NICRA, do you accept the standard method of calculating fringe (dividing the organization’s total annual employer-paid benefit costs by total gross salaries,**



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then multiplying by 100)? Since there is no required methodology for calculating fringe, as long as the proposed method is reasonable and it is not clearly stated that fringe is treated as an indirect cost, it should be acceptable.

END OF AMENDMENT