



Request for Quotation (RFQ)

Benjamin A. Gilman International Scholarship Program U.S. Future Leaders Career Readiness Seminars

At the direction of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA), the Institute of International Education® (IIE®) invites accredited U.S. higher education institutions to submit a quotation to host a one-day U.S. Future Leaders Career Readiness Seminar for alumni of the U.S. Department of State's Benjamin A. Gilman International Scholarship Program. The purpose of the seminar is to support the career-readiness and leadership skills of Gilman Program alumni from across the United States in career fields of critical importance to U.S. national security and economic prosperity. The benefits, responsibilities, and expectations of hosting the seminar are outlined below. The RFQ consists of a Quotation Form and supplementary information as described herein.

The seminar is expected to take place on a mutually-agreed-upon Friday in June, July, or August of 2020. The seminar will host approximately 50 Gilman alumni, as well as a staff member from ECA and from IIE.

A total of three U.S. Future Leaders Career Readiness Seminars will be offered for Gilman alumni, each focusing on a different career field. The scope and content of the proposed seminar should be focused on one of the three career fields identified below. Applicants may bid on only one career field.

- Cybersecurity
- Public Health
- Technology and Entrepreneurship

With funding from ECA to support its implementation of the Gilman Program, IIE anticipates selecting three U.S. institutions across different geographic locations to host a seminar with a maximum budget of \$8,000/seminar to cover costs outlined in this RFQ. The contract resulting from this award will be a U.S. government-funded Subcontractor Agreement serving the below-mentioned seminar. The host institutions are therefore required to comply with the Uniform Guidance at 2 CFR 200 as applicable.

RFQ SCHEDULE

Event	Date
RFQ issue date	November 25, 2019
Question submission deadline	December 16, 2019, 5:00 p.m. (ET)
Responses to questions released	December 19, 2019
RFQ submission deadline	January 17, 2020, 5:00 p.m. (ET) Format: PDF, emailed to the address below

Anticipated decision and selection of host institutions	February 5, 2020
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Questions: Any questions are to be submitted in writing, to the email address listed below, no later than December 16, 2019 at 5:00 p.m. (ET). IIE is unable to respond to questions if they are received by means other than the specified email address. No oral answers will be provided.

Contact

Ms. Randi Butler
 Institute of International Education (IIE)
 Gilman International Scholarship Program
 RE: U.S. Future Leaders Career Readiness Seminars
 Email: gilmanevents@iie.org

RFQ Submission: The Quotation Form, including any attachments (limited to 6MB), must be sent electronically in PDF format to gilmanevents@iie.org. Please include in the subject line “Quotation - U.S. Future Leaders Career Readiness Seminar.” IIE is unable to accept documents by fax.

SECTION 1: BACKGROUND AND PURPOSE

Institute of International Education

The Institute of International Education (IIE) 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 100 years, IIE has promoted educational exchange around the world. IIE 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: the U.S. Agency for International Development (USAID); World Bank; major philanthropic foundations; private and public corporations; foreign governments; and individuals. IIE has its global headquarters in New York City and additional offices around the world, including in the United States (Washington, D.C.; Chicago; Denver; Houston; and San Francisco) and in other countries (China, Egypt, Ethiopia, Hungary, India, Indonesia, Mexico, Russia, Thailand, Ukraine, and Vietnam).

Benjamin A. Gilman International Scholarship Program

The U.S. Department of State’s Benjamin A. Gilman International Scholarship Program enables students of limited financial means to study or intern abroad, thereby gaining skills critical to our national security and economic prosperity. The merit-based Gilman Program broadens the student population that studies and interns abroad by supporting undergraduates who might not otherwise participate due to financial constraints. Gilman scholarships are up to \$5,000. The Gilman Program aims to encourage students to study and intern in a diverse array of countries and world regions. The Gilman Program also encourages students to study languages, especially critical need languages (those deemed important to national security and diplomacy) and provides limited additional funding through the Gilman Critical Need Language Award which is up to \$8,000. By supporting undergraduate students who have high financial

need, the program has been successful in supporting students who have been historically underrepresented in education abroad, including but not limited to first-generation college students, veterans, students in a wide array of fields, racial and ethnic minority students, students with disabilities, students attending HBCUs or other minority-serving institutions, students attending community colleges, and students coming from U.S. states with less study-abroad participation. The Gilman Program seeks to assist students from a diverse range of public and private institutions from all 50 states, Washington, D.C., and all U.S. territories. The Gilman Program is a program of the U.S. Department of State with funding provided by the U.S. government and supported in its implementation by IIE. The U.S. Future Leaders Career Readiness Seminars are part of the Bureau of Educational and Cultural Affairs' continued efforts to promote career readiness among its program alumni.

Seminar Overview

Seminar participants will be Gilman alumni whose field of study or career interests align with the identified career field for the seminar. Participants may be local to the host institution city/state or from other locations across the United States. Participants will represent a variety of career experience levels, but the seminar is intended for current undergraduates or recent graduates (within the past two years).

The seminar should be highly participatory, with energetic and interactive activities during all sessions. Applicants are encouraged to collaborate with various departments across campus (including career offices) as well as local industries relevant to the specific career field. Applicants are also encouraged to build breakout sessions into the day's schedule to allow participants to explore various topics related to the specific career field. Ample time must be allowed for participants to share their experiences with each other and with featured panelists and speakers. Panelists and speakers should come from a variety of departments rather than only one department. Additionally, adequate time should be allocated for participants to reflect on and document knowledge gained throughout the seminar. Tangible takeaways should be built into every portion of the seminar. Creative, structured networking activities during breaks or lunch are key to the goal of connecting alumni with each other. The overall structure and content of the seminar is outlined in Attachment A.

The Quotation Form should include the applicant's definition of what an "interactive session" means and the selected host institutions will ensure all speakers (e.g., seminar organizer(s), facilitator(s), and panelists) understand the importance of this aspect of the seminar. A mix of speakers, panels, and roundtable discussions is encouraged. Speakers and panelists must be approved by IIE prior to being confirmed for the seminar.

Pursuant to the authorizing legislation of the U.S. Department of State's Bureau of Educational and Cultural Affairs, the seminar must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to, ethnicity, veteran status, race, gender, socio-economic status, and disabilities.

A representative from the U.S. Department of State will facilitate the session on U.S. Department of State Opportunities and Non-Competitive Eligibility.

Objectives of the U.S. Future Leaders Career Readiness Seminars

The U.S. Future Leaders Career Readiness Seminars focus on foundational career skills and career guidance for future or current entry-level professionals in specific career fields. The objectives are to help Gilman alumni:

- Gain skills needed to start effective careers in the seminar’s identified career field (i.e., interviewing, leveraging international experiences for career success, networking, and resume building);
- Learn practical tips and strategies for gaining employment or strengthening their professional trajectory in areas related to the seminar’s identified career field;
- Increase their knowledge of other opportunities to study and work abroad, including but not limited to U.S. government programs such as the Critical Language Scholarship Program, the Fulbright Program, the National Security Education Programs, and the Peace Corps;
- Develop a career action plan with short-, medium-, and long-term goals; and
- Strengthen the Gilman identity by creating a network of alumni collaborating in substantive ways.

Benefits to Host Institutions:

- The seminar is cost-reimbursable, including facilities costs and labor.
- It is an opportunity to demonstrate the institution’s leadership in the areas of study abroad, international education, leadership development, and career readiness in the identified field.
- It is an opportunity to provide professional development to outstanding alumni of a U.S. Department of State program.
- It is an opportunity to be engaged with the U.S. Department of State, Bureau of Educational and Cultural Affairs, USA Study Abroad Branch in addition to IIE.
- The host institution will receive recognition as a host and program partner in promotional materials, press releases, websites, and social media.

SECTION 2: SCOPE OF WORK

The seminar is to take place on a mutually-agreed-upon Friday in June, July, or August of 2020. The Quotation Form should indicate all Fridays the host institution could host the seminar during these months. The seminar should be approximately eight hours in length, commencing at 9:00 a.m. and concluding at approximately 5:00 p.m. The seminar should be followed by a 1.5-hour networking reception concluding around 6:30 p.m. The seminar will host approximately 50 Gilman alumni, as well as one staff member from ECA and one from IIE.

The host institution will provide the catering, development and delivery of sessions, event signage, facilitation of the seminar overall, logistical support (i.e., audio/visual support, coordination with campus services, parking, room setup, and any necessary troubleshooting), and the venue.

Responsibilities of Host Institution:

- Identify an experienced organizer (or organizers) who can assist with the development of session content, identify and recruit speakers, and lead the overall day-long seminar. There should be one designated point of contact who can make decisions on behalf of the host institution.
- Collaborate with Gilman staff to tailor the seminar design, providing innovative, interactive, and practical content for the seminar. Content should also be tailored for the identified career field.
- Submit a list of proposed speakers with bios, an agenda for the seminar, and outlines for each seminar session at least 60 days prior to seminar.
- Identify and secure space on campus for all seminar sessions and events (see logistical requirements below).

- Identify a location (on or off campus) and make a reservation (if necessary) for a social gathering for seminar participants the evening before the seminar. Participants will be responsible for any costs (i.e., food and beverage) associated with this event.
- Secure parking near the seminar venue for participants and staff from ECA and IIE (see logistical requirements below). Applicants should propose parking options in the Quotation Form and offer parking vouchers (if possible). Costs for parking vouchers can be included in the budget and/or cost-share.
- Order and ensure proper set up of A/V in the seminar space(s) and have staff available throughout the day to troubleshoot any technical issues (see logistical requirements below).
- Secure catering, accommodating possible dietary needs of participants and staff from ECA and IIE (see logistical requirements below).
- Secure a professional photographer to take photos throughout the day (including the networking reception). Photos should be high quality and include a variety of angles and subjects. Photos must be shared with IIE during the seminar for social media purposes and after the seminar (within 2 business days of the seminar).
- Provide recommendations on local hotels, as well as information about any special rates or discounts for university-affiliated individuals. (IIE will book and pay for hotel accommodations for alumni and IIE staff, and ECA will book and pay for hotel accommodations for ECA staff.)
- Provide campus logistical information (i.e., campus map, venue information, parking instructions and vouchers) to IIE at least two weeks in advance of seminar.
- Design and print all handouts, a sign-in sheet, and a seminar workbook for participants. The workbook must include the seminar agenda, speaker bios, all PowerPoint Presentation slides, pages for goal setting and for documenting key takeaways and reflections, and any additional resources related to the identified career field (i.e., handouts on interviewing skills, networking tips, and resume writing). Where possible, the workbook content should be written and designed in a way that makes it self-explanatory and beneficial to Gilman alumni who did NOT attend the seminar. U.S. Department of State branding must be included. (Branding guidelines will be provided to the selected host institution.) A digital draft of the workbook and all materials (i.e. handouts, interactive materials, reading materials, and any additional resources) must be provided to IIE for review ten business days prior to the seminar. Any edits must be incorporated into the final version unless discussed prior with IIE. Participants will receive a digital copy of the seminar workbook and all materials after the seminar, and the workbook and materials will be shared with the wider Gilman alumni community as well.
- Create and print name tags for all seminar and networking reception attendees (see logistical requirements below). U.S. Department of State branding must be included. (Branding guidelines will be provided to the selected host institution.)
- Create and print event signage for the check-in table and all meeting spaces (e.g., main seminar room, breakout rooms, and the networking reception). Signs should be at least 24" x 36". U.S. Department of State branding must be included. (Branding guidelines will be provided to the selected host institution.)
- Publish an event press release with campus and local media and invite media to attend the seminar.
- Be present for the entire duration of the seminar to provide on-site logistical support and ensure event setup, event check-ins, catering, and tear-down are completed. The host institution will need at least two staff members, including the seminar organizer, in attendance.
- Submit a two-page report that discusses lessons learned in the development and execution of the seminar, positive outcomes of the seminar, and suggestions (i.e., the planning process,

communication with IIE and U.S. Department of State, content) for future U.S. Future Leaders Career Readiness Seminars. (A report template will be provided to the selected host institution.)

Logistical Requirements:

Catering

- Secure catering company and order an appropriate menu selection for 55 individuals, including:
 - Breakfast and lunch (both with beverages)
 - Afternoon coffee and tea service (provided separately from lunch)
 - Appetizers (hot and cold) and non-alcoholic beverages (for the Networking Reception)
- Catering should provide a range of options that consider common dietary needs (i.e., vegan, vegetarian, halal, gluten-free, nut-free), as well as two-to-three beverage options. Based on past seminars, the host institution is encouraged to include more vegetarian options than indicated on the participant list.
- All food must be labeled to indicate dietary need and potential allergens.
- The catering menu must be provided to IIE three weeks before the seminar.

Event Space

- For the seminar:
 - ADA-accessible event space that accommodates 55 individuals at round tables (to facilitate discussion and interaction throughout the seminar) and has free Wi-Fi.
 - Has an area outside the main event space for a designated check-in table and two chairs. Event signage must be present at the check-in table.
 - Has capacity to set up catering buffet in the space or a nearby location (if needed).
 - Has A/V capabilities including a projector, screen, and microphones in all reserved spaces.
 - Is accessible from 7:30 a.m.- 5:30 p.m. the day of the seminar to allow sufficient time for set up and tear down.
 - Additional event spaces if breakout sessions are proposed. Physical movement options are encouraged.
- For the networking reception:
 - ADA-accessible event space that accommodates 55 individuals and has room for catering and networking.

Name Tags

- Must be provided for all seminar and networking reception attendees, including participants, staff from ECA and IIE, and speakers (e.g., seminar organizer(s), facilitator(s), and panelists).
- Must be high-quality and should be on a lanyard or use either magnetic backings or clip.
- Must print 10 extra (blank).

Parking

- ADA-accessible parking spaces in close vicinity to the seminar location.
- Provide parking vouchers for participants and staff from ECA and IIE (in the event there is a cost associated with parking).

Responsibilities of IIE

- Manage pre-arrival registration for alumni.
- Book and pay for travel and hotel accommodations for alumni and IIE staff.

- Provide final list of seminar participants to host institution along with dietary needs and allergens.
- Work closely with host institution to finalize all aspects of the seminar and provide support wherever necessary.
- Work closely with the seminar organizer(s) and facilitator(s) to advance the goals of the alumni seminar sessions and meet U.S. Department of State expectations.
- Provide hands-on support wherever necessary during the seminar and networking reception.
- Conduct online evaluation surveys for both alumni and host institution following the event.
- Distribute program materials following the event.
- Arrange follow-up meeting with event organizer(s) and facilitator(s) to discuss how the Gilman program may improve future events.
- Compose evaluation report on findings from the online evaluation survey.

RFQ Submission Instructions

Applicants should submit a quotation per the instructions in the attached Quotation Form.

Evaluation Criteria

Applicants must demonstrate they meet the following evaluation criteria:

Item	Requirement	Points Available
Organizational Capacity	Assessment of the host institution’s capacity to complete the scope of work, including overall seminar plan and potential contributions to the seminar content.	15
Proposed Facilitators	Assessment of qualifications of proposed session facilitator(s).	15
Logistics	Assessment of proposed venue space, A/V, and catering.	10
Cost Proposal	Assessment of the overall cost of the quotation, including cost sharing and/or in-kind contributions to the seminar. 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 proposal. Higher scores will be awarded to the most cost-effective budgets and those with cost sharing and/or in-kind contributions.	10
	Total	50 points

An Evaluation Committee will evaluate each quotation in accordance with the evaluation criteria set out in this RFQ. The evaluation will be based on information provided in the Quotation Form. Any information required by the RFQ that is omitted, illegible, or unintelligible may be treated as failing to fulfil the relevant requirements.

The Evaluation Committee may request some or all applicants to provide additional information to clarify aspects of their quotation, either in writing or during post-tender interviews. If a written response is requested, it must be provided within 48 hours. The Evaluation Committee may make inquiries regarding applicants’ past performance organizing similar events.

All information submitted in the Quotation Form or obtained subsequently by the Evaluation Committee will be treated as confidential. Any quotation that does not demonstrate that the applicant meets all the mandatory evaluation criteria listed above will be eliminated from consideration.

The U.S. Department of State's Bureau of Educational and Cultural Affairs will determine the final selection of the host institutions.

SECTION 3: 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 RFQ. No advance payments will be provided.

Staff Requirements: Primary organizers will be provided with financial support. In the Quotation Form, applicants must identify staffing requirements by each position title and, as necessary, brief description of duties., in addition to listing the 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 3 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 3 \text{ months} = \$1,875$). IIE is not authorized to provide institutions of higher education supplemental compensation. All institutions of higher education compensation must comply with 2 CFR 200.430 (h).

Honoraria for presenters is not included in "Staff Requirements." The Quotation Form can include recommended honoraria amounts for anticipated speakers, as applicable (not to exceed \$200 per speaker). Honoraria as compensation for institutions of higher education faculty at their institution must comply with their institutional policy and 2 CFR 200.430 (h).

<p>Thank you for your interest in hosting this seminar. We value our partnerships with U.S. higher education institutions. Please feel free to contact us with any questions. (Questions should be directed to the email address provided, using the guidelines provided within this document.)</p>

ATTACHMENT A: Sample Agenda

- 9:00 – 9:30 a.m. **Check-in, Breakfast, and Networking-** required session
The networking portion of this session should be a 10-15-minute activity where participants meet each other and find areas of commonality. Applicants are encouraged to propose creative ideas for this activity.
- 9:30 – 9:45 a.m. **Welcome & Introduction of Staff** (Host Institution, ECA, IIE)- required session
Brief remarks from the host institution and a representative from the U.S. Department of State.
- 9:45 – 10:15 a.m. **Participant Introductions** -required session
This session should be robust and ensure participants know who is in the room, including participants’ names, institutions, majors, and connection to the selected career field. Interactivity is highly desired. This session should go beyond simple introductions and strategically promote networking, a key goal of the seminar. Applicants are encouraged to propose creative ideas for introductions.
- 10:15 – 12:15 p.m. **Content from Host Institution and Overview***
A 15-minute break during this period is recommended.

The session topics below are illustrative and general. Applicants may select from these topics, combine topics, or propose new topics in the way they deem best to achieve the seminar objectives. All sessions must be designed to address how to develop skills and knowledge in the context of the identified career field. Participants should be given time to define and document their tangible takeaways from each session.
- *Conveying the value of your international experience to potential employers*
 - *Networking skills/maximizing your network*
 - *Resume writing - foundational skills*
 - *Interview skills*
 - *Graduate education: how to apply and what to consider when applying*
 - *Maintaining and leveraging your language skills*
- *Overview of U.S. Department of State Opportunities and Non-Competitive Eligibility** (required)
This 30-minute session will be presented by a representative from the U.S. Department of State during the morning *or* afternoon.
- 12:15 – 1:00 p.m. **Lunch**
A structured networking activity can take place during lunch.
- 1:00 – 4:15 p.m. **Content from Host Institution and Overview***
Two 15-minute breaks during this period are recommended; one break should be a coffee/tea break.

The session topics below are illustrative and general. Applicants may select from these topics, combine topics, or propose new topics in the way they deem best to achieve the seminar objectives. All sessions must be designed to address how to develop skills and knowledge in the context of the identified career field. Participants should be given time to define and document their tangible takeaways from each session.

- *Effective leadership skills*
- *Pursuing a career in the seminar's identified career field*
- *Career panel: advice for launching your career from experts in the field (should include representatives from the seminar's identified career field)*
- *Resume writing – in the seminar's identified career field*
- *Developing and maintaining your personal brand*
- *Cultivating effective mentorship relationships*

4:15 – 4:50 p.m.

Career Action Planning- required session

This session should include an activity where participants develop a career action plan (with short-, medium-, and long-term goals). Applicants are encouraged to propose creative ideas for this activity. The session should also include time for participants to document key takeaways and reflections in their workbook. (Note this is not a time for an evaluation of the day as IIE will be conducting an online survey of all participants.)

4:50 – 5:00 p.m.

Wrap-Up/Closing Remarks (Host Institution and ECA)- required session

Brief remarks from the host institution and a representative from the U.S. Department of State.

5:00 – 6:30 p.m.

Networking Reception