

Request for Proposals (RFP)

To: Offerors
From: Institute of International Education, Inc. (IIE)
Subject: TechWomen Delegation Tour and Logistics Services in Cameroon

RFP Issue Date: December 11, 2023
RFP Closing Date: January 2, 2024
RFP Closing Time: 17:00 ET (GMT-8)
Performance Period: February 25 – March 1, 2024
RFP No.: 121123/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 **USG Contractor 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 **Monday, December 18, 2023, 17:00 ET (GMT-8)**. 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 by **Thursday, December 21, 2023 17:00 ET (GMT-8)** 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 a single PDF to: kalmously@iie.org. Be sure to include in the subject line: **Cameroon Tour and Logistics Services Proposal – [Company Name]**. IIE will not accept proposals received by fax.

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SECTION 1: BACKGROUND AND PURPOSE

BACKGROUND: Institute of International Education and TechWomen

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: the U.S. Agency for International Development (USAID); 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, and San Francisco) and staff in other countries (China, Egypt, Ethiopia, India, Indonesia, Mexico, Kazakhstan, Thailand, and Ukraine).

The TechWomen program is an initiative of the U.S. Department of State’s Bureau of Educational and Cultural Affairs administered by IIE. The program brings up to 115 emerging women leaders in science, technology, engineering, and mathematics (STEM) from Africa, South and Central Asia, and the Middle East together with over 200 professional counterparts in the United States for a mentorship and exchange program. TechWomen provides participants access to networks, resources, and knowledge to empower them to reach their full potential. For more information on the TechWomen program, please visit the TechWomen [website](#).

PURPOSE OF REQUEST FOR PROPOSAL

The purpose of this Request for Proposal (“RFP”) is to invite qualified organizations to submit a proposal to facilitate key aspects of in-country logistics for a TechWomen delegation of approximately 40 women from high-profile STEM companies and program alumnae participants as stated 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. Each Offeror shall keep the RFP and its contents confidential and shall return the RFP (without keeping copies) to IIE if the Offeror elects not to submit a proposal, or upon being requested to do so by IIE.

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:

1. COVER LETTER (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 introduction to your organization and the services it offers.

2. QUALIFICATIONS AND CAPABILITIES

- Brief description of the organization/entity and experience in the field that illustrates overall services and capabilities to meet the Statement of Work (Attachment A)
- Description and number of years of relevant experience
- Examples of facilitating similar delegation trips or group business trips. Document similar successfully implemented activities within the past 3 years, including the following in your description:
 - Name of client
 - Activity title
 - Synopsis of the activity and relevance to this RFP
 - Performance period (date and duration)
 - Cost for the activity
- Reference contact information for at least three similar projects. You may also include recommendations and/or appreciation letters as attachments.
- Any plans to outsource/subcontract the services or any part thereof.
- Safety and security precautions are included in the service to ensure the safety of guests in normal and emergent circumstances as well as demonstrate understanding of applicable travel advisories.

3. 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, specifically:
 - Availability on the specified dates: February 25 – March 1, 2024.
 - Staffing plan and a general overview of the expertise of the individuals included. Please include the name, position, summary of relevant expertise and experience for each person. Please also indicate the staff or tour operator who would accompany the group on daily activities.
 - Ability to provide on-the-ground logistical assistance, availability in person.
 - Ability to handle finances/payments to third parties in U.S. Dollars and local currency on behalf of TechWomen, especially as it relates to transportation services, meals, etc.
 - Ability to print schedules, booklets, and banners.

- Transportation capabilities, including number of vehicles available, description and capacity of vehicles (photos of vehicles are welcome)
- Suggested options for group meals and cultural activities in both Yaoundé and Douala.
- Indicate flexibility regarding schedule changes and ability to accommodate last-minute requests.
- Exceptions to the RFP, additional or different ideas, in the statement of work and other requirements should be expressly noted.

4. COST PROPOSAL

- Detailed cost proposal and budget narrative in a format similar to what is recommended in Attachment B
- Supporting information should be provided in sufficient detail to allow a complete analysis and determination of the reasonableness of each cost element. Where possible, please provide itemized cost estimate detailing all costs, including:
 - **Transportation:** include preferred rate breakdown (E.g., daily rate or hourly rate), indicating whether price includes fuel, driver/guide services, gratuity, etc.
 - **Group meals:** include examples of meal cost per person or per full group including taxes, fees, and gratuity.
 - **Cultural Activities:** include price breakdown of services, guides, entrance fees, and any other taxes or fees.
 - **Onsite Support:** Daily guide, interpretation services, and/or translation services.

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 control, not this RFP. No advance payments will be provided.

SECTION 5: EVALUATION OF PROPOSALS

Item	Requirement	Points Available
Communication	Assessment of offeror’s responsiveness and compliance with the RFP requirements and conditions.	10 points
Qualifications, Capabilities, and Experience	Assessment of the Offeror’s qualifications and capacity to complete the statement of work. Demonstrated experience implementing a similar scope of work. Assessment of reference responses, online ratings, and reviews.	25 points
Implementation of Statement of Work	Assessment of ability to provide appropriate transportation options for a large group, the ability to handle printing of program materials, ability to facilitate appropriate cultural activities and meals, and ability and willingness to make payments to third parties on behalf of the Program. Assessment of staffing plan and availability.	25 points
Cost Proposal	Assessment of the cost components included in the pricing template. IIE’s review of the cost proposal shall determine if the price components 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.	40 points
TOTAL		100 points

ATTACHMENT A: STATEMENT OF WORK

To the satisfaction of IIE, the selected Contractor will take on key aspects of in-country logistics for the TechWomen delegation trip around Cameroon, in the city of Yaoundé and possibly Douala. IIE will arrange international flights and hotel accommodation and will have complete responsibility over planning the schedule.

For the duration of the delegation, services required include, but are not limited to:

- Full-day ground transportation for approximately 40 participants.
- In-person guide/logistical assistant during the week of February 25 – March 1, 2024.
- Facilitation of (i.e., scheduling, arranging menus, liaising with restaurants) group meals. Meals are expected to include daily lunches and several dinners.
- Handling financials/payments and/or advising with third parties such as meal vendors, restaurants, etc.
- Onsite interpretation services and/or translation services.
- Coordination and guide services for cultural activities.
- Printing and delivery of program materials.
- Other on-the-ground services as requested by IIE TechWomen staff.

An **illustrative delegation schedule** is included below for reference; however, all items listed are tentative and subject to change. All meetings will be coordinated by IIE. A revised detailed schedule will be shared with the selected Contractor closer to the delegation date. Please view Attachment C for reference.

Date	Activity	Services Required
Sunday, February 25	Delegation arrives in Cameroon	Print delegation schedule (50 copies). Provide one or several airport transfers upon arrival of delegation participants.
Monday, February 26	Cultural tour Welcome dinner	Facilitate cultural or touristic activities. Arrange a welcome dinner showcasing local culture or traditional foods.
Tuesday, February 27	Meeting with U.S. Embassy Lunch Visit to a university	Provide full day transportation from hotel to U.S. Embassy, transfer to a restaurant for lunch, transfer to afternoon meetings and back to hotel at the end of the day. Arrange lunch at a restaurant.
Wednesday, February 28	Visit to a school Evening networking event	Provide full day transportation: Hotel to school, and then back to the hotel. Transfer from hotel to evening networking event. Print banners for networking event.
Thursday, February 29	Women and girls in STEM event Lunch	Provide full day transportation from hotel to event venue and return to hotel at the end of the day. Coordinate lunch catering delivered to the event.
Friday, March 1	External meeting Lunch Farewell dinner and party	Provide full day transportation from hotel to external meeting, transfer to a restaurant for lunch, transfer to farewell dinner and party. Arrange lunch at a restaurant. Arrange a festive and celebratory farewell dinner.
Saturday, March 2	Delegation departs Cameroon	None

ATTACHMENT B: COST PROPOSAL TEMPLATE

Submit a detailed budget for the services described in the pricing template below. 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 format 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.

Please provide a detailed cost proposal for the Base Statement of Work as below:

BASE STATEMENT OF WORK

Item:	Total Cost:	Notes and price breakdown:
Full day transportation (8am – 6pm) 40 people (within Yaoundé and Douala) *Indicate daily or hourly rates		
Lunch for 40 people restaurant option 1		
Lunch for 40 people restaurant option 2		
Lunch for 40 people restaurant option 3		
Printing of 50 one-page agendas in color		
Full day cultural or tour activities for 40 people		
Welcome dinner for 40 people		
Farewell dinner and party for 40 people		

The budget narrative should include sufficient supporting detail to analyze the expected cost for services. Where possible, please include itemizations and details, including the following in your notes and breakdown:

- **Transportation:** include preferred rate breakdown (E.g., daily rate or hourly rate), indicating whether price includes fuel, driver/guide services, gratuity, etc.
- **Group Meals:** include examples of meal cost per person or per full group including taxes, fees, and gratuity.
- **Cultural Activities:** include price breakdown of services, guides, entrance fees, and any other taxes or fees.

ATTACHMENT C: SAMPLE SCHEDULE FROM PREVIOUS DELEGATION TRIP

The below schedule from a previous delegation trip in Zimbabwe, demonstrates the type of meetings, workshops, and networking events the TechWomen program facilitates during a delegation trip.

This schedule is for reference only and does not reflect the actual itinerary for the upcoming trip in Cameroon.

SAMPLE SCHEDULE: ZIMBABWE TECHWOMEN DELEGATION TRIP

Sunday, February 21

9:00 AM – 11:00 AM	PROGRAM BRIEFING
11:45AM – 1:30 PM	LUNCH
1:30 PM – 3:00 PM	GUIDED CAVE WALK AND VINEYARD TOUR
3:00 PM – 5:00 PM	GAME DRIVE
7:00 PM – 9:00 PM	WELCOME DINNER

Monday, February 22

8:30 AM – 10:30 AM	WELCOME AND BRIEFING FROM U.S. EMBASSY
11:00 AM – 2:00 PM	TECHWOMEN IMPACT: PAMUSHA PROJECT
2:30 PM – 4:30 PM	SPEED MENTORING AND CAREER TALKS
5:00 PM – 8:00 PM	OFFICIAL LAUNCH OF HERCODE FELLOWS PROGRAM

Tuesday, February 23

9:00 AM – 12:00 PM	SPEED GEEK SESSIONS WITH FEMALE ENTREPRENEURS (HARARE INSTITUTE OF TECHNOLOGY)
12:30 PM – 2:30 PM	LUNCH
3:00 PM – 4:30 PM	FOOD FOR THOUGHT (U.S. EMBASSY)
5:30 PM – 8:00 PM	WOMEN IN STEM RECEPTION: RISING BEYOND BARRIERS

Wednesday, February 24

9:00 AM – 1:00 PM	HANDS-ON STEM ACTIVITIES -OR- SPEED GEEK SESSIONS IN BINDURA
4:00 PM – 6:00 PM	CREATING THE RIGHT ENVIRONMENT FOR GLOBAL SUCCESS

Thursday, February 25

9:00 AM – 10:00 AM	WALK FOR WOMEN IN STEM
10:30 AM – 12:30 PM	STEM CONFERENCE FOR GIRLS (NATIONAL UNIVERSITY OF SCIENCE OF TECHNOLOGY)
12:30 PM – 2:30 PM	NETWORKING LUNCH
3:00 PM – 5:00 PM	VISIT TO CHIPANGALI WILDLIFE ORPHANAGE

Friday, February 26

9:30 – 11:30 AM	TECHNOVATION FAIR AND PITCH EVENT (TELCEL)
12:00 AM – 1:30 PM	LUNCH
2:00 PM – 3:30 PM	CONVERSATION: ECONOMIC STATUS OF WOMEN
5:00 PM – 6:30 PM	CLOSING EVENT (LOGICODE)
7:00 PM – 10:00 PM	FAREWELL PARTY

ATTACHMENT D: 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.