

Request for Quotations (RFQ)

To : Offerors
From : Institute of International Education, Inc. (IIE)
Subject : Storage, Shipping, Printing Vendor

RFQ Issue Date : Monday, June 10, 2024
Deadline for submitting questions : Monday, June 17, 2024
Questions and answers made publicly available: Friday, June 21, 2024
RFQ Closing Date : Monday, July 1, 2024
RFQ Closing Time : 5 PM, Eastern Daylight Time
Semi-Finalists Invited to Demonstration : Approximately the week of July 15 – July 19
Performance Period : Starting the first half of August, 2024

Enclosed is a Request for Quotations (RFQ). IIE invites qualified firms and organizations (“Offerors”) to submit a best-value quotation 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 RFQ 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 quotation. The agreement resulting from this RFQ 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 RFQ.

The required services are described in the “**Statement of Work**” in **Attachment A**. IIE encourages your organization to indicate its interest in this RFQ by submitting a quotation according to the instructions in “**Quotation Preparation Instruction**”. Quotations will be evaluated based on the “**Evaluation Criteria**”.

All quotations are due by the dates and times stated above. Any quotation received after the required time and date specified for receipt shall be considered late and non-responsive. Late quotations will not be evaluated.

Questions: Any questions are to be submitted **in writing** via email to the email address listed below no later than the date listed above. 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 RFQ will be published on the date listed below on IIE’s website under Subawards and Procurement (<https://www.iie.org/Work-With-Us/Subawards-Procurements>).

Christina Rozek, Specialist, Fulbright Brand Management
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Email: CRozek@iie.org

Quotation Submission: Quotations, including any attachments (limited to 6MB), should be sent electronically in PDF format to: crozek@iie.org. Be sure to include in the subject line: **Storage, Shipping, Printing Vendor**. IIE will not accept quotations received by fax.

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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.

Purpose of Request for Quotation

The purpose of this Request for Quotation (“RFQ”) is to invite qualified individuals and organizations to submit a quotation for the Fulbright Program, outlined more fully in Attachment A.

SECTION 2: RFQ CONDITIONS

IIE reserves the right to:

- Reject any or all offers and discontinue this RFQ 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 RFQ 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 RFQ or have any liability for any representations (express or implied) contained in, or omissions from, this RFQ. This RFQ and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Quotation. Each Offeror shall keep the RFQ and its contents confidential and shall return the RFQ (without keeping copies) to IIE if the Offeror elects not to submit a quotation, or upon being requested to do so by IIE.

Any information or materials submitted in response to this RFQ and/or as a quotation (whether successful or unsuccessful) shall become the property of IIE and will not be returned.

In submitting a quotation, you must agree that your offer shall remain firm for a period of no less than **120** days from the RFQ closing date.

Failure to follow the specifications and requirements provided in this RFQ 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: QUOTATION PREPARATION INSTRUCTIONS

Quotations 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 RFQ, all Offerors are requested to provide the following information and format their quotation as follows:

1. Basic information, one page

- Legal name, registered address, and “Remit to” mailing address, if different from registered address
- Name of authorized representative for this RFQ, with telephone number(s), and e-mail address
- General information about your organization and the services it offers

2. Qualifications and Capabilities, two pages maximum

- Brief description of the organization/entity and experience in the field that illustrates overall services and capabilities to meet the terms of the RFQ
- Years of relevant experience
- Any plans to outsource/subcontract the services or any part thereof including (but not limited to):
 - intended mailing and freight vendors and;
 - printing

3. Description of services provided, two pages maximum

- Detailed description of the services being offered and any information relevant to meeting the technical specifications stated in **Attachment A**. Please include a list of physical locations where the inventory would be stored.
- 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
 - Inventory management blurb (processes and technologies and reporting including inventory tracking)
 - A list of the preferred shipping vendors for domestic and international shipments
- Exceptions to the RFQ, additional or different ideas, in the statement of work and other requirements should be expressly noted

4. Rates Proposal

- Submit a detailed quotation of your organization’s rate or cost estimates for the services provided, in U.S. dollars, in the recommended format shown in **Attachment B**
- Include any additional cost estimates that the Offeror wishes to propose
- Include any proposed discounts, including discounts offered to nonprofit organizations
- Total rates 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 control, not this RFQ. No advance payments will be provided.

SECTION 5: EVALUATION OF QUOTATIONS

Item	Requirement	Points Available
1) Qualifications	Points will be awarded to offerors that have demonstrated experience applicable to the scope of work.	20 points
2) Description of Services	<p>Points will be awarded to offerors who can demonstrate strong inventory management (both for equipment and consumables) that allows IIE to remotely access inventories in real time.</p> <p>Points will be awarded for offerors who can demonstrate quick turnaround times to requests, including requests made on short notice.</p>	25 points 50
3) Warehouse Location and Accessibility	Higher points will be awarded for offerors that can offer a single location that is convenient for shipping to Washington, DC and New York City	10 points
4) Cost Proposal	IIE's review of the quotation 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 quotation.	20 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 quotation 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 following services will be provided by Contractor:

- Printing, storage, kitting, and mailing of paper materials, including but not limited to: one-pagers, brochures, business cards, doorhangers, and pocket-folders.
- Creation, bulk storage, and shipping of branded promotional items, including but not limited to: notebooks, pens, magnets, and stickers. Please note that IIE will be required to price promotional items separately.
- Storage, kitting, and shipping of large permanent items, including but not limited to: Pop-up banners, tablecloths, booth backdrops, step-and-repeats, and Technology Kits (web cameras, lighting kits and Bluetooth microphones).
- Inventory management, including ideally real-time inventory reporting capabilities, but at minimum weekly data (i.e. Excel) reporting of all inventory items, both for reusable equipment and consumables. Other inventory management tasks include but are not limited to: Creating new item numbers and retiring previous item numbers, taking photos of items up to IIE specifications for all new items, upload of data (Excel) to IIE order form, inputting tracking numbers and marking status of each item, availability for training on IIE-preferred process management.
- What are the preferred shipping vendors.

The value of the agreement is estimated to be \$75,000 per year inclusive of storage, mailing, kitting, freight, inventory management, and printing.

IIE anticipates that many events will take place on the East Coast, and in Washington, DC and New York City.

IIE may request one or more site visits to view the warehouse locations. IIE anticipates requesting at least one site visit per year.

ATTACHMENT B: COST PROPOSAL TEMPLATE

Submit a detailed, budget for the services described in the technical quotation. 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 requirement, and are consistent with the Offeror’s quotation.

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” as much as reasonably possible.

Shipping and printing services will be provided upon request by IIE. The agreement maximum is determined based on an estimate of needs for two teams, Fulbright Outreach and Fulbright Events, and represents an estimate to be billed based on actual usage.

Please describe your approach to pricing for years 2 – 5.

Outreach Printing, Promotional Item, Shipping & Storage Estimates

Item / Service	Rate / Cost estimate
Kitting and Storage	
Kitting (including price and methodology)	
Storage - (per month per skid) Estimate 10 – 15 Skids	
Total Kitting and Storage	
Printing	
Flyers (8.5x11); double-sided, full-color, 100lb silk text	Price for quantities of 100, 500, 1,000
Trifold brochures; double-sided, full-color, 100lb silk text	Price for quantities of 100, 500, 1,000
Postcards/promo cards (4x6); double-sided, full-color, 130lb silk cover	Price for quantities of 100, 500, 1,000
Business cards; double-sided, full-color, 130lb silk cover	Price for quantities of 100, 500, 1,000
Posters (11x17); single-sided, full-color, 100lb silk text	Price for quantities of 100, 500, 1,000
Pocket folders (9x12); full-color, 120lb gloss cover	Price for quantities of 100, 500, 1,000
Doorhangers; single-sided, full-color, 130lb gloss cover	Price for quantities of 100, 500, 1,000
Saddle stitch booklets; full-color, two-sided, 100lb silk text with 120lb silk cover for front and back cover	Price for quantities of 100, 500, 1,000
Total Printing (price for 100, 500, and 1000)	
Inventory Management	
Staff hours for inventory management hourly rate and methodology)	
Total Inventory Management	