



1.	Solicitation No.	070524/JP
2.	Solicitation Name	RFP to Host the Distinguished Humphrey Fellowship Program
3.	Issue Date	July 5, 2024
4.	Closing Date	September 15, 2024
5.	Solicitation Amendment No.	1
6.	Solicitation Amendment Date	August 27, 2024

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.

ENTER Q&A or ANY ADDITIONAL INFORMATION/TEXT HERE

1. What information on the Strategic Networking Engagement (SNE) must the proposal include?

Proposals should include the names of potential SNE hosts and their locations. These hosts should be geographically diverse and if not part of your institution's network, indicate why you have highlighted them in this role. Letters of support from prospective SNE hosts are not required at this stage.

2. Will IIE and the Department of State assist with Strategic Networking Engagement (SNE) placements in federal agencies?

If needed, IIE and the Department of State will assist with SNE placements in federal agencies. However, please note that the Fellows will spend several days in Washington, D.C., toward the end of their program and will have opportunities to meet with representatives from federal agencies. IIE and the Department of State will coordinate meetings in D.C.

3. Is it an allowable expense to pay the host sites for their time and effort for the Strategic Networking Engagement (SNE) placements? Is there a formula or framework for permissible costs if it is allowable?

Paying the host sites for their time and effort for the SNE placements is an allowable expense. There is no additional formula or framework for permissible costs for SNE placements.



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4. Does funding for the Humphrey Fellows' air travel from the Strategic Networking Engagement (SNE) to Washington D.C., for the last week of the program that takes place in Washington D.C., come from the host institution's proposal budget, or is this included in the individual funding for each Humphrey Fellow for their travel, room, and board?

Funding for Humphrey Fellows' air travel from their SNE placement locations to Washington, D.C., during the last week of the program, is included in the individual funding for each Fellow. Please do not include this cost in the proposed budget.

5. Is it budgetarily problematic to include a few group meals, such as a Day 1 welcome dinner, to build community?

No, including a few group meals for community-building is permissible.

6. Which cities would be considered "major international gateways?"

Major international gateways include most major coastal cities and Chicago.

7. Should proposals include possible host placements in multiple cities? How many fellows are allowed to be placed in each location?

Each Fellow only needs one Strategic Networking Engagement (SNE) placement location, though you may have several hosts over the SNE period in one town or city. Groups of 2-4 Fellows can be placed in each location.

8. Are additional costs associated with the Strategic Networking Engagement (SNE) component of the program (meeting room rental, honoraria for round table speakers) included in the \$125,000 budget?

Yes, additional costs associated with the SNE component of the program should be included in the proposed budget. We would hope that SNE hosts see the time spent with Fellows as beneficial to their organizations, and do not generally expect SNE hosts to charge for room rental or provide honoraria fees to bring in outside speakers.

END OF AMENDMENT