

Solicitation Amendment / Modification

1.	Solicitation No.	090324/JP
2.	Solicitation Name	IIE: RFP 2024-2025 Humphrey Fellowship Program Enhancement Workshop
3.	Issue Date	September 3, 2024
4.	Closing Date	November 1, 2024
5.	Solicitation Amendment No.	1
6.	Solicitation Amendment Date	October 25, 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.

1. Should the host institution include all 3 daily meals in the program? Do Fellows need to receive a stipend that includes all meals and incidentals?

Applicants should include opportunities for the participants to have breakfasts, lunches and break refreshments. Please include all meals you wish to serve as part of the workshop in your workshop budget. Fellows do receive a daily maintenance allowance that does cover living costs, including meals, on the program as a whole. Dinner may fall outside of the workshop hours, so Fellows can eat this meal on their own. Applicants may provide recommendations about convenient eateries, grocery stores etc. in the area.

2. What is the process in regard to Section 6: Annual Renewal if a workshop proposal is within the 5-year cycle?

The Institute of International Education and the U.S. State Department Bureau of Educational and Cultural Affairs will determine whether to renew the agreement with the host institution

after the first year within the 5-year cycle. This determination will be based on the successful administration of the workshop in the first year.

- 3. Two divisions of my college are interested in proposing Humphrey Enhancement Workshops on two different topics. Might it be possible for my college to submit more than one proposal, or are we limited to one?**

If the university department Applicants plan to implement the Enhancement Workshops separately from one another, proposals are welcome from different academic/functional university departments in the same university as long as the main implementing contact/PI and other implementing partners are distinct from the other proposal. For example, the university Department of Engineering may submit for an Enhancement Workshop on AI and the Department of Agriculture at the same university may submit for an Enhancement Workshop on Food Security with different implementing teams. If university departments plan to collaborate for an Enhancement Workshop, only one proposal should be submitted with all departments listed as implementing partners.

- 4. Please confirm that airport transportation and lodging for Humphrey Fellows is not required to be included in the workshop budget.**

Correct, Humphrey Fellows are expected to make their own lodging arrangements. However, travel arrangements for guest speakers or facilitators/staff, including ground transportation, should be included in the workshop budget. If the host institution or another entity is funding those travel arrangements, they should be included in the cost-share section of the budget. Offerors may include airport shuttles/transportation for Fellows so they may easily access the workshop site, although it is not required.

- 5. Can you provide agendas of previous in person workshops? How detailed does the agenda need to be for the sessions?**

IIE does not provide workshop agendas from previous applicants due to the proprietary information they contain. However, summaries of previous workshops may be found on our Humphrey Fellowship social media platforms.

- 6. Is it feasible to propose an in-person workshop in early February or after April?**

In rare circumstances, IIE may move forward with contracting for an Enhancement Workshop outside of the given timeline. After IIE releases a decision, the selected host institution must complete an information security assessment and full review of the contract provisions. IIE estimates that the full process may be completed by mid-January. If the workshop is held in early February, please be advised that the contractor would have less than one month to prepare the workshop. No workshops will be funded that take place later than in April 2025.

- 7. We plan on submitting a proposal for the Humphrey Fellowship and were wondering if the pages should be single-spaced or double-spaced.**

To clarify, the application information (cover sheet) should be single-spaced while the application narrative should be double-spaced.

- 8. We are proposing to host a workshop in Washington, DC, not at our University. There is no mention of this scenario in the RFP, so I wanted be sure this will not present any problems.**

IIE will review both on- and off-campus workshop proposals. Please verify with your administration that the correct indirect costs are used for the off-campus workshop.

- 9. Does the host institution have to be a university, or can a nonprofit or consultancy host an Enhancement Workshop?**

As long as the host institution fulfills the requirements outlined in the RFP, they are eligible to host an Enhancement Workshop; the opportunity is not exclusive to higher education institutions.

- 10. The RFP references a cover page and a proposal that is 5 double spaced pages. But there is also an application form with the same elements. Should Offerors submit using the form or do a cover + 5 pages + budget+ appendices?**

Please submit to this RFP using the provided application form with the 5 double spaced page limit. The cover page, budget and appendices are not included in the page limit for the application form.

- 11. How would you classify the Fellows: emerging leaders, young professionals, mid-career, or later career?**

Humphrey Fellows are mid-career professionals with a minimum of 5 years of professional experience and who hold an undergraduate degree. More information on the demographics of Humphrey Fellows can be found on [our website](#).

- 12. What professional fields do the Fellows hold in their home country? With over 100 Fellows, this might be a very diverse collection of people. But understanding their background can help tailor our program for greatest impact.**

Correct, Humphrey Fellows hold a diverse range of professional backgrounds. More information can be found [here](#).

13. When selecting a workshop topic, are participants allowed to select any workshop? Is there any sort of grouping or categorization of the participants? For example, Fellows at midwestern university would stay within the region?

Yes, Humphrey Fellows may select whichever available workshop suits their professional interests and aspirations. Workshops are open to Fellows from all regions of the U.S. IIE provides Fellows with professional activities allowance to cover travel and hotel costs associated with attending an Enhancement Workshop. Fellows may attend up to two workshops per person.

14. Are the workshops designed to support/compliment their Impact Areas (Human & Institutional Capacity, Rights & Freedoms, Sustainable Lands, and Thriving Communities) or should we aim to have supplemental activities that are not centered around these ideas? Are institutions able to integrate two themes into the workshop? Or is one main theme only acceptable?

Offerors may design a workshop that centers around the impact areas, although it is not required. IIE seeks to fund workshops that center on one principal theme or skill.

15. Regarding the letter(s) of recommendation from all institutions/organizations listed in the application – are these just the partnering/implementing organizations and main speakers/facilitators? Or are letters of recommendation expected from every speaker proposed for the workshop?

Letters of commitment are only required from institutions/organizations listed as implementing partners on the application. Letters of commitment from department heads, executives, board members, etc. for any cost-sharing entities are also accepted.

16. For the submission, should we type into the application form, or can we create a word document with the same formatting to submit as a .pdf file? For the submission, must everything, including the budget, be submitted in the same .pdf file?

Please use the application form document to complete the application. Conversation to MS Word for drafting is permitted as long as the final product is submitted as a .pdf file. You may work in MS Excel to draft the budget template before submitting it as part of the .pdf file. You may include a copy of the MS Excel draft if you wish.

17. Will any IIE or State Department staff attend the event? If so, will meals form them need to be included in the proposed budget?

IIE and/or State Department staff may request to be present during all or part of the Enhancement Workshop program. Applicants are not expected to include meals/other expenses for such representatives in the workshop budget.

18. If breakfast is or can be included in the hotel reservations, should we not include it in the proposed budget?

Humphrey Fellows need only receive one breakfast per day. Breakfast may be provided either by the hotel or separately at the workshop site. Applicants may consider the value-add of complimentary breakfast when drafting the workshop budget and recommending a conference hotel to Humphrey Fellows.

19. Are prospective applicants being asked to submit one proposal for 4 to 5 in person workshops, which last 3-5 days in total? Or are prospective applicants being asked to submit a single proposal for one workshop, which lasts 3-5 days? My intention behind these questions is to better understand if IIE is aiming to fund one agency, which fulfills all their workshop needs or multiple agencies, who each fulfill a part of the professional enhancement workshop needs for Fellows.

Applicants should submit a single proposal for one workshop, which lasts 3-5 days. IIE intends to accept proposals from multiple institutions for this opportunity.

END OF AMENDMENT