



Request for Proposals (RFP)
Benjamin A. Gilman International Scholarship Program (Gilman Program)
“Gilman Program Advisor Workshop”

To: Accredited U.S. Colleges and Universities
From: Institute of International Education, Inc. (IIE)
Subject: Request for Proposal(s) to Host and Implement a Gilman Program Advisor Workshop

RFP Issue Date: October 1, 2024
RFP Questions Due Date: October 16, 2024, 12:00 p.m. Eastern Time
RFP Question Responses Posted: October 23, 2024
RFP Closing Date & Time: November 20, 2024, 12:00 p.m. Eastern Time
Anticipated Selection Decision: December 13, 2024
Performance Period: April 1, 2025 – September 30, 2026 (Workshops will occur between these dates)

At the direction of the U.S. Department of State’s Bureau of Educational and Cultural Affairs (ECA), IIE invites accredited U.S. institutions of higher education (“Offerors”) to submit a best-value proposal to design and host a 1-day workshop for Gilman campus advisors. To learn more about the Gilman Program, visit the website [here](#). The maximum budget is **\$10,000 plus a separate proposed budget for participant hotel accommodation for two nights**. The contract directly with IIE resulting from this award will be a U.S. government-funded contractor agreement. IIE anticipates awarding two contracts to accredited U.S. higher education institutions.

Offerors should read this RFP in its entirety (including attachments) and respond fully to the instructions and requirements as outlined. Issuance of this solicitation does not, in any way, obligate IIE to award a contract, nor will IIE pay for any costs incurred in the preparation and submission of a proposal. The agreements 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 program design, creativity, 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 the bidding institution to indicate its interest in this RFP by submitting a proposal according to the instructions in **“Section 3: Proposal Preparation Instructions.”** Proposals will be evaluated based on the **“Section 5: Evaluation Criteria.”** All proposals are due by the date and time stated above. Late proposals will not be evaluated. The U.S. Department of State will approve the selection.

Questions: Any questions are to be submitted **in writing** to gilmanevents@iie.org no later than the date listed above. IIE is unable to respond to questions if they are received by means other than the specified email address. Answers to questions IIE deems relevant to this RFP will be published on the date listed above on IIE’s website under Subawards and Procurement.

Proposal Submission: Proposals should be sent electronically in PDF format with budget sent in Excel format to: gilmanevents@iie.org. Please include in the subject line: **“Proposal — Gilman Advisor Workshop – [Institution Name]”**.

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SECTION 1: BACKGROUND AND PURPOSE

The Benjamin A. Gilman International Scholarship Program (Gilman Program) is a program of the U.S. Department of State’s Bureau of Educational and Cultural Affairs (ECA) and is supported in its administration through a cooperative agreement with the Institute of International Education (IIE). The Gilman Program provides funding for outstanding U.S. undergraduate students with high financial need (Pell Grant recipients) to study or intern abroad. 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 a supplemental Critical Need Language Award. By supporting undergraduate students who are receiving Federal Pell Grants, the program has been successful in supporting students who have been able to study abroad in the past due to financial constraints. 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 purpose of the workshop is to build and strengthen the Gilman Program through networking and sharing strategies for supporting students from the application phase through returning to the U.S. as Gilman alumni.

Purpose of Request for Proposal

The purpose of this Request for Proposal (RFP) is to invite accredited U.S. higher education institutions to submit a proposal to host a full-day advisor workshop for campus advisors of the Benjamin A. Gilman International Scholarship Program (the Gilman Program). The responsibilities and expectations of hosting the workshops are outlined in **Attachment A**.

The workshops are to take place on a mutually-agreed-upon day between April 2025 – September 2026 and will be held on a Friday. The workshop will host approximately 50 Gilman advisors, in addition to approximately three total ECA and/or Gilman Program staff members.

Benefits of Hosting an Advisor Workshop

- The program is cost-reimbursable, including facilities costs and labor.
- Opportunity to demonstrate the institution's leadership in the area of study abroad.
- Opportunity to provide professional development on the topic of national, merit-based scholarships for higher education professionals from institutions across the nation.
- Opportunity to be engaged with the U.S. Department of State, Bureau of Educational and Cultural Affairs, in addition to IIE.
- Recognition as host in Gilman Program promotional materials, press releases, website, and social media.

Institute of International Education

The Gilman Program is supported in its implementation by IIE. 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 over 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.

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 the 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/en/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 should be comprehensive and include the information 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 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. Letter of Transmittal (one page)

This letter will summarize, in a brief and concise manner, the Offeror's understanding of the scope of services and make a positive commitment to perform the work in a timely manner. The letter should indicate if the Offeror is a 2-year or 4-year institution and name all of the persons authorized to make representations for the institution, including telephone number(s) and email address(es). The Letter of Transmittal shall be signed by a representative who is authorized to contractually bind the institution and shall include the signatory's title or authority. The letter should not exceed one page in length.

2. Narrative Proposal (up to four pages)

A detailed description of the services being offered and any information relevant to meeting the specific statement of work stated in **Attachment A**.

Please address the following:

- Indicate why your institution is interested in hosting the workshop.
- Provide a brief description of staff and capacity for hosting and facilitating the Gilman Advisor Workshop, including a general overview of the expertise of the individual(s). Indicate each individual's name, current role, relevant past roles, and explanation of their qualifications as they relate to the workshop.
- Provide a brief description of the proposed facilitator(s)' and/or institution(s)' experience and best practices for promoting national study abroad scholarship opportunities (and Gilman specifically), supporting applicants through the application process, and engaging alumni during the re-entry process and working with them to promote study abroad to diverse audiences.
- Describe the unique strengths, experiences, best practices, and/or resources that the institution and the facilitator(s) will bring to the workshop.
- Note any exceptions to the RFP, the statement of work, and other requirements.
- Describe the program design, including the overall approach to the workshop, unique strengths or experiences, as well as how it will be interactive and engage participants.
- Provide a list of proposed workshop sessions that will be developed and implemented by the offeror. This can also include a draft outline or agenda of the workshop. See a sample agenda in **Attachment C**. For each session, the following is required in the proposal:
 - Name and background of all proposed speakers and their qualifications to speak on the subject matter.

- Confirmation that each speaker understands, or will be briefed on, the background of the participants and the purpose of the workshop (if they are not from the host institution) to ensure the content is geared for the specific audience.
- A list of objectives and anticipated learning outcomes, including how the session contributes to the goals of the workshop.
- A short description of how the session will be interactive and, as applicable, include physical movement.
- A short description of how the session will contribute to networking, as applicable.
- Outline the logistical arrangements for the workshop, including proposed venue and meeting space options, plans for meals, and parking availability. Host should propose parking options and offer parking vouchers, which can be included in the budget and/or cost share.
- Provide a statement on the preferred months and dates for the proposed workshop. Note any months and/or dates that would not work for your institution. Please also include a proposed timeline or calendar that indicates specific tasks and their expected completion dates leading up to the event.
- Offerors are not requested to secure travel for participants.

3. Resume or Curriculum Vitae of Facilitator(s)

- The proposed facilitator(s) for the Advisor Workshop who will be involved with content creation and facilitation of the workshop as outlined in **Attachment A** must be appropriately qualified. A Resume or Curriculum Vitae of the proposed facilitator(s) must be included with the proposal.

4. Cost Proposal

- Submit a detailed cost proposal, in U.S. dollars, in the recommended format shown in **Attachment B**.
- Include any additional cost items that the Offeror wishes to propose.
- The award ceiling is **\$10,000** per workshop **plus** hotel accommodation for two nights.
- The nightly rate per hotel room (excluding taxes) should adhere to the FY2024 GSA rate for the state and county where the seminar will be held: <https://www.gsa.gov/travel/plan-book/per-diem-rates> (To the extent possible. If the proposed hotel exceeds the per diem rate, please indicate the reasoning)
- The host institution will book rooms for participants and program staff, but only rooms for 50 participants should be included in the budget. IIE and ECA staff will pay for their rooms upon arrival.
- Cost sharing is not required but is encouraged. Some common areas of cost sharing include any combination of waived staff salaries, discounted costs, speaker fees, and office or rental fees. Cost sharing may be contributed by the recipient institution or by other organizations or institutions. Volunteer hours contributed are also a form of cost sharing and a valuable resource. Please include an estimate of the number of volunteer hours that will be donated for the activity in the budget narrative. The recipient institution will be expected (to the best of their ability) to track volunteer hours and include them in their final report.
- An organization with an audited indirect cost rate (**NICRA**) negotiated with a cognizant federal government agency must include a copy of the cost-rate agreement. Offerors must also indicate in the budget how the rate is applied.

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

The U.S. Department of State's Bureau of Educational and Cultural Affairs will determine the final selection of advisor workshop hosts.

Item	Requirement	Points Available
Organizational Capacity	Assessment of the Offeror's capacity to complete the scope of work, including overall plan and contributions to the workshop content.	15
Proposed Facilitators	Assessment of qualifications of proposed session facilitator(s).	15
Logistics	Assessment of proposed venue space, hotel accommodation, A/V, catering, parking, and accessibility to transportation options for attendees outside of the local area.	10
Cost Proposal	Assessment of the overall cost of the proposal, including cost sharing and/or in-kind contributions to the workshop. 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. Costs should include appropriately-branded signage. 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*

ATTACHMENT A: STATEMENT OF WORK

The Gilman Advisor Workshop is a benefit made available to advisors of the Benjamin A. Gilman International Scholarship Program, which is a program of the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA), with funding provided by the U.S. government.

The recipient institution will host approximately 50 advisors (and up to three IIE and/or ECA staff) for a full-day workshop, to take place on a Friday between April 2025 – September 2026. The Gilman Advisor Workshop should be approximately eight hours in length, commencing at 8:30 a.m. and concluding at approximately 4:30 p.m.

The recipient institution will provide the venue, catering, logistical support, and facilitation of both the workshop overall and specific sessions. IIE anticipates awarding two contracts to institutions in different geographic areas of the United States.

Within 10 business days of the workshop, the host institution must submit digital versions of all resources used in the workshop to IIE. This material should include, but is not limited to, PowerPoint presentations, handouts, interactive materials, resources, and reading materials. These resources will be available to the general public on the Gilman Program website for Gilman advisors across the United States and must be appropriately branded according to Department of State guidelines.

Workshop Participants

The workshop participants will be up to 50 Gilman advisors, which include representatives from study abroad, financial aid, career services, and academic advising offices, as well as regional studies and language faculty and fellowship programs. Participants may range from advisors who are new to the Gilman Program, to seasoned advisors with many years of experience. They also represent a variety of institutions (public and private), including community colleges.

Workshop Objectives

- To share best practices for:
 - Promoting the Gilman Program to potential applicants;
 - Supporting applicants during the application process;
 - Engaging with alumni upon program completion; and
 - Leveraging alumni for recruitment and promotion.
- To provide advisors with in-depth resources for and updates to the Gilman Program.
- To build and strengthen the advisor networks for future sharing of resources and best practices.

Workshop Design and Facilitation

The Offeror should propose an individual or individuals to facilitate the overall workshop, as well as specific interactive sessions and materials. The proposed facilitator(s) should have familiarity with and knowledge of national competitive awards generally, and the Gilman Program specifically. The overall structure and content of the workshop is outlined in **Attachment C**. The facilitator(s) will work with Gilman staff to tailor the workshop content to highlight the strengths of the implementing institution, as well as to meet the needs of the specific locality and/or participants. Sessions should cater to all types of Gilman campus advisors, particularly considering the presence of financial aid certifying advisors and ensuring the material presented is relevant to their participation in the workshop. Gilman Program staff will facilitate sessions aimed at providing specific program resources and information. Pursuant to the authorizing legislation of the U.S. Department of State's Bureau of Educational and Cultural Affairs, the workshops

must maintain a non-political character and should support the diversity of American political, social, and cultural life.

Logistical Requirements

Advisor Workshop Event Space

- ADA-accessible event space that accommodates 53 individuals at round tables to facilitate discussion and interaction.
- Capacity to set up catering buffet in the event space.
- A/V capability, including a projector, audio, and microphones as needed.
- A designated registration table and two chairs set up outside of event space.
- The schedule of events should commence at 8:30 a.m. and conclude at approximately 4:30 p.m., but access to the meeting space should be made available from 7:30 a.m. until 5:45 p.m.

Catering

- Secure catering company and order an appropriate menu selection. The workshop should include lunch and coffee/tea breaks in the morning and afternoon for up to 53 individuals. Meal options should consider common dietary needs (vegan, vegetarian, gluten-free, nut-free, etc.). Please prioritize environmentally friendly practices when planning catering services, with an emphasis on minimizing waste, sourcing local ingredients, and opting for reusable or compostable serving materials where feasible.

Parking

- Secure parking in a vicinity near the workshop location.
- Provide parking vouchers in the event there is a cost associated with parking.

Signage and Materials

- Signage and all workshop materials must include the logos of the U.S. Department of State, which will be provided by IIE. In addition, logos should be placed in all workshop materials in accordance with Department of State guidelines, which will be provided by IIE. Strict adherence to U.S. Department of State branding is required, and an acknowledgement of this is encouraged to be included in the narrative.

ATTACHMENT B: COST PROPOSAL

Budget Template

Offerors should carefully review the budget guidelines here and in the separate excel template before submitting a proposal. The budget should include a total program cost based on an estimated 53 participants (including program staff). All efforts should be made to keep costs as low as possible; cost sharing is encouraged. The maximum amount for one Gilman Advisor Workshop is \$10,000.

The budget (in Excel) should include detailed information including, but not limited to:

- Hotel accommodations (**separate from the \$10k workshop budget**)
- Refreshments/Meals
- Facility Fees: Rental, security, janitorial and other costs
- Signage at check-in table and in main meeting room (required branding must be included)
- Parking
- Name tags for all attendees, including ECA and IIE staff
- Development of workshop resources as described

ATTACHMENT C: SUGGESTED AGENDA

The suggested workshop agenda is a broad framework that Offerors can adapt to include creative ideas for engaging and interactive sessions that build on the skills and expertise of the participants. Sessions should focus on sharing best practices and allow time for participants to explore how various strategies may work in their unique academic environments.

We expect the workshop will be highly participatory, involving interactive activities, discussion, and sharing of experiences among participants. Workshops should also allow time for processing and application of learning. Lecture-style only sessions are not permitted. Creative, structured networking activities during breaks or lunch are encouraged but not required. Please include short breaks in the morning and afternoon, in addition to lunch. Physical movement opportunities for participants in the room/facility throughout the day are highly desired.

The Gilman Program is open to additions or changes in the suggested agenda times and structure as well as session content. Host institutions may choose to send pre-workshop questions or small assignments to the participants in advance of the workshop.

Offerors are encouraged to organize an optional and informal happy hour/dinner the Thursday night before and/or the Friday evening after the workshop date to allow additional time for networking among those attendees traveling to the host city. This optional dinner/happy hour would be at each participant's own expense.

REQUIRED SESSIONS:

Welcome & Introduction of Staff (Host Institution, ECA, IIE)

This will be brief remarks from the host institution and representatives from the U.S. Department of State.

Participant Introductions

This session should be robust and include enough time to ensure all participants know who is in the room, which institution they are from, and their role at their campus. Interactivity is highly desired. This

section of the day should go beyond simple introductions and strategically promote networking, a key goal of the workshop.

Program Overviews and Q&A (IIE or ECA Staff)

Program overview will be provided during this session. Presenters will use a slide presentation. Participants will learn (or review) the basics of the Gilman Program.

Gilman Application Review and Selection Criteria (Gilman Staff)

Gilman Program staff will lead a deeper dive into selection criteria and how participants are chosen.

POTENTIAL SESSIONS (Host Institution):

Potential topics for sessions are itemized below; however, all these topics do not need to be included in the workshop and new ideas are welcome. Offerors should propose the combination of topics they believe to be the most impactful and relevant for Gilman Campus Advisors, host expertise, and the best fit within the allotted timeframe. Giving participants ample time for networking and ensuring the entire day is interactive is of primary importance. Offerors are encouraged to be creative. Below are examples of past sessions:

Role of the Gilman Campus Advisor

This session was interactive with advisors sharing how they saw their roles as Gilman Advisors, including the challenges and rewards. This discussion set the stage for the more in-depth sessions on essay writing, student support, and outreach.

Supporting Students Through the Application Process

Many students start scholarship applications, but never finish them. This session involved advisors sharing tips and best practices for supporting students through the process.

Writing a Competitive Essay

This session was a discussion among advisors about the challenges and successes of advising students on essay writing. It also included a discussion about essay brainstorming activities and tips.

Utilizing the Gilman Program to Build/Expand Study Abroad Campus Capacity

Many institutions utilize study abroad scholarships to expand study abroad capacity on their campuses, which often includes expanding staff numbers, gaining campus senior leadership support of study abroad activities, engaging faculty, cross-departmental relationship building, and leveraging other scholarship dollars. In this session, participants discussed strategies their office or campus has employed and the associated challenges and successes.

Strategies for Leveraging the Gilman Program on Campus

This session enabled participants to share how they leverage Gilman to support students with financial need. They discussed how to prepare students to budget for their time abroad and best practices for combining other resources on campus with Gilman.

Strategies for Increasing Awareness of Study Abroad Opportunities

Using the skills and expertise of participants, this interactive session focused on various strategies for increasing applicants for study abroad and awareness of these programs on campus. This included a panel discussion and small-group activities related to campus networks, outreach activities, and utilization of study abroad alumni. Advisors were also encouraged to share best practices.

Working across campus

This session discussed ideas, best practices and case studies for connecting and collaborating with different offices and departments on campuses to expand the reach to and support for students or promote study abroad broadly. Examples of offices to connect with are career centers, academic departments, honors departments, veterans offices, disability services, etc.

Working with financial aid or a session for only financial aid advisors

This session shared information on collaborating with financial aid offices to support identifying eligible students and encouraging them to apply. This was interactive with advisors sharing experiences and tips and perspectives from financial aid advisors.

Next Steps and Plans for Application

This session included a reflection on the activities of the day and plans or ideas for using the networks and learnings in the future.

Sample Agenda

Evening prior to workshop:

6:00 PM	No-host happy hour and meet and greet at or near hotel
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Workshop day

8:30 AM – 9:00 AM	Check-in, networking, coffee
9:00 AM – 9:20 AM	Welcome, overview of day, introductions of staff (host institution, ECA, IIE)
9:20 AM – 10:20 AM	Program overview, updates, and Q&A (Gilman Staff)
10:20 AM – 10:35 AM	Coffee break
10:35 AM – 11:35 PM	<p>Session I with interactive component Potential ideas from past workshops are listed in the section above.</p> <p>Note: All sessions must have an interactive component. Lecture only sessions are not permitted to maximize participant engagement. Creativity is encouraged. Possibilities include small group discussions, reflection, participant planning for implementing ideas on campus, groups of like institutions or roles such as financial aid advisors to share ideas. The host institution may opt to divide campus advisors by roles, institutional types, or have participants self-select discussion/activity groups.</p>
11:35 AM – 12:30 PM	Session II with interactive component

	Potential ideas from past workshops are listed in the section above.
12:30 PM – 1:20 PM	Lunch and intentional networking
1:20 AM – 2:20 PM	Session III with interactive component
2:20 PM – 3:20 PM	Session IV with interactive component
3:20 PM – 3:35 PM	Coffee break
3:15 PM – 4:15 PM	Session V with interactive component (mapping individual action plans for instituting new or best practices is encouraged) Electronic evaluation sent to all participant emails by IIE
4:15 PM – 4:30 PM	Closing Remarks (Host Institution, ECA, IIE)
5:00 PM	No-host happy hour and networking at a nearby location

Thank you for your interest in hosting a Gilman Program advisor workshop. We value our partnerships with U.S. higher education institutions. Please feel free to reach out to us with any questions. Questions should be directed to the email address provided, using the guidelines provided within this document.