

## REQUEST FOR PROPOSALS (RFP)

**To:** Offerors  
**From:** Institute of International Education, Inc. (IIE)  
**Subject:** Ford Global Fellowship Gathering – Colombia 2025

**RFP Issue Date:** January 24, 2025  
**RFP Closing Date:** February 17, 2025  
**RFP Closing Time:** 11:59 PM Eastern Standard Time (EST)  
**RFP Number:** 012425/DO  
**Performance Period:** March 1, 2025 – November 30, 2025

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 **Subcontractor Agreement under non-USG Funded Awards** 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 AND EXPRESSION OF INTEREST

Any questions and expressions of interest are to be submitted in writing to Kelly Almously at the email address [kalmously@iie.org](mailto:kalmously@iie.org) no later than February 3, 2025 at 9:00 AM Eastern Standard Time (EST). 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 on February 5, 2025 by 5:00pm EST on IIE’s website under Solicitations for Goods and Services at:

<https://www.iie.org/get-involved/procurement-subaward-and-consultant-opportunities/solicitations-for-goods-and-services/> as well as sent via email to all offerors who submitted an expression of interest.

### PROPOSAL SUBMISSION

Proposals, including any attachments (limited to 6MB), should be sent electronically to: [kalmously@iie.org](mailto:kalmously@iie.org). Be sure to include in the subject line: **PROPOSAL: FGF Gathering Colombia 2025**. IIE will not accept proposals 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. With IIE’s global headquarters in New York City, IIE has staff around the world, including the United States (Washington D.C., Chicago, Houston and San Francisco) and in other countries (China, Egypt, Ethiopia, India, Kazakhstan, Mexico, Thailand and Ukraine).

### **Background: The Ford Global Fellowship**

Launched in 2020, the Ford Global Fellowship (“FGF”) is the Ford Foundation’s flagship global fellowship that aims to connect and support the next generation of leaders from around the world who are advancing innovative solutions to end inequality. The program focuses on shared learning across issue areas, building and strengthening connections across borders, and developing a supportive, interconnected cohort from across a wide variety of sectors. As part of the fellowship, Fellows participate in multi-day gatherings in different locations around the world and cohort connection activities during their Fellowship period.

The Ford Foundation’s hope is for the fellowship to serve as a catalyst for the Fellows to accelerate the impact of their work, individually and collectively. For more information on the Ford Global Fellowship, please visit the [Fellowship’s website](#). IIE serves as an implementing collaborator for FGF.

### **Purpose of Request for Proposals**

The purpose of this Request for Proposal (“RFP”) is to invite qualified professional organizations to submit a proposal to serve as a local implementation collaborator in Colombia for the Ford Global Fellowship Gathering (“the Gathering”) from October 16 to October 24, 2025 and take on key aspects of in-country logistics for a delegation of Fellows, FGF Program Team members, and representatives from the Ford Foundation’s regional office in Colombia, all of whom will co-design and collaborate on creating a dynamic event. The Gathering will give Fellows an opportunity to actively co-design their learning spaces and pathways for inquiry into their own experiences, needs, practices and struggles as leaders.

The scope of work is outlined more fully in Attachment A (Statement of Work).

## **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/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.

### **SECTION 3: PROPOSAL PREPARATION INSTRUCTIONS**

Proposals are expected to be comprehensive and include the information set forth below.

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. Basic information (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 information about your organization and the services it offers

#### **2. Qualifications and Capabilities (one page)**

- Brief description of the organization and experience providing logistical support to delegations of international groups
- Years of relevant experience

#### **3. Implementation of the "Statement of Work"**

Please make sure your proposal addresses each of the services stated in Attachment A that you are able to provide and has detailed information on your logistical plan for each of the items. Please include proposed project timeline and milestones, in chronological order.

Please include examples of the potential third party vendors you would engage related to the services requested in Attachment A.

#### **4. Cost Proposal**

- Submit a detailed cost proposal in **Colombian Peso (COP)**, in the recommended format indicated in Attachment B.
- Include any additional cost items that you wish to propose
- Total cost 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 RFP.

**SECTION 5: EVALUATION OF PROPOSALS**

Item	Requirement	Points Available
<b>Implementation and Logistics</b>	<p>Assessment of proposed logistical arrangements (transportation, meal venues, materials storage and procurement, etc.).</p> <p>Greater points will be awarded for the presentation of detailed logistical plans that include examples of third parties that would be engaged during the Gathering (transportation companies, venues, etc.)</p>	<b>40 points</b>
<b>Cost Proposal</b>	<p>Overall costs proposed should be realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror’s technical proposal.</p>	<b>40 points</b>
<b>Staffing</b>	<p>Assessment of staffing plan for the event and experience of the individuals included.</p> <p>Greater points will be awarded to proposals that include staff with more relevant qualifications and experience in managing works similar to those stated in this RFP.</p>	<b>20 points</b>
<b>Total</b>		<b>100 points</b>

*Offerors who obtain initial high scores, based on the criteria above, will be contacted by IIE the week of February 17, 2025 to set up virtual meetings on Zoom with a team of IIE and Ford Foundation representatives between February 18-24, 2025. **The final selection is expected to take place by February 26, 2025.***

## **ATTACHMENT A: STATEMENT OF WORK**

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The selected organization will serve as a local implementation collaborator (“collaborator”) in Santa Marta, Colombia from October 16 to October 24, 2025, and take on key aspects of in-country logistics for the FGF Gathering. The collaborator will work closely with IIE in the lead up to the event, as well as during the event. A group of approximately 45 visitors from different parts of the world, including Fellows, FGF program team members, guests, and Ford Foundation representatives, will participate in the Gathering. In addition to the services listed below, the collaborator will also provide assistance with understanding the local environment, including any security concerns.

The Gathering is a multi-day experiential learning opportunity for FGF Fellows that will allow them to deepen their leadership perspectives and skills, and examine their work within a global community. Fellows, FGF program team members, and representatives from the Ford Foundation’s regional office in Colombia will actively co-design and collaborate to create dynamic learning spaces during the Gathering that will help Fellows create pathways for inquiry into their own experiences, needs, practices and struggles as leaders. As such, the Gathering will include highly interactive sessions that will allow Fellows to connect with their fellow Fellows and Ford Foundation representatives, participate in excursions that provide place-based learning experiences in Santa Marta, Colombia communities, and have time to safely explore the city (*please see sample schedule below*).

IIE seeks a collaborator that has experience and interest in contributing to dynamic, creative, and innovative large-scale events that create expansive experiences for participants. The ideal collaborator will have demonstrated competence with complex, multi-organization relationships, and will exhibit cultural competencies that will support the FGF program's vision. Any event design or curation experience should be highlighted in the proposal.

A group of FGF team members will be in Santa Marta, Colombia to participate in an advance trip, which will include a co-design retreat with FGF Fellows and Ford Foundation representatives, from March 4-8, 2025. The collaborator should be prepared to participate in the advance trip activities and sessions, and support with some logistical coordination during the event. Please indicate in your proposal if you are *not* able to participate during that week.

### **SERVICES**

IIE is seeking a collaborator that can provide the services listed below. In your proposal, please indicate and address which services your organization is able to provide (either directly or by subcontracting to others).

- 1) Arranging ground transportation for approximately 45 participants, according to the program schedule.
- 2) Arranging transportation to and from the airport for approximately 40 Fellows and Ford representatives, based on individuals’ flight itineraries.

- 3) Providing up to four on-site logistical staff from October 18-24, 2025 to actively manage on-site logistics during all Gathering activities. Staff should be ready to provide support with the implementation of the Gathering tasks, which may include coordinating logistics in case of an emergency. Up to four IIE staff are expected to be on-site to support the implementation. The on-site work would entail working closely with IIE to manage on-site logistics. If selected, IIE will work with the selected organization to determine staffing needs for the event. Please include in your proposal information about the experience of your staff proposed to support the implementation of the Gathering. Proposed staff should be comfortable speaking English to ensure one common language across the implementation team since clear communication on site will be critical.
- 4) Handling financials/payments and contracting with third parties such as transportation vendors, restaurants, photographers, interpreters, venues, etc. All other contracts are expected to be standard service contracts (such as with transportation company, meal venues, decoration companies, etc.)
- 5) Identifying a few health centers located near the group hotel where participants could go in case someone has a medical issue.
- 6) Coordinating with the event hotel\* on various event logistics (e.g. menus, audio/visual needs, etc.)
- 7) Contracting photography and videography services to document aspects of the Gathering. Providers will need to be pre-approved by the Ford Office of Communications (OC) and be able to follow OC protocols.
- 8) Contracting with local suppliers that can facilitate creating a welcoming and multi-faceted built environment – including set design - in the hotel meeting space. The built environment will likely include decorations (plants, room dividers, cushions, center pieces), additional soft furniture (bean bags, sofas, comfortable chairs), and scribing surfaces (boards, easels).
- 9) Receiving, storing, and delivering materials to the event hotel\*, in advance of the Gathering.
- 10) Procuring materials, including event swag items, as needed.
- 11) Printing documents in advance of and during the Gathering, as needed.
- 12) Sourcing venues for group meals, based on requests from the sponsor.
- 13) Proposing and contracting with local performance groups that can participate during Gathering activities, according to the agenda.
- 14) Proposing organizations, companies, or places that allow Fellows to explore firsthand initiatives to fight inequality in Colombia, and liaising and contracting with them, as requested by sponsor.

- 15) Contracting with language interpretation suppliers, if requested, who can provide simultaneous interpretation services (Spanish/English) during Gathering sessions and activities.
- 16) Assisting with event closeout tasks, including, but not limited to, packing and shipping any leftover Gathering materials.

*\*The event hotel(s) has not been chosen yet. IIE will conduct a hotel procurement and final hotel(s) selection is expected to take place prior to May 2025.*

### **DIVERSITY**

FGF is committed to providing an environment where all persons can participate and work together comfortably and productively, free from discrimination and harassment. The selected organization and any other third parties engaged to provide services during the Gathering (e.g. transportation companies, venues, etc.) must have a demonstrated competence with **all** degrees of diversity to ensure the comfort and well-being of all event participants throughout the Gathering. “Diversity” should be interpreted in the broadest sense and encompass differences including, but not limited to, race, color, national origin, ancestry, alienage, citizenship, religion, creed, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, age, marital, familial, or partnership status, or physical or mental disability.

### **2025 ANTICIPATED EVENT DATES**

**Thursday, October 16 and Friday, October 17** – FGF program team will arrive in Santa Marta, Colombia.

**Saturday, October 18 and Sunday, October 19** – 40 Fellows and Ford representatives will arrive in Santa Marta, Colombia.

**Monday, October 20** – Event programming will begin in Santa Marta, Colombia.

**Thursday, October 23** – Event programming will conclude in Santa Marta, Colombia.

**Friday, October 24** – Participants will depart from Colombia.



## EXAMPLE SCHEDULE

Below is an example of what the schedule for the Gathering may look like. Please note that these activities are not confirmed, and everything is subject to change. **More specific details will be made available in August 2025.**

Date	Time	Activity
<b>Thursday, October 16</b>	Throughout the day	FGF Program Team arrives in Santa Marta, Colombia.
<b>Friday, October 17</b>	Throughout the day	Additional members of the FGF Program Team arrive in Santa Marta, Colombia.  On-site assistance may be needed with event set-up (transportation of materials, staff meetings, registration set-up, etc.).
<b>Saturday, October 18</b>	Throughout the day	Early arrival day for participants (Fellows and/or Ford representatives) in Santa Marta, Colombia.  Airport transportation to hotel needed for approximately 15 participants.  On-site assistance will be needed with event set-up (transportation of materials, staff meetings, registration set-up, etc.).
<b>Sunday, October 19</b>	Morning   Afternoon  Evening	Primary arrival day for participants (Fellows and/or Ford representatives) in Santa Marta, Colombia.  Airport transportation to hotel needed for approximately 25 participants.  Participant registration during designated times.  Welcome reception and dinner. Anticipated needs: <ul style="list-style-type: none"> <li>- Venue sourcing</li> <li>- Live musician / band sourcing</li> <li>- Ground transportation to dinner venue for 45 participants.</li> </ul>
<b>Monday, October 20</b>	Morning/Afternoon  Evening	Sessions at event hotel.  Free evening for participants. Dinner per-diem provided for 35 participants.

<p><b>Tuesday, October 21</b></p>	<p>Morning  Afternoon</p>	<p>Sessions at event hotel.</p> <p>Off-site Excursion. Needs:</p> <ul style="list-style-type: none"> <li>- Suggestions of potential excursion sites (places that allow Fellows and Ford representatives to explore firsthand initiatives to fight inequality in Santa Marta).</li> <li>- Sourcing restaurant for group dinner (near the proposed excursion site)</li> <li>- Ground transportation to bring full group (45 participants) to excursion and to dinner venue.</li> </ul>
<p><b>Wednesday, October 22</b></p>	<p>Morning  Afternoon</p>	<p>Sessions at event hotel.</p> <p>Off-site Excursion Needs:</p> <ul style="list-style-type: none"> <li>- Suggestions of potential excursion sites (places that allow Fellows and Ford representatives to explore firsthand initiatives to fight inequality In Santa Marta).</li> <li>- Sourcing restaurant for group dinner (near the proposed excursion site).</li> <li>- Ground transportation to bring full group (45 participants) to excursion and to dinner venue.</li> </ul>
<p><b>Thursday, October 23</b></p>	<p>Morning  Afternoon  Evening</p>	<p>Sessions at event hotel.</p> <p>Closing Session + Free Time.</p> <p>Celebratory dinner. Anticipated needs:</p> <ul style="list-style-type: none"> <li>- Venue sourcing</li> <li>- Live band sourcing</li> <li>- Transportation to dinner venue for 45 participants</li> </ul>
<p><b>Friday, October 24</b></p>	<p>Throughout the day</p>	<p>Airport transportation needed for 40 participants based on flight itineraries.</p>

## ATTACHMENT B: COST PROPOSAL INSTRUCTIONS

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Submit a detailed budget (in Excel spreadsheet) for the services described in your proposal, including transportation services, on-site logistical staff, group meals, and any taxes, fees and gratuity. The itemized list should include expense for the services you are addressing in your proposal, including:

### **Airport Transportation**

- to the event hotel in Santa Marta, Colombia on Saturday, October 18 for approximately 15 participants and on Sunday, October 19 for approximately 25 participants (*dependent upon participants' travel itineraries*).
- from the event hotel in Santa Marta, Colombia on Friday, October 24 for approximately 40 participants (*dependent upon participants' travel itineraries*).

### **Venue and Catering Costs**

- Sunday, October 19: Welcome reception and dinner (45 participants)
- Tuesday, October 21: Full group dinner (45 participants)
- Wednesday, October 22: Full group dinner (45 participants)
- Thursday, October 23: Closing celebratory dinner (45 participants).

### **Round-Trip Bus Transfers**

(45 participants per day)

- Sunday, October 19: The full group will go to the venue for welcome dinner.
- Tuesday, October 21 Transportation to excursion site and group dinner venue.
- Wednesday, October 22: Transportation to excursion site and group dinner venue.
- Thursday, October 23: Transportation to closing dinner venue.

### **Facilitating the Creation of the “Built Environment”**

*See “Built Environment” example photos from previous Gatherings at the end of this document.*

- Renting soft furniture for built environment in hotel meeting space(s) (Sunday, October 19 – Friday, October 24)
- Identifying and contracting with local vendors that can source materials and build scribing surfaces (e.g. whiteboards, honeycomb boards), based on specific requests from FGF’s graphics/sensemaking team members
- Obtaining/renting decorations. Examples include plants, room dividers, cushions, center pieces for hotel (Sunday, October 19 – Friday, October 24).

### **Language Interpretation Services**

- An average of 20 hours of interpretation during the week (Monday through Thursday) for Spanish/English and contracting two interpreters.

### **Photography Services**

- one photographer for a total of 24 hours from Monday through Thursday.

### **Videography Services**

- a small team for a total of 10 hours from Monday through Thursday.

### **Live Entertainment/Performance**

approximately 1.5 hours per dinner for entertainment (e.g., live music, band, DJ)

- Sunday, October 19: Welcome reception and dinner.
- Thursday, October 23: Closing celebratory dinner.

### **Printing and Shipping Expenses**

#### **Per-Diem Money**

- for 35 participants (Fellows and their accessibility companions) to cover dinners not provided during the program (Monday, October 20 and Wednesday, October 22). For budget purposes for this RFP, we suggest an estimated \$30 USD for dinner.

#### **Labor/Administrative Costs**

- for two on-site logistical staff from March 4 – 8, 2025 for participation during the advance trip activities with an average of 10 hours per day.
- for four on-site logistical staff from October 16 – 24, 2025 with an average of 10 hours per day.

#### **Service/Administrative Fee**

- for the planning and execution of the Gathering implementation tasks, as outlined in the preceding pages of this proposal. While the selection will take place in February, outside of the advance trip, we expect that focused planning for the Gathering will start in May 2025.

#### **Contingency Budget**

- add the equivalent of 10% of the total budget to account for miscellaneous requests shared by IIE and FGF team members.

### **Budget Template**

A budget template is included as part of the application package. You may list additional cost line items, but it is recommended that you follow the major categories listed in the template, breaking down all “lump sum” items as much as reasonably possible. **Please submit your budget via Excel spreadsheet.**

**Built Environment Examples**









