

Request for Proposals (RFP)

To : Offeror(s)
From : Institute of International Education, Inc. (IIE)
Subject : Preferred Vendor(s) Search for Corporate Housing in Chicago and the San Francisco Bay Area

RFP No. : 021925/DO
RFP Issue Date : February 19, 2025
RFP Closing Date : March 10, 2025
RFP Closing Time : 5:00 PM PST
Performance Period : May 1, 2025 – April 30, 2030

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 **USG Contractor Agreement** 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: Any questions are to be submitted **in writing** via email to the email address listed below no later than **5:00 PM PST on February 24, 2025**. 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 by **5:00 PM PST on March 3, 2025**, on IIE’s website under Subawards and Procurement (<https://www.iie.org/Work-With-Us/Subawards-Procurements>).

Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: sgregory@iie.org. Be sure to include in the subject line: **[Name of Company] - TechWomen Corporate Housing Proposal** IIE will not accept proposals received by fax.

Stephanie Gregory, Project Manager, TechWomen
Institute of International Education, Inc.
Email: sgregory@iie.org

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SECTION 1: BACKGROUND AND PURPOSE

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. The Institute 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. In addition to the U.S. Department of State, program sponsors include federal agencies; major philanthropic foundations; private and public corporations; foreign governments; and individuals. For more information on the Institute of International Education, please visit the IIE [website](#).

The TechWomen program is an initiative of the U.S. Department of State’s Bureau of Educational and Cultural Affairs administered by the Institute of International Education (IIE). The program brings emerging women leaders in science, technology, engineering, and mathematics (STEM) from Africa, South and Central Asia, Europe and the Middle East together with their professional counterparts in the United States for a mentorship and exchange program. TechWomen provides participants access to networks, resources and knowledge to empower them to reach their full potential. For more information on the TechWomen program, please visit the TechWomen [website](#).

Purpose of Request for Proposal

The purpose of this Request for Proposal (“RFP”) is to invite qualified vendors to submit a proposal to be selected as a TechWomen preferred vendor(s) for furnished corporate housing in Chicago and/or the San Francisco Bay Area as outlined more fully in **Attachment A**.

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 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. 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 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. Offerors are encouraged to use the template provided in **Attachment B**.

Include only your own work and no text copied from sources outside of your organization, unless those sources are adequately cited and credited. To be qualified for this RFP, all Offerors are requested to provide the following information, and format their proposal as follows:

1. General Information/Letter of Intent

- General information about your company and primary point of contact for this RFP
- Provide two examples of experience successfully implementing similar activities within the last five years. You may also provide personalized recommendations, appreciation letters, or online reviews.

2. Service Delivery Plan

- Detailed description of the services being offered and any information relevant to meeting the technical specifications stated in **Attachment A**.
- Example or actual staffing plan for work, including onsite property staff where applicable and expectations for collaboration/communication with IIE
- Procedure for unit reservations, guest assignments and check-in/check-out procedure for large groups, including the level of flexibility in the process
- Cancellation policy, damage policy and approach used when primary locations are fully booked
- Response to guest security concerns and emergency protocol (e.g. fire, earthquake, flood, etc.)
- Response to IIE and/or guest accommodation concerns (e.g. broken fixtures, amenity troubleshooting or support, etc.)
- Exceptions to the RFP, additional or different ideas, in the statement of work and other requirements should be expressly noted (e.g. plans for outsourcing or subcontracting)

3. Accommodation and Amenities Details

- Availability of properties in any of the following locations: San Francisco, CA; South Bay/Silicon Valley, CA; Chicago, IL
- Proximity of housing locations to nearby resources (e.g. within 10 minutes' walk of public transportation, supermarkets, pharmacies, restaurants, etc.)
- Description of housing style, furnishings, utilities, ADA-compliant options, and amenities

4. Cost Proposal

- Submit a detailed cost proposal in U.S. dollars. Include a breakdown of taxes, fees, included amenities and utilities, and amenities and utilities at an additional cost
- Include any additional cost items that the Offeror wishes to propose
- Propose any discounts, cost savings or rate consistency measures that you will provide to IIE in consideration of the work and in consideration of IIE's capacity as a non-profit (501(c)3) promoting international education worldwide

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

IIE will select preferred vendor(s) who offer the greatest overall value to IIE in terms of the criteria specified below.

Requirement	Points Available
Experience – Does the Offeror have a record of providing short-term housing for large groups or prior experience with a similar scope of work?	10 points
Delivery Plan – Does the Offeror demonstrate an understanding of the scope of work and the ability to meet the service requirements? Can the Offeror deliver high quality service in a timely fashion?	20 points
Accommodations and Amenities – Do the housing locations presented meet the service requirements for safety, proximity to communal or commercial resources, unit density and unit configurations? Do the amenities presented meet at least the minimum service requirements? Do the amenities presented improve guest experience?	35 points
Overall Cost of Housing – Are proposed costs realistic, reflect a correct understanding the service requirements and are consistent with the offeror’s technical proposal? Does the Offeror consider IIE’s	35 points
Total	100 points

SECTION 6: 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 proposal if changes are reasonable and within the scope of the original selection;
- Negotiate any updates/changes; or,
- Decide not to renew.

Successful offerors will be designated as TechWomen preferred vendors for up to five years, contingent upon successful performance and at IIE’s sole discretion. IIE reserves the right to select multiple preferred vendors as a result of this RFP and reserves the right to select additional preferred vendors at a later date. Preferred vendors are not guaranteed work from IIE; however, services may be utilized on a non-mandatory basis by the TechWomen Program.

ATTACHMENT A STATEMENT OF WORK

Overview

The selected vendor(s) will work with the IIE team to supply short-term, business-quality lodging for the TechWomen participants (Emerging Leaders/ELs) in the San Francisco Bay Area and/or Chicago, IL. The TechWomen Program is hosted annually, and lodging is required for Emerging Leaders for approximately 30 nights during September and October (e.g. 2025 service dates: check-in September 21 and check out October 21). The program dates and length are determined during the spring prior to the program and may shift depending on funder requirements.

The program provides opportunities for approximately 100 women from Africa, Europe, Central and South Asia and the Middle East to participate in various mentorship and cultural exchange activities. The program recently expanded to Chicago, IL, splitting the cohort and the need for accommodations between three regions: San Francisco, South Bay/Silicon Valley and Chicago, IL. The number of placements per region varies depending on mentorship opportunities and funder requirements, but estimated targets are almost equal for each region (e.g. SF – 30 ELs; SB – 40 ELs; CHI – 30 ELs).

The selected vendor(s) will provide the following services:

Housing Requirements

- Units must be furnished with furniture, linens and bedding
- Properties must provide utilities: electricity/gas, basic cable, high-speed wireless internet, water, etc.; these must be included in the housing price
- Units must have a kitchen(ette)
- Units should offer amenities to support guests' extended stay, such as kitchenware, cleaning tools (e.g. brooms), personal care appliances (e.g. hair dryer), etc.; these may be included in housing price or available for an additional cost
- Properties should offer some amenities which could include at least one of the following: onsite common space, outdoor area, on-site fitness center, swimming pool, on-site or in-unit laundry
- A welcome basket with snacks and/or minor groceries should be included in the unit for upon move-in

Locations

Vendor(s) should provide housing in at least one area listed below. Housing must be in safe, central locations near public transit and resources such as supermarkets, pharmacies and restaurants. Preference is given to options accommodating larger groups of ELs at a single or fewer properties to promote community for the cohort. IIE will consider alternative housing locations, group densities and/or property distributions that meet all other requirements.

- San Francisco proper within walking distance of BART, Caltrain, or MUNI
- South Bay/Silicon Valley within walking distance of VTA or Caltrain
- Chicago, IL proper within walking distance of CTA bus or train stops

Working Relationship

- Vendor must ensure flexibility throughout the reservation process (i.e. putting room blocks on hold, allowing changes between housing locations, granting first right of refusal to IIE if other clients are interested in blocks on hold, etc.)
- Vendor should provide extensive support for guest arrival and check-in, including but not limited to: lobby or space and parking to facilitate orientation and key distribution; staff member(s) on-site for support and troubleshooting; assistance and/or overnight lodging for IIE staff to support late arrivals, etc.
- All information about the properties and guest communications (including move-in instructions) should be provided directly to IIE staff at least 2 weeks before EL check-in.
- Any documents or information required by the property, municipality or Vendor, such as background checks, must be requested by the vendor with sufficient time to ensure delivery or completion no later than two weeks prior to EL check-in.

ATTACHMENT B PROPOSAL TEMPLATES

The following templates are recommended for use in the preparation of the proposal. You may submit the proposal in an additional format of your choice if needed (plain sheets, your own form, or a variation of this form). The Offeror may list any cost line items, but it is highly recommended that the Offeror follow the major categories listed below, breaking down all “lump sum” items as much as reasonably possible.

TechWomen Preferred Housing RFP Responses				
General Information				
Housing Company Name				
Company background information				
Examples of Prior Experience				
<i>Name of Organization</i>	<i>Locations of activity</i>	<i>Synopsis of the activity and relevance to this RFP</i>	<i>Performance period (date and duration)</i>	<i>Cost for the activity</i>
Service Delivery Plan				
Description of the services				
Description of staffing plan				
Procedure for unit reservations and guest assignments				
Procedure for check-in and check-out				
Cancellation and Damage Policies				
Response to resident security concerns and emergency protocol				
Response to IIE and/or guest accommodation concerns				
Cost Proposal - Include rates for all properties available for TechWomen use during the Performance Period. Indicate if rates differ by city/region. Indicate if amenity/utility is included in unit rate.				
1-Bedroom Unit Rate				
2-Bedroom Unit Rate				
Furnishings Rate				
Housekeeping Rate				
Other - Include notes about any taxes, fees, additional costs for amenities, etc.				

Accommodations and Amenities Details – Include all properties that will be available for TechWomen use during the Performance Period. Indicate in each response or duplicate section for each property(ies) if there are differences in offerings based on the property(ies).	
Property name	
Property location and proximity to public transit	
Availability of fully furnished two-bedroom and one-bedroom units	
Description of unit, including provided furnishings	
Description of amenities, including in-unit, onsite or nearby	
Description of utilities provided	
ADA/Handicapped Accessible Rooms/Facilities	