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Solicitation Amendment / Modification

1.	Solicitation No.	012425/DO
2.	Solicitation Name	<b>FORD GLOBAL FELLOWSHIP GATHERING – COLOMBIA 2025</b>
3.	Issue Date	January 24, 2025
4.	Closing Date	February 17, 2025
5.	Solicitation Amendment No.	1
6.	Solicitation Amendment Date	February 5, 2025

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:

*IIE received similar questions from offerors which are answered below, grouped by topic. IIE requests that any additional items or suggestions that offerors provide or suggest outside of the RFP requirements are labeled clearly as separate line items in the proposed budget.*

**ADVANCE TRIP – MARCH 2025**

**Do offerors need to include any of the March advance trip logistics in the proposal budget?**

IIE will handle the arrangements and payment for participant's hotel and flight.

Advance trip budget items to be included in offerors' proposed budget for the March trip include:

- Service and administrative fees for two members of local partner's team
- Hotel (and flight, if applicable) for two members of local partner's team
- Any additional costs related to local partner's participation

The group of FGF team members will be in Santa Marta, Colombia from March 4-8, 2025. The selected supplier ("local implementation collaborator") should be prepared to participate in the advance trip activities and sessions during these dates. IIE will notify offerors of the decision of selected partner by February 27.



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## **PAYMENT & FINANCIAL MATTERS**

### **Is IIE's payment schedule flexible for the event?**

There may be some flexibility in the payment schedule. If an offeror is not able to meet the payment schedule noted in the initial RFP, a revised payment schedule should be included in the submitted proposal for IIE's consideration.

For prior Gatherings, below is a typical payment schedule we have utilized:

- 50% payment distributed after service agreement is signed by both parties (*March*)
- 30% 2<sup>nd</sup> payment (*Payment timeframe, TBD*)
- Final payment distributed after the Gathering (*final invoice due to IIE by November 30, 2025*)

The final payment will be distributed after the event as IIE will utilize a cost-reimbursable contract and final payment is based on actual expenses, with supplier submitting a final invoice and certified financial report.

### **Is the proposed budget (and any future invoices) to be submitted to IIE in USD or COP?**

IIE requests offerors budget proposal to be submitted in COP currency.

### **Will payment be made to the supplier from a bank in Colombia in COP, or directly from IIE in the USA by wire transfer?**

Payments will be distributed via wire transfer in USD from IIE's headquarters in the U.S.

### **Will IIE require the supplier to submit invoices they receive from their local vendors/suppliers?**

IIE reserves the right to request the supplier to share receipts from local suppliers. All receipts should be on file with supplier (local implementation partner) and available upon request.

Within 30 days of completion of the FGF events, a certified financial report and final invoice must be submitted outlining projected costs and actual costs.

### **Will the per-diem money for participants noted in the RFP be paid in cash in COP or USD?**

Per-diem money for participants is typically provided in local currency (I.e., COP); however, IIE is open to discussing if USD is preferred.



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## **BUILT ENVIRONMENT**

### **What furniture rental and decorations, and how many, are needed for the built environment?**

Please refer to the built environment photos included within the RFP for examples. Specific quantities will be shared in the future, once the components of the schedule are developed through the FGF co-design process.

Typically, design plans include cozy décor, lounge style seating, beanbags, faux plants, greenery, an art space, and other decorative elements. Flexibility will be needed from the local implementation partner and hotel staff as event plans can evolve onsite and modifications may be made.

### **Can you provide more details to understand the local support that is needed for the built environment and the anticipated scribing space and surfaces?**

The Ford Global Fellowship works with a graphic / sensemaking core team from [Dpict](#), based in the U.S., who provides graphic facilitation in real-time (“scribing”) during meetings taking place at the hotel, typically within the main meeting space. Dpict team members will share a list of necessary materials to purchase further along in the planning process. IIE will need assistance to procure these materials locally, such as easels, posterboard, paint pens, and other art supplies to be used each day of the event.

## **TRAVEL**

### **Are airplane tickets for the Gathering’s participants covered by IIE?**

Yes; the supplier will not have to coordinate or purchase any air travel for participants.

## **HOTEL PROCUREMENT**

### **Would offeror be expected to contract directly any services or events with the hotel IIE selects for the event?**

If IIE is contracting services directly with the hotel, will we be required to work with the hotel to make sure they are being delivered to your specifications?

IIE will select the event hotel in the coming months and discuss with the supplier if the hotel contract will be managed by IIE or the supplier. Regardless of who holds the contract, hotel staff



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and the supplier will have direct coordination with team members in planning and execution of the Gathering.

**What is the Service/Administration Fee?**

This fee is for the supplier's costs for all pieces of implementation of the Gathering, similar to an event management fee.

**CATERING NEEDS**

**Will coffee breaks be planned during hotel-based meeting sessions?**

Coffee breaks will be factored into the daily events schedule. IIE anticipates working with the hotel for all food and beverage services taking place at the hotel. This cost will be factored into the hotel invoice for meetings and food/beverage services.

**END OF AMENDMENT**