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Request for Proposals (RFP)

To: Offerors
From: Institute of International Education® (IIE®)
Subject: U.S. Future Leaders Topical Seminars

RFP Issue Date: December 19, 2019
RFP Closing Date: February 14, 2020
RFP Closing Time: 5:00 p.m. (Pacific Time)
Performance Period: May 1, 2020 – September 30, 2020 (seminar will occur between these dates)

Enclosed is a Request for Proposals (RFP). At the direction of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA), IIE invites accredited U.S. higher education institutions ("Offerors") to submit a best-value proposal for the requested services. Preference will be given to institutions who have not previously hosted a U.S. Future Leaders Topical Seminar. The contract resulting from this award will be a U.S. government-funded Subcontractor 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 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 U.S. Future Leaders Topical Seminars are conceptualized and sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs, as part of the Benjamin A. Gilman International Scholarship Program, implemented by IIE. The recipient institution is therefore required to comply with the Uniform Guidance at 2 CFR 200 as applicable. With funding from ECA to support its implementation of the Gilman Program, IIE anticipates selecting three institutions across different geographic locations to host a U.S. Future Leaders Topical Seminar with a maximum budget of \$60,000/seminar to cover costs outlined in this RFP.

The required services are described in the "Statement of Work" in Attachment A. IIE encourages your institution 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." Final selection of the host institutions will be made by the U.S. Department of State.

All proposals are due by the date and time stated above. Any proposal received after the 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 to the email address listed below no later than 5:00 p.m. (Pacific Time) on January 24, 2020. 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 January 29, 2020 on IIE's website under Subawards and Procurement (<https://www.iie.org/Work-With-Us/Subawards-Procurements>).

Contact

Dr. Karen Wrightsman
 Institute of International Education (IIE)
 Benjamin A. Gilman International Scholarship Program
 RE: U.S. Future Leaders Topical Seminars
 Email: gilmanevents@iie.org

Proposal Submission: Proposals, including any attachments (limited to 6MB) and the cost proposal budget in Excel format, should be sent electronically to gilmanevents@iie.org. Please include in the subject line "Proposal – U.S. Future Leaders Topical Seminar." IIE is unable to accept documents via fax.

RFQ SCHEDULE

Event	Date
RFP issue date	December 19, 2019
Offerors' question submission deadline	January 24, 2020, 5:00 p.m. (Pacific Time)
Responses to Offerors' questions	January 29, 2020
Proposal submission deadline	February 14, 2020, 5:00 p.m. (Pacific Time)
Anticipated decision and selection of host institutions	March 2, 2020

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SECTION 1: BACKGROUND AND PURPOSE

Institute of International Education

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,

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Emergency Student and Scholar Assistance, and Leadership Development. For 100 years, IIE has promoted educational exchange around the world. 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: the U.S. Agency for International Development (USAID); World Bank; major philanthropic foundations; private and public corporations; foreign governments; and individuals. With IIE's global headquarters in New York City, IIE has offices around the world, including offices in the United States (Washington D.C., Chicago, Denver, Houston and San Francisco) and in other countries (China, Egypt, Ethiopia, Hungary, India, Indonesia, Mexico, Russia, Thailand, Ukraine, and Vietnam).

Benjamin A. Gilman International Scholarship Program

The U.S. Department of State's Benjamin A. Gilman International Scholarship Program (Gilman Program) enables students of limited financial means to study or intern abroad, thereby gaining skills critical to our national security and economic prosperity. The merit-based Gilman Program broadens the student population that studies and interns abroad by supporting undergraduates who might not otherwise participate due to financial constraints. Gilman scholarships are up to \$5,000. 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 the Gilman Critical Need Language Award which is up to \$8,000. By supporting undergraduate students who have high financial need, the program has been successful in supporting students who have been historically underrepresented in education abroad, including but not limited to first-generation college students, veterans, students in a wide array of fields, ethnic minority students, students with disabilities, students attending HBCUs or other minority-serving institutions, students attending community colleges, and students coming from U.S. states with less study abroad participation. 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 Gilman Program is a program of the U.S. Department of State with funding provided by the U.S. government and supported in its implementation by IIE.

U.S. Future Leaders Topical Seminars

The U.S. Future Leaders Topical Seminars are a benefit made available to alumni of the U.S. Department of State's Bureau of Educational and Cultural Affairs' (ECA) Benjamin A. Gilman International Scholarship Program. The seminars are part of ECA's continued efforts to promote career readiness and leadership among Gilman Program alumni. The seminars are intended to better position alumni as future American leaders across public and private sectors, empower students from underrepresented groups to pursue careers in fields of utmost national importance, and help bridge the skills gap so college graduates with in-demand global experiences and knowledge may contribute to U.S. economic prosperity and national security.

A total of three U.S. Future Leaders Topical Seminars will be offered for Gilman alumni in 2020, each focusing on a different topic and integrating a leadership subtheme. The seminars will be held in U.S. locations with accessibility to industry hubs of expertise. Seminar participants will engage with U.S. leaders in the public and private sectors, building on their international experiences from a sectoral perspective and developing and expanding their networks.

The Objectives of the U.S. Future Leaders Topical Seminars are:

- Advance alumni understanding of the identified topics and the domestic importance of the topics;

- Educate alumni about the ways they can contribute to solving challenges that are associated with the identified topics;
- Position alumni to engage in careers and opportunities that address the identified topics in both broad and specific ways;
- Strengthen alumni leadership skills and provide specific, lifelong tools for their success;
- Provide practical guidance on how alumni can gain employment or strengthen their existing career and professional trajectory in areas related to the identified topics;
- Strengthen the identity of the alumni community as future leaders in these topical areas by connecting Gilman alumni to current public- and private-sector professionals in substantive ways; and
- Increase alumni exposure to other educational and career opportunities available to them.

Benefits of hosting a U.S. Future Leaders Topical Seminar:

- The program is cost-reimbursable, including facilities costs and labor.
- It is an opportunity to demonstrate the institution's leadership in a topical area of utmost national importance.
- It is an opportunity to provide professional development on topics of national interest to outstanding alumni of a U.S. Department of State program.
- It is an opportunity to be engaged with the U.S. Department of State, Bureau of Educational and Cultural Affairs and IIE.
- The host institution will receive recognition as a host and program partner in Gilman promotional materials, press releases, website, and social media.

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 two-day seminar for alumni of the Benjamin A. Gilman International Scholarship Program. The RFP is open to accredited higher education institutions across the United States. The responsibilities and expectations of hosting a seminar are outlined in Attachment A.

The U.S. Future Leaders Topical Seminar is to take place on a mutually-agreed-upon Thursday and Friday in May, June, July, August, or September of 2020. The seminar will host approximately 50 Gilman alumni in addition to a staff member from ECA and IIE. Seminar participants will arrive Wednesday night and depart Saturday morning.

The scope and content of the proposed U.S. Future Leaders Topical Seminar should be centered on one of the seven topics identified below. Offerors may bid on more than one topic but must submit a separate proposal for each topic and propose unique seminar content for each topic. Offers may submit up to three proposals.

- Closing the Skills Gap (Business, Education, High-Tech Sectors, Human Resources, Management, Manufacturing)
- Cyber Issues (Artificial Intelligence, Cybersecurity, Technology)
- Energy and Natural Resources
- Entrepreneurship and Innovation
- Infrastructure (Engineering, Urban Planning)
- Public Health
- Rural Economic Development and Agriculture

All proposed seminars must also integrate a leadership subtheme into the seminar content. Offerors are encouraged to detail the creative and innovative ways in which they will demonstrate and integrate this subtheme into the seminar's content. The subtheme can be woven in throughout the seminar's content or touched upon in specific breakout sessions.

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. 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 should submit one proposal per topic (maximum of three proposals) as per these instructions. Offerors are also invited to send any additional information or supplemental material (maximum of 6 pages) 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 institution, unless those sources are adequately cited and credited. In order to be qualified for this RFP, all Offerors must provide the following information, and format their proposal as follows:

1. Letter of Transmittal (two pages)

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 name all persons authorized to represent the institution, including telephone number(s) and email addresses. The Letter of Transmittal shall be signed by a representative who is authorized to contractually bind the institution and shall include the agent's title or authority. The letter should not exceed two pages in length.

2. Past Performance and Experience (one page)

Provide a brief description of the Offeror's proven track record of successfully implementing similar activities. Using the table format provided below, please list only the relevant projects the Offeror has implemented within the past three years, a brief description of how each is relevant to the scope of the RFP, and the contact details for each previous client or donor. You may also include recommendation/appreciation letters and certificates which demonstrate successful delivery of the activities.

	Activity title	Location of activity	Number of participants	Synopsis of the activity and relevance to the specified topic of the proposal	Performance period (date and duration)	Cost for the activity	Name and contact info (e-mail and phone) of the client or donor
1							
2							
3							

3. Narrative Proposal (up to ten pages)

Narrative proposals are expected to be comprehensive and must respond to each of the elements set forth in Attachment A: Statement of Work, in a Word document format.

The Narrative Proposal must include responses to the following:

- A. Why is your institution interested in hosting a seminar?
- B. A brief description of personnel who will serve as the Logistics point of contact, the Content point of contact, and support staff for the seminar, including a general overview of the expertise of the individuals. Please indicate each individual's name, current role, relevant past roles, and explanation of their qualifications as they relate to the seminar. Also state if any of the individuals will also serve as a facilitator during the seminar or specific seminar sessions.
- C. A detailed description of the services being offered and any information relevant to meeting the technical specifications stated in Attachment A. Competitive applications will demonstrate expertise in both the topic itself and in providing support to diverse students pursuing careers in industries related to the specified topic.
- D. A description of relevant partnerships and relationships and how they may be involved in the scope or content of the seminar, if applicable.

- E. A brief statement on the preferred month(s) and date(s) (Thursday through Friday) for the proposed seminar. Please also note any months and/or dates that would not work for your institution.
- F. A description of the program design which includes:
- Overall approach to the seminar content and delivery.
 - The institution's expertise on the specified topic (Closing the Skills Gap, Cyber Issues, Energy and Natural Resources, Entrepreneurship and Innovation, Infrastructure, Public Health, or Rural Economic Development and Agriculture).
 - The institution's expertise in guiding diverse undergraduate and graduate students pursuing careers in industries related to the specified topic.
 - A description of the unique strengths, experiences, best practices, and/or resources the institution, facilitator(s), speakers, and panelists will bring to the seminar that are relevant to the seminar's specified topic (Closing the Skills Gap, Cyber Issues, Energy and Natural Resources, Entrepreneurship and Innovation, Infrastructure, Public Health, or Rural Economic Development and Agriculture) and the leadership subtheme. Competitive applications will propose diverse facilitators, speakers, and panelists with varied backgrounds. Proposed facilitators, speakers, and panelists should understand and agree to presenting in a non-political manner and should also highlight diversity.
 - A description of at least two industry site visits and their contributions to the seminar objectives, and the seminar location's relevance as a knowledge hub for the topic proposed. The industry site visits must include substantial activities and interactions focused on developing participants' career skills, industry knowledge, and/or leadership abilities. Industry site visits that are merely tours will not be allowed. Speakers and panelists at industry site visits should be from diverse backgrounds.
 - A description of an opening dinner and networking opportunity for participants on Thursday night. Speakers, staff from the industry site visit locations, and other local industry leaders should be invited as appropriate.
 - A description of a dinner and cultural activity planned for participants on Friday night. This more informal event should encourage further relationship building among participants.
 - Description of ideas and innovative approaches to content delivery and/or suggestions for interactive activities or breakaway sessions not outlined in the RFP are encouraged and must be expressly noted in the form of a draft agenda.

The following supplemental documentation (outlined below in sections 4–7) must also be submitted: Curriculum Vitae or Resume of institution staff (e.g., Logistics point of contact, Content point of contact, and support staff for the seminar), facilitator(s), speakers, and panelists; a detailed seminar agenda with descriptions of the proposed sessions and the associated speakers/panelists; a description of the logistical arrangements; and a cost proposal with the institution's cost-rate agreement. Please note the venue space, facilitator(s), speakers, and panelists do not have to be retained at this time and can be confirmed if and when the award is granted. The institution staff (e.g., Logistics point of contact, Content point of contact, and support staff for the seminar) must be confirmed at the time of proposal submission.

4. Curriculum Vitae or Resume of Institution Staff, Facilitator(s), Speakers, and Panelists

The proposed facilitator(s), speakers, and panelists who will be moderating and presenting the seminar sessions must be appropriately qualified. Please provide the Curriculum Vitae or Resume and a brief paragraph about each individual, including their current role, their relevant past roles, and an explanation of their qualifications as they relate to the seminar session(s) they will be moderating or presenting.

5. Seminar Agenda and Session Descriptions

An agenda with session descriptions and proposed speakers/panelists must be included in the proposal. (Please see Sample Agenda in Attachment A.) Each session description should address the following:

- Relevance to the specified topic (Closing the Skills Gap, Cyber Issues, Energy and Natural Resources, Entrepreneurship and Innovation, Infrastructure, Public Health, or Rural Economic Development and Agriculture) and connection to the leadership subtheme.
- How the session will be tailored to participants as diverse alumni of the Gilman Program and contribute to their understanding of the specified topic, develop their leadership skills, and/or prepare them to further their careers in industries related to the topic.
- Anticipated learning outcomes.
- A detailed description of how each session will be interactive and engage participants. Lecture style sessions are highly discouraged.

6. Logistical Arrangements

Proposals must outline the logistical arrangements for the seminar, including proposed venue and meeting space options, plans for catering (refreshments and meals), parking availability, ground transportation options, and hotel accommodations. Proposals must also include a description of the physical spaces to be used.

- The recipient institution must provide services to people with disabilities in accordance with the American with Disabilities Act of 1992 (ADA), as applicable. All meeting spaces and venues for the seminar must be ADA-compliant. Offerors are strongly encouraged to adhere to the advancement of this principle in the implementation of all seminar elements.

IIE will arrange air travel for participants, but Offerors are asked to describe ease of access to and from airport(s) and train(s) for participants and list all relevant airports and distances from the campus and hotel in their proposal.

7. Cost Proposal

Proposals must include a detailed cost proposal in U.S. dollars as per the Excel budget template that covers the items identified in Attachment B. Offerors may include additional items they wish to propose; however, all efforts should be made to keep costs as low as possible. Cost sharing is strongly encouraged, but not required. Some common areas of cost sharing include any combination of waived staff salaries, honoraria, room rental fees, ground transportation, and parking.

- Cost sharing is defined as actual monetary contributions provided in support of the proposal, or in-kind contributions, which include items such as prorated staff time, discounted costs, speaker fees, and office and meeting space rental costs that are waived by the recipient institution. 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.
- Please see 2 CFR 200.306 for guidance on determining the value of cost sharing and matching: <https://bit.ly/33RFbMv>

The proposal must also outline the logic supporting the proposed costs and identify the source(s) for cost sharing contributions and the estimated volunteer hours in the budget narrative tab of the Excel budget template. 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 as an addendum to the cost proposal. Offerors must indicate in the budget how the rate is applied.

SECTION 4: TERMS OF PAYMENT

The U.S. Department of State provides the funding for the U.S. Future Leaders Topical Seminars through a cooperative agreement to IIE, which implements the Gilman Program on behalf of the U.S. Government. The recipient institution must provide an invoice and a final financial report (with actuals) to IIE upon completion of the seminar in accordance with the budget in the signed agreement. Any honoraria paid to facilitators or speakers shall be done by the recipient institution directly in accordance with the cost proposal.

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 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

Item	Requirement	Points Available
Organizational Capacity and Past Performance and Experience	Assessment of the Offeror's demonstrated experience implementing a similar scope of work. Assessment of the Offeror's staffing plan for this activity including expertise of the proposed individuals and diversity of proposed facilitators/speakers/panelists.	15
Program Design	Assessment of the Offeror's capacity to complete the scope of work. Assessment of proposed approach to completing the scope of work, including learning objectives, proposed session topics, proposed agenda, seminar activities, industry site visits, and opportunities for networking.	35
Implementation and Logistics	Assessment of logical program development, as evidenced in the proposed agenda, with realistic pace and varied session format and use of available resources. Assessment of ground transportation and hotel accommodations, in addition to proposed venue space, A/V, catering, and parking.	25
Cost Proposal	Assessment of the overall cost of the proposal, including cost-share and/or in-kind contributions to the seminar. 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. Higher scores will be awarded to the most cost-effective budgets.	25
Total		100

The U.S. Department of State's Bureau of Educational and Cultural Affairs will determine the final selection of seminar host institutions.

ATTACHMENT A: STATEMENT OF WORK

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The recipient institution will host approximately 50 Gilman alumni for a two-day seminar to take place on a Thursday and Friday in May, June, July, August, or September of 2020. The alumni will arrive on Wednesday night and depart Saturday morning. Offerors should note the dates they are available to host a seminar. The recipient institution will provide the seminar venue, catering, ground transportation, hotel accommodations, logistical support, and implementation of both the seminar overall and of specific sessions and activities (e.g., a networking dinner Thursday evening, two industry site visits, and dinner and a cultural event Friday evening).

Each seminar day should be approximately eight hours in length, commencing at 9 a.m. and concluding at 5 p.m., followed by dinner and more informal networking and cultural activities in the evenings. The seminar should also include two industry site visits designed to provide an in-depth and practical understanding of the seminar topic. For example, for Offerors applying for the topic of Cyber Issues, a visit to a leading company in the technology field would be an appropriate industry site visit. This component of the program should not simply be a tour but must deepen the seminar participants' understanding of the topic and potential related careers and have defined learning outcomes. Diversity of speakers at the industry site visits is also important to participants' experiences.

Offerors are encouraged to include a plan for recording key sections of the seminar as a means of promoting on-demand and virtual learning for a larger audience. Gilman Program staff will distribute digital resources to Gilman alumni via approved channels. Session facilitators, speakers, and panelists should be informed their materials will be shared more broadly unless they specifically request otherwise.

Seminar Participants

Seminar participants will be Gilman alumni whose career interests align with the identified topic for the seminar. Participants will represent a variety of ages, backgrounds, and career experience levels, but the seminar is intended for alumni who have already gained employment in an industry related to the seminar topic and are looking to develop the skills and expertise needed to become future leaders in the field. Participants may be local to the recipient institution city/state or from other locations across the United States.

Seminar Design and Facilitation

The U.S. Future Leaders Topical Seminar should be highly participatory, with energetic and interactive activities during all sessions to encourage alumni participation and engagement. Offerors are encouraged to build breakout sessions into the agenda to allow for deeper exploration of the specified topic and the leadership subtheme. Breakout sessions should feature speakers/panelists who have specialties in an area within the specified topic. Offerors are also encouraged to include a mix of speakers, panels, and roundtable discussions into the schedule. Physical movement is also important to avoid participant fatigue.

Ample time must be allowed for participants to share their knowledge and experiences with each other and engage with speakers and panelists. Additionally, adequate time should be allocated for participants to reflect on and document knowledge gained throughout the seminar. Tangible takeaways should be built into every portion of the seminar. Creative, structured networking activities during breaks, lunch, and/or dinner are important to help alumni connect with one another.

The agenda must include a visit to two relevant industry sites, such as local businesses and organizations, allowing industry leaders to interact directly with highly skilled and diverse alumni of the Gilman Program. Offers are highly encouraged to integrate local experts and industry leaders into the wider agenda and seminar sessions beyond the industry site visits.

Offerors should propose a seminar agenda that flows logically where all sessions contribute to the objectives outlined in this RFP and are relevant to the specified topic and leadership subtheme of the seminar. Offerors should also propose other sessions that may be of interest to alumni. Ideas for creative sessions like simulations or pitch competitions are encouraged but not required. In addition, the diverse facilitator(s), speakers, and panelists should keep in mind the participants' range of experiences and ages when developing and facilitating the sessions.

The Content point of contact and facilitator(s) will lead all sessions and activities, and all speakers and panelists must be approved by IIE prior to being confirmed for the seminar. Pursuant to the authorizing legislation of the Gilman Program, the U.S. Future Leaders Topical Seminars must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to, ethnicity, veteran status, race, gender, socio-economic status, and disabilities.

Sample Agenda

Wednesday

Afternoon/Evening	Participant arrivals
Afternoon/Evening	Seminar Check-in at hotel (in lobby or conference room)

Thursday

7:30 – 8:00 a.m.	Seminar Check-in at hotel (in lobby or conference room for any late arrivals)
8:00 – 8:30 a.m.	Commute to campus
8:30 – 9:00 a.m.	Breakfast on campus
9:00 – 9:30 a.m.	Welcome, Introductions of Staff (Host Institution, ECA, and IIE), Seminar Overview, and Opening Remarks (Host Institution and ECA)
9:30 -10:30 a.m.	Seminar Session #1
10:30 – 10:45 a.m.	Coffee/Tea Break
10:45 – 11:45 a.m.	Seminar Session #2
11:45 a.m. – 12:30 p.m.	Lunch on campus
12:30 – 1:00 p.m.	Commute to Industry Site Visit 1 location
1:00 – 5:00 p.m.	Industry Site Visit 1 (to include a formal welcome, tour, and activities/exercises/panels/breakout sessions followed by a short debrief)
5:00 – 5:30 p.m.	Commute to dinner
5:30 – 7:30 p.m.	Networking Dinner (on or off-campus)
7:30 – 8:00 p.m.	Commute to hotel

Friday

8:00 – 8:30 a.m.	Breakfast at hotel (boxed meal)
8:30 – 9:00 a.m.	Commute to Industry Site Visit 2 location
9:00 a.m. – 1:00 p.m.	Industry Site Visit 2 (to include a formal welcome, tour, and activities/exercises/panels/breakout sessions followed by a short debrief)
1:00 – 1:30 p.m.	Commute to campus
1:30 – 2:15 p.m.	Lunch on campus
2:15 – 3:15 p.m.	Seminar Session #3
3:15 – 3:30 p.m.	Coffee/Tea Break

3:30 – 4:00 p.m.	Overview of U.S. Department of State Opportunities and Non-Competitive Eligibility (This session will be presented by a representative from the U.S. Department of State.)
4:00 – 5:00 p.m.	Seminar Session #4
5:00 – 5:30 p.m.	Commute to dinner
5:30 – 6:30 p.m.	Dinner and Closing Remarks (Host Institution and ECA)
6:30 – 8:30 p.m.	Commute to Cultural Activity and Cultural Activity
8:30 – 9:00 p.m.	Commute to hotel

Saturday

7:00 – 10:00 a.m.	Breakfast at hotel (boxed meal)
7:00 a.m. – 5:00 p.m.	Participant departures

Summary of Responsibilities

Responsibilities of Recipient institution:

- Identify a Logistics point of contact and a Content point of contact who will liaise with ECA and Gilman staff on the development, implementation, and follow-up of the seminar. (Offerors may identify one person to conduct both roles, should they wish.) Offerors should also identify 1-2 staff members to support the Logistics point of contact for the duration of the seminar.
 - The Logistics point of contact will liaise with ECA and Gilman staff on the logistical planning, implementation, and follow-up of the seminar. This person will manage the catering, check-ins at the hotel, cultural activity, ground transportation, hotel accommodations, parking, photographer, printing, and the seminar venue and event space(s). The Logistics point of contact will also manage any logistical issues and participant emergencies.
 - The Content point of contact will collaborate with ECA and Gilman staff to tailor the seminar agenda and design, providing and delivering innovative, interactive, and practical content for the seminar as appropriate to the specified topic, leadership subtheme, and Gilman Alumni. This person will identify and secure the proposed speakers and industry site visits and will coordinate with these individuals on logistics and content, ensuring the different sessions and industry site visits build upon each other to comprehensively and cohesively address the seminar goals. The Content point of contact will also lead and facilitate seminar sessions and components.
- Identify and secure spaces on campus for all seminar sessions and events (see logistical requirements below).
- Order and ensure proper setup of A/V in the seminar space(s) and have staff available throughout the day to troubleshoot any technical issues (see logistical requirements below).
- Conduct on- and off-site management and manage event setup in all locations, check-ins at the hotel, catering, ground transportation, and tear-down in all locations.
- Secure parking near the seminar venue for staff from ECA and IIE (as needed) and any facilitators, speakers, or panelists not associated with the institution (see logistical requirements below). Offerors should propose parking options in the budget narrative and offer parking vouchers (if possible). Cost for parking vouchers can be included in the budget and/or cost share.
- Identify a local hotel able to accommodate 50 participants in double occupancy rooms and two program staff (ECA and IIE) in single occupancy rooms for Wednesday, Thursday, and Friday nights and book all rooms (see logistical requirements below).

- Secure ADA-accessible ground transportation for the following: participant travel from arrival airport to hotel and return to airport; participant and program staff (ECA and IIE) travel to and from campus on both days; and participant, program staff, and institution staff (e.g., Logistics point of contact, Content point of contact, and support staff for the seminar) travel to and from both industry site visits, the off campus dinner(s), and the cultural activity. Offerors should propose ground transportation options in the budget narrative and offer parking vouchers (if possible). All ground transportation costs can be paid for out of the award.
- Order catering, accommodating possible dietary needs of participants, program staff, institution staff (e.g., Logistics point of contact, Content point of contact, and support staff for the seminar), plus all facilitator(s), speakers and panelists as applicable (see logistical requirements below).
- Identify and coordinate two industry site visits to local businesses and/or organizations.
- Plan an opening dinner on Thursday night and invite industry site visit staff and local industry leaders.
- Book and arrange a group cultural activity on Friday night for participants, program staff, and institution staff.
- Secure a professional photographer to take photos throughout the seminar (including the dinners, industry site visits, and the cultural activity). Photos should be high quality and include a variety of angles and subjects. Photos must be shared with IIE during the seminar for social media purposes and after the seminar (within 2 business days of the seminar).
- Design and print a high-quality seminar workbook for participants. Where possible, the workbook content should be written and designed in a way that makes it self-explanatory and beneficial to alumni who did not attend the seminar. U.S. Department of State and Gilman Program branding must be included. (Branding guidelines will be provided to the recipient institution.) A digital draft of the workbook must be provided to IIE for review ten business days prior to the seminar. Any edits provided by IIE must be incorporated into the final version unless discussed prior with IIE. A digital version of the finalized workbook and any additional materials not included in the workbook must be provided to IIE within ten business days of the seminar and IIE will share these with the seminar participants. The workbook must include the following items:
 - The seminar agenda;
 - Bios of all recipient institution staff (e.g., Logistics point of contact, Content point of contact, and support staff for the seminar), program staff (ECA and IIE), facilitators, and speakers;
 - Participant rooming list with contact information
 - Campus map and seminar venue map
 - Emergency contact information
 - All PowerPoint Presentation slides, handouts, and interactive materials;
 - Pages for documenting key takeaways and reflections; and
 - Any suggested reading materials and/or resources related to the specified topic and leadership subtheme.
- Create and print name tags for all seminar attendees (see logistical requirements below). U.S. Department of State and Gilman Program branding must be included. (Branding guidelines will be provided to the recipient institution.)
- Create and print event signage for the check-in table at the hotel and all seminar spaces on campus. Signs should be at least 24" x 36". U.S. Department of State and Gilman Program branding must be included. (Branding guidelines will be provided to the selected host institution.)

- Print a sign-in sheet for the check-in table at the hotel and all handouts and materials as needed by participants, program staff, facilitators, or speakers.
- Provide campus logistical information (i.e., campus map, venue information and map, parking instructions and vouchers) to IIE and all facilitators, speakers, and panelists at least three weeks in advance of seminar. (IIE will share applicable logistical information with participants.)
- Publish an event press release with campus and local media and invite media to attend the seminar. (ECA will provide a press release for the recipient institution.)
- Prepare and submit a concise after-action report that discusses lessons learned in the development and execution of the seminar, positive outcomes of the seminar, and suggestions (i.e., the planning process, communication with IIE and ECA, content) for future U.S. Future Leaders Topical Seminars. (A report template will be provided to the recipient institution.)
- Prepare and submit a certified financial report and invoice to IIE for payment.

Logistical Requirements

Catering

- Order an appropriate menu selection for 50 participants, two program staff, institution staff (e.g., Logistics point of contact, Content point of contact, and support staff for the seminar), plus all facilitator(s), speakers, and panelists for:
 - Thursday: breakfast, lunch, and dinner. Thursday's opening dinner should include also include industry site visit staff and local industry leaders.
 - Friday: breakfast, lunch, and dinner. Friday's dinner can be less formal, with a group cultural activity afterward.
 - Thursday and Friday: Coffee/tea service for a break in the morning or afternoon
 - Saturday: breakfast (for participants only)
- Catering should provide a range of options that consider common dietary needs (i.e., vegan, vegetarian, halal, gluten-free, nut-free), as well as two-to-three beverage options. Based on past seminars, the host institution is encouraged to include more vegetarian options than indicated on the participant list.
- All food must be labeled to indicate dietary needs and potential allergens.
- All catering menus must be provided to IIE three weeks before the seminar.

Hotel Accommodations

- Secure space in the hotel lobby or a conference room for a designated check-in table and two chairs. Event signage must be present at the check-in table.
- The nightly rate per hotel room (excluding taxes) cannot exceed the FY2020 GSA rate for the state and county where the seminar will be held: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- The recipient institution will book ADA-accessible rooms for participants and program staff, but only the rooms for 50 participants should be included in the budget. Program staff will pay for their rooms upon arrival.

Seminar Event Space

- Secure an ADA-accessible plenary room that accommodates 55 individuals at round tables (to facilitate discussion and interaction throughout the seminar) for Thursday and Friday.
 - Ensure the space has capacity to set up a catering buffet in the plenary room space or in a nearby location.
 - Ensure the space is accessible from 8:00 a.m. – 6:00 p.m. both days of the seminar to allow sufficient time for set up and tear down.

- Ensure the space has free Wi-Fi. If a username and password are required to access the Wi-Fi, this information should be shared with IIE in advance of the seminar.
- Secure two ADA-accessible breakout rooms (as applicable) that accommodate 20 individuals at round tables (to facilitate discussion and interaction during the breakouts).
- Secure an ADA-accessible event space that accommodates 60-65 individuals (50 participants, two program staff, and institution staff (e.g., Logistics point of contact, Content point of contact, and support staff for the seminar) plus the proposed facilitator(s), speakers, panelists, industry site visit staff, and local industry leaders) and has room for catering and networking for the Thursday opening dinner.
- Ensure A/V capabilities, including a projector, screen and microphones in all reserved spaces, as needed. If the seminar includes a panel of speakers, each panelist should have access to a microphone. If possible, an additional microphone should be available for the audience to ask questions.

Parking

- Secure ADA-accessible parking spaces in close vicinity to the seminar location.
- Provide parking vouchers for program staff (if applicable) and any facilitator(s), speakers, or panelists not associated with the institution (in the event there is a cost associated with parking).

Name Tags

- Must be provided for all seminar attendees, including participants, program staff, institution staff (e.g., Logistics point of contact and support staff plus Content point of contact), facilitator(s), facilitator(s), speakers, and panelists.
- Must be high-quality and should be on a lanyard or use either magnetic backings or clip.
- Must print 10 extra (blank) name tags.

Responsibilities of IIE:

- Provide onboarding information to the recipient institution, clarifying roles, responsibilities and timelines and providing Gilman Program-related information, templates, and materials as needed.
- Publicize the seminar and seminar registration to Gilman alumni via social media, the Gilman Program website, and email. (The recipient institution is also encouraged to publicize the event.)
- Manage alumni pre-arrival registration.
- Book and pay for flights for alumni and provide travel stipends to support alumni travel. (ECA and IIE staff will book and pay for their own flights and transportation.)
- Create and manage hotel rooming list.
- Communicate with alumni before arrival and share hotel rooming list and arrival day logistical information (to be provided by the recipient institution).
- Provide final list of participants to recipient institution along with participants' and program staff dietary needs, allergies, and ADA accommodations (as applicable).
- Work closely with the recipient institution staff (e.g., Logistics point of contact, Content point of contact, and support staff for the seminar) and facilitator(s) to finalize all aspects of the seminar and provide hands-on support wherever necessary.
- Work closely with the Content point of contact and facilitator(s) to ensure the seminar sessions and industry site visits meet U.S. Department of State expectations.

- Arrange approvals for all seminar content, be onsite during the duration of the event, and serve as the primary point of contact for the recipient institution, addressing any and all questions from the recipient institution.
- Conduct online evaluation surveys for both alumni and recipient institution following the event.
- Distribute program materials to seminar participants and the wider Gilman alumni community following the event.
- Arrange follow-up meeting with recipient institution staff (e.g., Logistics point of contact, Content point of contact, and support staff from the seminar) and facilitator(s) to discuss how the Gilman Program may improve future events.
- Compose evaluation report on findings from the online evaluation survey to be shared with the recipient institution and the U.S. Department of State's Bureau of Educational and Cultural Affairs.

ATTACHMENT B: COST PROPOSAL

Submit a detailed budget as per the budget template for the services described in this RFP. 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 proposal.

The budget should be based on 50 participants, two program staff (one from ECA and IIE), and institution staff (e.g., Logistics point of contact, Content point of contact, and support staff) plus the proposed facilitator(s), speakers, and panelists. All efforts should be made to keep costs as low as possible and cost sharing is encouraged. The budget total should not exceed \$60,000.

The budget must include a line-item description and the estimated cost, cost sharing (as applicable), and total estimated cost (estimated cost minus cost sharing) for the following line items: administrative costs, catering, cultural activity, facility fees, ground transportation, honoraria, hotel accommodations, parking, photographer, printing, and staff salaries. The budget should break down all "lump sum" items as much as reasonably possible. Offerors may include additional items as applicable. Please note the award funds cannot be used for alcohol, gifts, and non-expendable items or equipment such as computers, office furniture, etc. (must be donated or paid for with non-U.S. government funds); international travel or extensive local travel; and other unallowable costs per 2 CFR 200- Subpart E.

Administrative Costs

Administrative Costs can include costs for postage, telephone, materials and supplies, and any other related costs (as described).

Catering

Catering should include costs for meals and refreshments on Thursday and Friday and be listed as per-person cost x 50 participants, two program staff, institution staff (e.g., Logistics point of contact and support staff plus Content point of contact), plus the proposed facilitator(s), speakers, panelists, and any other invited guests. Catering should also include costs for breakfast (participants only) on Saturday.

Cultural Activity

Cultural Activity should include any booking fees and/or tickets for the Friday night activity for 50 participants, two program staff, and institution staff (e.g., Logistics point of contact, Content point of contact and support staff) plus facilitator(s).

Facility Fees

Facility Fees can include costs associated with A/V, room rental (plenary room and breakout rooms), security, janitorial and others (as described).

Ground Transportation

Participants will need ground transportation from the airport closest to the recipient institution to the hotel, as well as drop off services for departure. The costs for this should be listed in the budget as per-person cost x 50 participants x 2 trips. Ground transportation will also be needed for participant and program staff (ECA and IIE) travel to campus both seminar days and participant, program staff, institution staff (e.g., Logistics point of contact, Content point of contact, and support staff for the seminar) and facilitator(s) (as applicable) travel to and from both industry site visits, the off-campus dinner(s), and the cultural activity. The costs for these should be listed in the budget as per-person cost x XX individuals x 2 trips.

Honoraria

Honoraria for facilitator(s), speakers, and panelists is not included in "Staff Salaries." The cost proposal can include recommended honoraria amounts for anticipated facilitator(s), speakers, and panelists as applicable, but the maximum honoraria for a single-session facilitator/speaker/panelist is \$200. Honoraria as compensation for institutions of higher education faculty at their institution must comply with their institutional policy and 2 CFR 200.430 (h).

Hotel Accommodations

Hotel Accommodations should include cost per night for double-occupancy room x 3 nights x 50 participants. (The recipient institution will not need to pay for hotels for the program staff out of this award but will need to reserve two additional rooms/night for program staff.)

Parking

Parking should include costs for parking near the seminar venue for program staff (as needed) and any facilitator(s), speakers, or panelists not associated with the institution (see logistical requirements below). Offerors should propose parking options in the budget narrative and offer parking vouchers (if possible). Cost for parking vouchers can be included in the budget and/or cost share.

Photographer

This should be costs for a professional photographer to take photos throughout the seminar, including the dinners, industry site visits, and the cultural activity. IIE will provide photo submission details to the recipient institution.

Printing

Printing should include costs to print high-quality seminar workbooks, event signage, and name tags. Signage must be at the check-in table at the hotel and in main seminar room, at minimum. U.S. Department of State and Gilman Program branding must be included.

Staff Salaries

Primary staff (e.g., Logistics point of contact and support staff plus Content point of contact) will be provided with financial support. Offerors must identify staffing requirements in the cost proposal by each position title and, as necessary, provide a brief description of duties, in addition to listing the annual salary of each position, percentage of time and number of months devoted to project (e.g., Program Coordinator: \$30,000/year x 25% x 3 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 3 \text{ months} =$

\$1,875). IIE is not authorized to provide institutions of higher education supplemental compensation. All institutions of higher education compensation must comply with 2 CFR 200.430 (h).

Thank you for your interest in hosting this seminar. We value our partnerships with U.S. higher education institutions. Please feel free to contact us with any questions. (Questions should be directed to the email address provided, using the guidelines provided within this document.)
