

Request for Proposals (RFP)

To : Offerors
From : Institute of International Education, Inc. (IIE)
Subject : Fulbright Visiting Scholar Enrichment Program Anchor City Grants

RFP Issue Date : September 23, 2022

Deadline for Submission of Questions:
October 12, 2022

Questions and Answers Made Publicly Available:
October 14, 2022

RFP Closing Date : October 23, 2022

RFP Closing Time : 11:59 PM EST

Performance Period : November 1, 2022 — July 31, 2023

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 **DOS Cost Reimbursable Subaward** 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 EST** on the date listed above. 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 the date listed above on IIE’s website under Subawards and Procurement (<https://www.iie.org/Work-With-Us/Subawards-Procurements>).

Sabrina Salahuddin-Shown, Project Manager

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Email: Enrichment@iie.org

Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: Enrichment@iie.org. Be sure to include in the subject line: **RFP Submission: Anchor City Enrichment Grant**. IIE will not accept proposals received by fax.

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SECTION 1: BACKGROUND AND PURPOSE

Background:

The Fulbright Anchor City Enrichment Program provides Fulbright Visiting Scholars with valuable experiences outside their usual academic environments in order to further promote the Fulbright Program's mission of mutual understanding between the people of the United States and the people of other countries. Each year there are between 50 and 100 Visiting Scholars in each of the Anchor City areas: Boston, MA; New York, NY; Los Angeles, CA; and San Francisco, CA. The Anchor City programs are important vehicles for delivering quality Enrichment programming to Visiting Scholars in those areas. The Fulbright Anchor City Enrichment Program is sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) with funding provided by the U.S. Government and supported in its implementation by the Institute of International Education (IIE). The Fulbright Program is the U.S. Government's flagship exchange program. (Update with Anchor City info from ECA)

The Fulbright Program, the flagship international educational exchange program sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA), is designed to increase mutual understanding between the people of the United States and the people of other countries.

The Fulbright Visiting Scholar Program provides grants to approximately 850 faculty and professionals from over 100 countries who receive Fulbright grants for advanced research and university lecturing in the United States. Grants range in length from three to twelve months.

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.

Purpose of Request for Proposal

The purpose of this Request for Proposal ("RFP") is to invite US-based educational, cultural, and or community-based organizations to submit a program proposal for activities in the academic year 2022-23 that provide visiting scholars with valuable experiences outside their usual academic environments in the following regions.

- Boston, MA
- New York, NY
- Los Angeles, CA
- San Francisco, CA

These activities should be designed to further promote the Fulbright Program's mission of mutual understanding. Details on the program design requirements are 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 Offerors 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 elect 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 Offerors 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-Subaward-Opportunities>. 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.

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

1. Letter of transmittal, one page

2. 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

3. Qualifications and Capabilities, 2 pages maximum not including any CVs

- Brief description of the organization/entity and experience in the field that illustrates overall services and capabilities to meet the terms of the RFP
- Years of relevant experience
- Any plans to outsource/subcontract the services or any part thereof
- Please provide the following, in order:
 - A description of your staff and volunteer plan for the year.
 - A list of your proposed staff in the following format:
 - Name:
 - Proposed position on your team:
 - Summary of relevant expertise and experience:
- Please include the CVs for primary staff contact (no longer than one page in length).

4. Past Performance and Experience

Document and summarize your proven track record of successfully implementing similar activities. Using the table format provided below, please list only the relevant projects you implemented within the past 3 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. You may want to mention any lessons you learned from the similar projects.

#	(a) Name of Organization	(b) Activity Title	(c) Locations of activity	(d) Synopsis of the activity and relevance to this RFP	(e) Performance period (date and duration)	(f) Cost for the activity	(g) Name & Contact Info (E-mail <u>and</u> phone)
1							
2							
3							

5. Implementation of the Statement of Work, 5 pages maximum

- A detailed description of the plan for completing the services described in **Attachment A**
- Proposal of the programming and events, in chronological order, that you will implement as the scope of work. Please demonstrate how the events relate to the mission of the Fulbright enrichment program (detailed in Attachment A).
- A list of proposed events and a description of how those events will help meet the goals and mission of the Fulbright program
- Describe how your organization will uphold the Fulbright commitment to diversity
- Quality control plan including:
 - A description of internal review procedures that facilitate high-quality standards
 - How quality control will be managed when completing multiple projects for multiple clients
- Exceptions to the RFP, additional or different ideas, in the statement of work and other requirements should be expressly noted

6. Cost Proposal

- Submit a detailed cost proposal, in U.S. dollars, in the recommended format shown in **Attachment B**
- Include any additional cost items that the Offeror wishes to propose
- 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. No advance payments will be provided.

SECTION 5: EVALUATION OF PROPOSALS

Item	Requirement	Points Available
1) Program Proposal Content	<p>Program planning: Detailed plan and calendar should demonstrate creativity and thoughtfulness of programming;</p> <p>Higher scores will be awarded to methodologies that indicate a greater practical understanding of implementing the work, and more innovative but realistic ways of carrying out the work.</p> <p>Proposals that demonstrate innovative enrichment ideas will receive higher scores.</p>	40 points
2) Experience and References	<p>Demonstrated past experience implementing a similar scope of work. Assessment of reference responses, if applicable.</p> <p>Proposals should illustrate the institution or organization’s capacity to carry out the proposed plan.</p>	20 points
3) Staffing	<p>Greater points will be awarded for presentation of staff with greater qualifications and experience in managing works similar that stated in this RFP.</p>	10 points
4) Support of Diversity	<p>Proposals should show commitment to promoting awareness and understanding of diversity;</p>	10 points
5) Cost Proposal	<p>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.</p>	20 points

	<p>Assessment of the overall cost of the proposal.</p> <p>Cost-effectiveness and Cost sharing: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. We strongly recommend that it not exceed 25% of the overall budget. All other items should be necessary, reasonable, and allowable. Proposals should maximize cost sharing through direct funding contributions, private sector support, and in-kind donations.</p>	
Total		100 points

SECTION 6: ANNUAL RENEWAL:

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.

ATTACHMENT A STATEMENT OF WORK

Enrichment Anchor City Grant Opportunities

The Fulbright Anchor City Enrichment Program provides Fulbright Visiting Scholars with valuable experiences outside their usual academic environments in order to further promote the Fulbright Program’s mission of mutual understanding between the people of the United States and the people of other countries.

All enrichment activities must take place beginning November 1, 2022 and conclude by July 31, 2023, according to the program design requirements outlined below. In-person Anchor City events should follow the most restrictive CDC, state, or local guidance applicable to the event/activity location to help ensure the health and safety of participants. Anchor City grant recipients should be prepared to transition in-person events to a virtual format based on requirements established by the Fulbright Program.

Each year there are between 50 and 100 Visiting Scholars in each of the Anchor City areas: Boston, MA; New York, NY; Los Angeles, CA; and San Francisco, CA. The Anchor City programs are important vehicles for delivering quality Enrichment programming to Visiting Scholars in those areas.

The Goals of the Fulbright Visiting Scholar Enrichment Program

The goals of the enrichment programs are to:

1. Build cross-cultural understanding through activities that highlight U.S. culture and history, including the diversity of the U.S. and of its people, at the local, state, regional, and national levels;
2. Expand professional and social networks to create a stronger Fulbright community;
3. Promote community service activities to increase the spirit of volunteerism and facilitate interactions with diverse segments of U.S. society;
4. Strengthen national and global Fulbright alumni networks; and

5. Expand outreach to promote the Fulbright Program and highlight its impact and promote the Fulbright brand.

Proposed enrichment programming in anchor cities throughout the 2022-2023 academic year, should advance most, if not all, of these five goals.

Program Design Requirements

Each of the proposed activities should be designed to meet one or more of the key goals outlined above. Organizations are also highly encouraged to partner with local chapters of the Fulbright Association for certain activities. Activities can be social in nature, but should offer exposure to something unique to the local community, state, or region that visiting Fulbright grantees may not experience on their own. Community service events or volunteer activities are strongly encouraged. Preference will be given to activities that are unique, and innovative, and make a concerted effort to promote the Fulbright brand with organizations, institutions, audiences, communities less familiar with international exchange, and education at all levels.

All events should take place between November 1, 2022 and July 31 2023. Include a draft calendar of events and a communications plan for maintaining contact with the visiting scholars (IIE will provide an updated list of scholars and their contact information in the fall and spring).

Up to 10% of the program budget, including In-kind contribution, may be used to support programming for family members of Fulbright Visiting Scholars and for other guests. Family participation should not, in any case, limit the participation of Scholars. All activities should contribute to overall enrichment goals for the Visiting Scholars.

The proposed schedule of activities must include:

- A welcome reception in November;
- At least one event that addresses the role of community colleges, preferably highlighting a workforce development program;
- Events that highlight Fulbright Alums;
- Events highlighting diversity-related themes such as Black History Month, Women's History Month, Asian American Heritage Month, and others;
- Participation in volunteer or service-learning activities that celebrate diversity;
- At least one activity that highlights diversity related to persons with disabilities; and
- A farewell reception before July 31.

Examples of other activities may include, but are not limited to:

- Group community service and/or hands-on volunteer activities that directly impact the community;
- Small group or individual home hospitality and/or restaurant visits (including visits with the owner and/or chef) to introduce Fulbright Visiting Scholars to regional cuisines and their history;
- Tours/activities (architectural, historical, cultural, etc.) that emphasize the diversity and history of the area;
- Excursions that highlight the local environment, flora, fauna, and/or history;
- Panel discussions highlighting U.S. current events or other topics of national relevance with locally-based U.S. subject experts, Fulbright Visiting Scholars, and/or U.S. Fulbright alumni;
- Attendance at a sporting event with a pre-game orientation to a new sport and/or post-game visit with players/coaches/management;
- Visits to unique K-12 educational facilities;
- Participation in a local festival, musical or arts event;
- Visits to local nonprofits, volunteer organizations, or other local organizations that work on a local, state, national, or international level; or
- Participation in an event commemorating a U.S. holiday.

In arranging these different events and activities, it is valuable, as well, when the "Fulbright brand" reaches segments of society less familiar with the Program's existence, value and impact.

For each activity, the selected organization agrees to submit a short summary of the event that includes the number of scholars and a selection of captioned images from the event within 48 hours of the event's completion.

Reporting/Evaluation Guidelines

- Event recap: For each activity, the selected organization agrees to submit a short-written summary of the event that includes the total number of scholars in attendance and a selection of captioned images from the event within 48 hours of the event's completion. The organization is responsible for securing photo releases for all shared photos.
- Events calendar: Organizations are responsible for maintaining IIE's events calendar via an editable portal. The calendar should be kept updated with upcoming events.
- Mid-term and final reports: The organization is asked to conduct an evaluation with visiting scholars to survey the event's impact and understanding of the topic(s) discussed at the event. IIE will provide evaluation templates for scholars and organizations to provide feedback after each activity. Organizations will also be required to submit an interim mid-year report and a final report on all activities, evaluation survey results, and expenditures by January 31, 2023. A final report including the final evaluation survey should be submitted no later than 30 days after the conclusion of the closing activity. Mid-year and final reports should include an overall evaluation of activities and a budget reconciliation. Non-compliance with reporting requirements may delay grant payments.

Enrichment and Fulbright Alumni

We strongly encourage coordination and joint initiatives with U.S. Fulbright alumni primarily through the U.S. Fulbright Association and its network of chapters, including those located in or around Anchor City. The goal is to link Fulbright Visiting Scholars with U.S. Fulbright alumni the Anchor City. The goal is to link Fulbright Visiting Scholars with U.S. Fulbright alumni and Fulbright network to strengthen long-term mutual understanding and to build professional and social networks that lead to long-term institutional and individual relationships. Information about the alumni and social networking resources available through the United States Department of State's Bureau of Educational and Cultural Affairs' (ECA), including International Exchange Alumni, should be provided to all participants. Organizations should encourage participants to utilize the Fulbrighter Network via the Fulbrighter.org website and mobile application.

Diversity

"Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to, race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation, or gender identity. Pursuant to ECA's authorizing legislation, Fulbright Enrichment Programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. Proposed activities should also highlight and foster interaction with the diversity of local communities in order to demonstrate the contributions of these groups to the community and to the United States. Grant recipient is strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Opportunities for Fulbright Visiting Scholars to interact with U.S. minority audiences are encouraged.

Branding Requirements

All Enrichment programming **must** use the approved Fulbright logo and be identified as associated with the Fulbright Program. Please refer to the [U.S. Department of State communication guidance](#) for general guidance related to ECA programs and [Fulbright Program Guidelines-Brand Identity](#). All program materials should note:

"This Fulbright Enrichment activity is sponsored by the U.S. Department of State with funding provided by the U.S. Government and supported in its implementation by the Institute of International Education (IIE), and [organization]."

This language should appear prominently on all print and electronic materials, newsletters, and event advertisements, and should appear above that of the role of the Anchor City grant recipient. It should include a link to www.eca.state.gov.

ATTACHMENT B COST PROPOSAL TEMPLATE

Submit a detailed, budget for the services described in the technical proposal. 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.

Use the format (excel spreadsheet) provided with the RFP.

Preparing the Proposal Budget

This section describes how the budget should be prepared. After carefully reading the guidelines below, enter your budget on the template provided. Add additional lines as necessary. Please also enter In-kind contribution items after reading the respective guidelines. A budget narrative up to three pages must also accompany the proposed budget.

Budget Guidelines

- Your maximum grant amount is based on the predicted number of scholars in each Anchor City and the frequency of past events. Those amounts are:
 - Boston, MA: \$60,000
 - New York, NY: \$65,000
 - Northern California: \$55,000
 - Southern California: \$45,000

That figure, plus the In-kind contribution you provide (cash and/or in-kind) should cover administrative costs as well as a range of proposed enrichment programming activities throughout the 2022-2023 academic year.

- It is highly recommended that administrative expenses, salaries, postage, telephone, materials and supplies, and other (as described) not exceed 25% of the overall budget including In-kind contribution.
- Up to 10% of the overall budget (including In-kind contribution) may be used to support programming for scholar family members and guests. Family participation should not, in any case, limit the participation of Scholars. All activities should contribute to the overall enrichment goals for the Visiting Scholars.
- The budget should include estimates for the number of guests expected to attend any in-person events.
- Cost sharing is expected and must be allowable (see next section).
- Please note that Program income is not authorized. Prior written approval is required from IIE before any program income can be earned (including, but not limited to, charging a fee to event participants).
- A brief budget narrative must also be attached to explain how the budget figures were calculated. (See "Proposed Budget Narrative" section below for additional details.)

The budget should include detailed information including, but not limited to:

Program Expenses:

- Local Travel/Transportation such as buses: Grants cannot support the costs of international travel or extensive local travel.
- Refreshments/Meals: Cost x # of visiting scholars and all other participants (at or below the prevailing per diem rate – based on rates per meal provided by the U.S. General Service Administration: <http://www.gsa.gov/portal/category/100120>); grant money may not be used on alcohol;
- Meeting rooms and facility fees: Meeting room fee may not exceed \$250 per room per day (some high-cost cities may require a higher amount – please provide justification). Include estimates for any AV equipment in this section.
- Tickets/Admission Fees: Include cost estimates for any fees related to site visits or excursions x # of Fulbright Visiting Scholar and other participants. Entertainment expenses are not allowed.
- Honoraria: Honoraria may not exceed \$500 in grant funds per speaker (for all proposed honorarium recipients, please include the person's professional affiliation and job title). Awarded funds may not be used for honoraria to U.S. Fulbright alumni.

Administrative Expenses: We recommend a maximum of 25% of the grant be used for administrative purposes including staffing.

- Staffing: Identify staffing requirements by each position title and, as necessary, brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project. For example, Program Coordinator: \$36,000/year /12 months x 10% x 8.5 months; calculation: $\$36,000/12 = \$3,000 \times 10\% \times 8.5 \text{ months} = \$2,550$). Ten percent of a program coordinator's time at \$36,000 per year, over the course of eight and a half months of programming results in a cost of \$2,550. Please clearly explain how the requested cost for staffing was calculated and include the appropriate Excel formulae.
- Facilities: Provide specific information on: office space, and telephone; materials and supplies.
- Indirect Costs: Indirect costs may be charged only if the organization has a NICRA. Please provide NICRA information along with the proposal. Organizations that do not have a NICRA may elect to charge a de minimis indirect rate of 10% of modified total direct costs (MTDC). See 2 CFR 200.414 Indirect (F&A) costs for more details.

In-kind contribution: In-kind Contribution is expected. In-kind Contribution is defined as actual monetary contributions provided in support of the proposal, or in-kind support, which includes items such as discounted costs, speaker fees, and office or meeting space rental costs that are waived. In-kind contributions may be by the grant recipient or other organizations or institutions. Organizations must be able to document their In-kind contribution contributions. An in-kind contribution may not be declared toward any unallowable items. The in-kind contribution must be reasonable, allowable, and allocable by the applicable cost principles.

Resources for determining the value of cash and in-kind contributions:

2 CFR 200.306 Cost sharing or matching

<http://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-306>

Volunteers: Volunteer hours contributed are also a form of cost sharing and a valuable resource. The budget template form asks for an estimate of the number of total volunteers and volunteer hours that will be donated for the activity. Recipient organizations will be expected (to the best of their ability) to track the number of volunteers and volunteer hours and include them in their final report.

All costs must be in accordance with the applicable cost principles (Subpart E of the Uniform Guidance at 2 CFR 200).

Budget Exclusions - Enrichment program funds cannot be used for:

- Alcohol, gifts, and non-expendable items or equipment, such as computers, office furniture, etc.
- International travel or extensive local travel;
- Tickets or others costs for non-Fulbright participants (must be donated or paid for with non- U.S. Government funds) except where designated as a family activity;
- Expenses related to U.S. Fulbright alumni; or
- Individual research projects.

Proposed Budget Narrative: For each proposed budget, please attach a budget narrative (up to three pages) to describe the costs presented, which should include:

- An estimate of the number and type of participants for each event [i.e., Fulbright Visiting Scholars, family, Fulbright Foreign Students, Fulbright Visiting Teachers, U.S. Fulbright alumni, guests];
- Per person cost for meals, tickets, lodging, and other items;
- Sources for cost sharing contributions; and
- Estimated volunteer hours. Please note the number of volunteer hours for each person and associate a per hour rate for that position, speaker, etc.

For example, the budget narrative regarding a theater event might state:

“For the theater event, we estimate that 20 Fulbright Visiting Scholars and 20 U.S. alumni will attend. Tickets cost \$30 each, but we have obtained a \$10 per ticket discount from the theater (\$400 in-kind contribution). Therefore, the 20-chapter U.S. alumni members will be charged \$20 per ticket (\$400 cost sharing), and we are requesting grant funds to cover the cost of tickets for the 20 Fulbright Visiting Scholars (\$20 x 20).”

ATTACHMENT C ADDITIONAL REQUIREMENTS

Please include CV for primary staff contact and any additional materials you believe would strengthen your proposal. For example, you may wish to include letters of support, references, or brochures. As participation from the local Fulbright Association chapter is strongly encouraged, a letter from the local chapter president would greatly enhance the proposal. Please include short biographical sketches or resumes of staff who will work on planning, coordinating and executing the events. The sketches should highlight professional qualifications and work or volunteer experience that is relevant to programming or event planning for small and large groups of visitors.

IT Security Evaluation

IIE's IT security assessment is based on The NIST (National Institute of Standards and Technology) Cybersecurity Framework v1.1 (CSF) and is carried out through an assessment conducted by OneTrust. NIST is a guidance, based on existing standards, guidelines, and practices for organizations to better manage and reduce cybersecurity risk. The NIST CSF consists of five concurrent and continuous Functions—Identify, Protect, Detect, Respond, Recover. When considered together, these Functions provide a high-level, strategic view of the lifecycle of an organization's cybersecurity risk management.

- If the vendor will send, store or receive Personal Data (any information that can identify a specific individual person, including name, address, or email address) on behalf of IIE an **IT Security Evaluation is required prior to signing a contract**. Please note that this includes vendors that will provide a technology solution that sends, stores or receives Personal Data.
- The evaluation may include vendor completion of a security compliance assessment and delivery of security evidence to IIE.

Prohibition on certain telecommunications and video surveillance services or equipment

IIE cannot enter into a contract to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Covered equipment and services must not be part of your offer to IIE.