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## **REQUEST FOR QUOTES (RFQ):**

### **World Learning: Global Exchange Unit For U.S. Department of State programs, USAID programs, and additional U.S. & non-U.S. Governmental Agencies Programs**

World Learning invites submission of quotes from vendors within Washington D.C., Northern Virginia, and Maryland interested in providing services for international visitors and other project personnel traveling under auspices of the U.S. Department of State (DOS), USAID, and other U.S. and non-U.S. Government Agencies.

World Learning is a nonprofit organization advancing leadership in more than 60 countries. For 85 years, we have envisioned a just world driven by engaged citizens and thriving communities. To achieve this goal, we provide education, exchange, and development programs that empower people and strengthen institutions.

World Learning's Global Programs Unit mission is to design and implement training and exchange programs that transform the lives of thousands of youth, students, and professionals from hundreds of countries each year. These programs develop leadership skills, professional expertise, and community-building strategies, while immersing participants in other cultures, fostering mutual understanding, and equipping them to effect meaningful change. World Learning currently has more than 100 staff implementing over 40 USG contracts and grants (primarily DOS and USAID) worth more than \$98M.

The Unit manages programs for approximately 2600 participants per year. Group sizes vary from 2 to 60 youth or adults.

This RFQ does not obligate World Learning to accept or contract for any expressed or implied services, nor does it obligate the vendor to accept or contract for any expressed or implied services. World Learning reserves the right to reject any or all quotes and to waive irregularities and informalities in the submission process.

Responses to this RFQ should be emailed to [Daniel.russell@worldlearning.org](mailto:Daniel.russell@worldlearning.org) by 5:00 p.m. on Friday, November 16, 2018. Submissions should include a brief description of the company and services, the primary point-of-contact, a reference from a prior client, and demonstrated capability and willingness to perform the Required Quote of Service, listed on page 2.

## PURPOSE

World Learning is formalizing our procurement process to comply with federal regulations for recipients of federal grants. To satisfy those requirements, we invite you to submit a proposal to join World Learning's Preferred Vendor List. This RFQ is for ongoing services for five years starting on the date of November 1, 2018.

## DESCRIPTION OF NEEDS

World Learning is looking for a vendor to provide city tours of Washington, DC. These tours will include the tour content listed in the Required Quote of Service section. World Learning requires the Tour Guide to meet the international delegation at their hotel before the start of the tour. The ground transportation company will be arranged by World Learning, unless the vendor wishes to provide transportation for an additional cost.

Please indicate if your business qualifies in the following categories:

- Historically Under-Utilized Business (HUB) Zone Located,
- Minority Business Enterprise, Small Business – Self Certified,
- Small/Disadvantaged Business SBA 8(a) – Certified,
- Service Disabled Veteran-Owned Business,
- Veteran-Owned Business, and
- Women-Owned Business.

## REQUIRED QUOTE OF SERVICE

1. The length of the Washington, DC City Tour should be at least three hours.
2. Please include a list of the tour content. The content of the tour should include, but is not limited to:
  - key sites for the three branches of government,
  - a history of the city's development as the nation's capital,
  - the unique status of the city as the District of Columbia, and
  - other notable and key aspects of the city as a federal capital.
3. Price or rate of tour direction only (not including ground transportation).
4. If your company also includes ground transportation, please include this as a separate rate from the tour direction.
5. Ability to meet international visitors at their Washington, DC hotel to deliver the tour. No reimbursement for travel to/from hotel.
6. Availability: tours are primarily needed on the weekends, particularly on Sundays.
7. Need to be comfortable working with interpretation and with people from different cultures and countries.
8. Flexible accommodation of last-minute changes and cancellations.
9. Capacity to offer tours in other languages a plus.

## CRITERIA FOR INCLUSION ON THE PREFERRED VENDORS' LIST

Evaluation of the quotes will be based on the criteria listed below:

- Capability and willingness to perform the Required Quote of Service (listed above)
- Quality of services, including references
- Competitive rates
- Small, Minority, Women owned businesses preferred but not limited to
- Environmental consciousness
- Range of accommodation
- Condition and professional appearance of vehicles

## REQUIREMENTS

Proposals should be no longer than 4 pages, double-spaced, plus addendums.

Proposal Submission should be submitted in electronic format with the following subject line: World Learning Procurement – City Tours. The proposal should be emailed to [Daniel.Russell@worldlearning.org](mailto:Daniel.Russell@worldlearning.org) by 5:00 p.m. on Friday, November 16, 2018.

## PREVIOUSLY BOOKED WORLD LEARNING PROJECTS

In the case of any World Learning bookings that predate the final RFQ agreement for July 1, 2013 through November 16, 2018, all prior agreements will be honored by all parties.

## QUESTIONS

Questions regarding this RFQ may be directed to [Daniel.Russell@worldlearning.org](mailto:Daniel.Russell@worldlearning.org).

## NOTIFICATION

Successful bidders will be notified by World Learning no later than 5:00 p.m. Friday, December 7, 2018 and will be added to the Preferred Vendor List. Upon addition to the Preferred Vendor List, the vendor will be given immediate consideration for business. World Learning reserves the right to utilize multiple or different vendors from this RFQ if it is in the best interest of the program.