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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 **ground transportation 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 Exchange 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.

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, reference from 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 will typically need the following in our transportation requests: airport pick-ups; airport drop-offs; transportation to and from Washington, DC meetings; occasional one-way travel to New York City, Philadelphia, Pittsburgh, and other nearby cities; vehicles that can accommodate handicapped individuals; flexibility on schedules and itineraries; and vehicles and drivers that are fully registered, licensed, and insured.

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. What is your daily rate?
2. Do you have an hourly rate? If so, do you have a minimum?
3. What are your airport transfer rates?
4. Do you have intercity rates? If so, what are those rates and the parameters?
5. Do you have any service fees that are included in rates and/or final bills?
6. How many vehicles do you own/use/have access to? What is the capacity of those vehicles?
7. Do you have handicap-accessible vehicles? How many do you own/use/have access to?
8. Do you have driver minimums? If so, what are those minimums?
9. What is your cancellation policy? Do you have a penalty?
10. What is your capacity of accommodating flexible schedules and last minute changes to itineraries?
11. Do you use a standard gratuity for your drivers? If so, what percent do you use? If not, can we include this gratuity in our bill?
12. Are your vehicles fully registered and insured (required)?
13. Do you have any bilingual drivers? If so, what languages?

## 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 – Transportation. Your 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 bidder will be notified by World Learning no later than 5:00 p.m. Friday, December 7, 2019 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.

## PROVISIONS INCLUDED IN ALL AGREEMENTS

All vendors must agree to incorporate the following provisions into their operations.

1. Equal Employment Opportunity: All agreements shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of

Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

2. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): For all contracts or sub-grants of \$100,000 or more, World Learning shall obtain from the vendor a certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Likewise, since each tier provides such certifications to the tier above it, World Learning shall provide such certifications in all situation in which it acts as a sub-recipient of a sub-grant of \$100,000 or more.
3. Debarment and Suspension (E.O.s 12549 and 12689): For all agreements in excess of the small purchase threshold fixed at 41 U.S.C. 403(11) (currently \$100,000), World Learning shall obtain from the vendor a certification that neither the vendor nor any of its principal employees are listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Non-procurement Programs.