



# World Learning Inc.

## REQUEST FOR QUOTES (RFQ): World Learning

World Learning invites submission of quotes from vendors in Washington, DC, Northern Virginia, and Maryland interested in providing **DC city tours** for international visitors and other project personnel traveling under the 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 more than 80 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 designs and implements 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. This unit currently has over 90 staff implementing more than 50 USG contracts and grants (primarily DoS and USAID) worth \$97M. The Unit manages programs for approximately 2000 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 wave irregularities and informalities in the submission process.**

Quotes should be emailed to [alexandra.bare@worldlearning.org](mailto:alexandra.bare@worldlearning.org) by **5:00 p.m. on June 3, 2019**. 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.

### PURPOSE

World Learning is formalizing the 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 (5) years starting on the date of receipt.

## REQUIRED QUOTE OF SERVICE

1. The length of the Washington, DC City Tour should be approximately 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,
  - history of the city's development as a nation's capital,
  - unique status of the city as the District of Columbia,
  - other notable and key aspects of the city as a federal capital.
3. Rate for tour direction only (not including ground transportation).
4. If your company also provides ground transportation, please include this information 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 Sunday mornings.
7. Your experience working with interpretation and with people from different cultures and countries.
8. Flexibility to accommodate last-minute changes and cancelations.
9. Capacity to offer tours in other languages is a plus. Please indicate the language(s) in which you can offer tours.

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, or
- Women-Owned Business.

## 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)
- Condition and Professional appearance of Vehicles (if applicable)

## REQUIREMENTS AND SUBMISSION INSTRUCTIONS

Proposals should be no longer than 4 pages, double-spaced, plus addendums. Proposal Submission should be in electronic format with the following subject line: World Learning Procurement – City

Tours. Proposal should be emailed to [alexandra.bare@worldlearning.org](mailto:alexandra.bare@worldlearning.org). Please include Required Quote of Service, a resume/CV, relevant certifications, and at least one reference that we may contact to verify capability and willingness to perform the Required Services.

## QUESTIONS

Questions regarding this RFQ may be directed to [alexandra.bare@worldlearning.org](mailto:alexandra.bare@worldlearning.org) or by calling 202-464-6746. Please do not contact other staff at World Learning about this or other bids.

## PREVIOUSLY BOOKED WORLD LEARNING PROJECTS

All prior agreements and bookings between World Learning and potential bidders, which predate this RFQ or subsequent selection, will be honored.

## NOTIFICATION

Successful bidders will be notified by World Learning no later than 5:00 p.m. ten (10) business days after proposal submission 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, and 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.