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**Request For Quotes (RFQ):
GROUND TRANSPORTATION IN GREATER NEW YORK CITY AREA**

World Learning

For U.S. Department of State programs, USAID programs, and additional
U.S. and non-U.S. Governmental Agency Programs

***Quotes should be sent via email in a PDF or Word document to
patricia.harrison@worldlearning.org by 5:00 pm on Friday, April 19, 2024***

World Learning's Corporate Profile

World Learning is a nonprofit organization advancing leadership in more than 60 countries. We envision a just world, driven by engaged citizens and thriving communities. Our mission is to empower people and strengthen institutions through education, sustainable development, and exchange programs. World Learning is a 501(c)3 corporation incorporated in the state of Vermont and co-headquartered in Washington, DC and Vermont.

World Learning's RFQ Objective

World Learning is issuing this Request for Quotes (RFQ) to companies or vendors in the Greater New York City metropolitan area to provide **ground transportation services** for international visitors and other project personnel traveling on programs sponsored by the U.S. Department of State (DOS), USAID, and other U.S. and non-U.S. Government Agencies.

The objective of this RFP is for World Learning to develop long-term partnerships with ground transportation vendors that will be able to reliably deliver ground transportation service throughout the year to groups of varying sizes.

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. Any commitment to purchase will be outlined in a subsequent contract. World Learning reserves the right to reject any or all quotes and to waive irregularities and informalities in the submission process.

World Learning's Current Overview

Ground transportation for our programs is currently provided by three companies on our Preferred Provider List. The Preferred Provider List is renewed every five (5) years.

The Global Programs Unit manages programs for approximately 1600 participants per year. Group sizes vary from 2 to 60 youth or adults, and most groups are in New York City for 3-7 days each time.

Description of Required Services

World Learning typically needs the following ground transportation services: airport transfers; transportation to and from meetings in the greater New York metropolitan area; occasional one-way travel to other nearby cities; vehicles that can accommodate individuals with disabilities; flexibility on schedules and itineraries; and fully registered, licensed, and insured drivers. Vendors must carry sufficient and appropriate insurance.

RFQ Submission Instructions

World Learning is requesting vendors to provide a written response. **Please submit your quote via email in a PDF or Word document to patricia.harrison@worldlearning.org by 5:00 pm on Friday, April 19, 2024.** Please use the following subject line in your email: Response to RFQ – Ground Transportation.

Submissions should include a brief description of the company and services, rates of service, the primary point of contact, a reference from a prior client, and demonstrated capability and willingness to perform the required services, listed above. See below for a detailed list of required information.

Information Required in RFQs

- Daily and hourly rates; minimum charge
- Airport transfer rates
- Intercity rates
- Any additional service fees
- Any standard gratuity for drivers
- Cancellation policy and any surcharges related to late cancellation or last-minute changes to itineraries
- Number and capacity of vehicles you own/use/have access to; registration and insurance
- Do you own, or have access to, handicap-accessible vehicles?
- Description of environmentally friendly practices and policies
- 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
- Reference from a prior client

Selection Criteria

After receipt of the proposal, World Learning will conduct client reference checks. The Selection Team will then evaluate all of the information presented and select up to three (3)

vendors or companies for our Preferred Provider List. Selected vendors will be asked to sign an IDIQ (Indefinite Delivery, Indefinite Quantity) contract for services that will formalize the provisions (see below).

All valid RFQ responses will be evaluated on several qualitative and quantitative criteria:

- Capability and willingness to perform the Required Services (listed above)
- Quality, flexibility, and reliability of services
- Competitive rates
- Small, Minority, Women owned businesses preferred, but not limited to
- Ability to provide handicap-accessible transportation
- Condition and professional appearance of vehicles

Selection

Successful bidders will be notified by World Learning no later than 5:00 pm on May 3, 2024 and will be asked to sign an IDIQ contract to be added to the Preferred Provider List. Upon addition to the Preferred Vendor List, the vendor will be given immediate consideration for business. World Learning reserves the right to use multiple or different vendors from this RFQ if it is in the best interest of the program.

World Learning Schedule of Events – Key Dates

- March 22, 2024 – World Learning’s publication of RFQ
- April 19, 2024 at 5 pm ET – Due date for all RFQ responses to World Learning
- Week of April 22, 2024 – Evaluation of RFQs
- Week of April 29, 2024 - Any follow-up questions will be sent to bidders
- May 3, 2024 by 5 pm – World Learning selects vendor(s), quotations are negotiated and finalized

Questions

For questions about this RFQ, contact Patricia.Harrison@worldlearning.org.

Provisions Included in All Agreements

All vendors must agree to incorporate the following provisions into their operations. These provisions are required for all federally funded contractors.

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 subgrants 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 situations in which it acts as a subrecipient of a subgrant 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.