

# The Japan Foundation, Los Angeles

## Request for Proposals (RFP)

### Title:

**Tender for Arrangements Service for 2026 Training Program for Japanese Language Teachers in the United States**

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## 1. Background

One of the key priorities in U.S.–Japan relations is strengthening grassroots exchange to support the next generation’s deeper understanding of Japan. In alignment with this goal, the Japan Foundation, Los Angeles (JFLA), in collaboration with the Japanese–Language Institute, Urawa, will offer two specialized teacher training programs during the summer of 2026.

These programs are designed for non–native K–12 Japanese–language teachers in the United States and aim to enhance participants’ Japanese language proficiency as well as their professional teaching skills.

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## 2. Program Overview

Two groups will participate in separate training programs in Japan. Vendors are requested to submit proposals covering travel, accommodations, and related services as outlined below.

### Program Dates

- **Group 1:** Friday, June 5 – Monday, June 29, 2026
  - **Group 2:** Sunday, June 21 – Wednesday, July 15, 2026
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### 3. Scope of Services Required

Companies should be able to communicate with JFLA in Japanese.

Proposals should include pricing and details for the following components:

#### A. Domestic Airfare (United States)

- **Number of Travelers:** 27 for Group 1, 25 for Group 2
- **Routing:** Roundtrip airfare from participants' home airports to Los Angeles International Airport (LAX)
- **Cities of Participants:**

Group 1		Group 2	
Wasilla	Alaska	Fairbanks	Alaska
Tucson	Arizona	Tucson	Arizona
Lawrenceville	Georgia	Thomaston	Connecticut
Pearl City	Hawaii	Hagatna	Guam
Hauula	Hawaii	Honolulu	Hawaii
Union	Kentucky	Aiea	Hawaii
Ft Mitchell	Kentucky	Rockville	Maryland
Fruitland	Maryland	Quincy	Massachusetts
Clarksburg	Maryland	Southfield	Michigan
Livonia	Michigan	Warren	Michigan
Northville	Michigan	Burnsville	Minnesota
Forest Hills	New York	Las Vegas	Nevada
Orangevale	NorCal	New York	New York
Berkeley	NorCal	San Jose	NorCal
Cary	North Carolina	Archbold	Ohio
Wilmington	North Carolina	Findlay	Ohio
Greensboro	North Carolina	Fayetteville	Pennsylvania
Portland	Oregon	Cerritos	SoCal
Providence	Rhode Island	Calexico	SoCal
San Deigo	SoCal	Los Angeles	SoCal
Murfreesboro	Tennessee	Katy	Texas
Memphis	Tennessee	Midway	Utah

El Paso	Texas		Virginia Beach	Virginia
Payson	Utah		Glen Allen	Virginia
American Fork	Utah		Seattle	Washington
Roy	Utah			
Bellevue	Washington			

For participants from Guam, please check direct flights back home from Japan.

### Schedule Requirements

- **Group 1:**
  - Arrive at LAX on June 5, 2026
  - Depart LAX on June 29, 2026
  - Sufficient layover time for international connections
- **Group 2:**
  - Arrive at LAX on June 21, 2026
  - Depart LAX on July 15, 2026
  - Sufficient layover time for international connections

## B. Los Angeles Hotel Accommodations

### Location Preferences

- LAX

### Room Requirements

- Single rooms for **29 people (Group 1) and 27 people (Group 2)**

### Meeting & Event Space

- Conference room for approximately **38 people:**
  - Group 1: Saturday, June 6, 2026 (full day)
  - Group 2: Monday, June 22, 2026 (full day)

## C. Meals

- Dinner banquet for **38 people** on the dates listed above
  - Breakfast at the hotel for **two days**
  - Lunch catering from nearby restaurants, preferably bento-style meals with green tea bottles (If arrangements are incapable due to hotel availability or other logistical constraints, alternative options such as a buffet-style setup are acceptable)
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## D. International Airfare (LAX–Japan)

- **Flight Type:** Direct flights from LAX to HND preferred
- **Number of Travelers:** 29 for group 1 and 27 for group 2

### Schedule Requirements

- **Group 1:**
    - Depart LAX by noon (Pacific Time) on Sunday, June 7, 2026
    - Return to LAX by noon (Pacific Time) on Monday, June 29, 2026
  - **Group 2:**
    - Depart LAX by noon (Pacific Time) on Tuesday, June 23, 2026
    - Return to LAX by noon (Pacific Time) on Wednesday, July 15, 2026
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## E. Optional

Please include an “Options” section outlining any additional services or items not specified above that you believe would enhance the program. Examples may include, but are not limited to, audiovisual equipment rental for meeting spaces or dedicated airport transportation.

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## 4. Proposal Submission Guidelines

- Please submit **separate proposals for Group 1 and Group 2.**

- Each proposal should include a **detailed cost breakdown** by category:
  - Domestic airfare
  - Hotel accommodations
  - Meals and catering
  - International airfare
    - \* In principle, the actual booking cost must not exceed the bid amount
    - \* For the cases that arrangements need to be changed or canceled due to schedule changes or other reasons, the company shall respond in accordance with instructions from JFLA.
    - \*The items or arrangements deemed necessary by the company may be added as additional items and costs.
    - \*While the payment terms will be finalized in discussion with the contracting party, payments from JFLA will be scheduled for on or after April 20.
  
- In addition to cost breakdown, proposals should include the following:
  - Company profile
  - List of similar projects
  - Ability to carry out work including the information about flights, airlines, and hotels that can be actually arranged
  - Staff breakdown (If Japan based, provided staff support in Japan)
  - Payment requirement (e.g., half now, half later, etc.)
  - Cancellations

**Submission Method:**

Email proposals to: Thomas Lin @ [jflaspecialst@jpf.go.jp](mailto:jflaspecialst@jpf.go.jp) by the end of Monday, April 13th, 2026

If you wish to deliver your proposal in person, please contact us in advance to schedule an appointment.

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## 4. Evaluation Method

### A. Selection of the Successful Bidder

The successful bidder shall be the bidder whose bid price is within the allowable

budget and who achieves the highest total evaluation score, calculated by combining the technical score and the price score.

### **B. Total Evaluation Score**

-Technical Evaluation Score: up to 100 points

-Price Evaluation Score: up to 100 points

### **C. Technical Evaluation Score**

- The technical evaluation score shall be calculated in accordance with Technical Proposal Scoring Sheet (Appendix 1).

### **D. Price Evaluation Score**

- Price Evaluation Score =  $100 \times (1 - \text{Bid Price} / \text{Estimated Price})$

## **5. Inquiries**

If you have any questions regarding this RFP, please feel free to contact us using the information provided above.