



Request for Quotation: Future Leaders Academy Administrative and Logistical Assistance

1. Statement of Purpose

Meridian International Center seeks assistance on program preparation and live delivery for the Future Leadership Academy. Reporting directly to the Senior Manager, the contractor drives the operational and logistical work that brings the program to life — from finalizing materials and logistical prep, to supporting on-the-ground execution during the June 22–26 program week.

2. Background Information

Meridian is a nonpartisan, nonprofit diplomacy center that connects leaders through culture and collaboration to drive solutions for global challenges. Founded over 60 years ago, we have equipped thousands of leaders with the networks, insights and cultural context essential for non-partisan work on shared issues. Part of Meridian's Global Leadership Institute, the Future Leaders Academy is a one-week pre-college summer program hosted at Meridian International Center's historic campus in Washington, D.C. Designed for rising high school juniors and seniors, the program immerses a cohort of 20-25 students in the world of global affairs — from embassy visits and diplomatic briefings to policy simulations on trade, AI governance, and international relations.

3. Scope of Work

Contractor will assist with:

Pre-Program Preparation (May 4 – June 21)

- Support finalization of the program agenda, daily schedule, and curriculum modules
- Build orientation and onboarding materials for students and families, including the student program book
- Serve as main POC for students, managing regular correspondence, daily reminders, and being first POC for any questions
- Coordinate logistics: space setup, daily lunch and snack arrangements, and daily supply needs
- Manage the program's online resources GoogleDrive with materials and resources
- Support the in-person and virtual onboarding session for the confirmed cohort
- Assist with social media scheduling and student social kit distribution for accepted students

Program Implementation (June 22–26)

- Serve as day-to-day operational support during the full program week, 9 AM–4 PM daily
- Coordinate speaker arrivals, site visit logistics, and on-site scheduling
- Support capturing real-time media including photography, B-Roll, and short-form content
- Assist with student check-in/check-out, daily communications, and any participant needs

Closeout Support (June 27 – July 6)

- Collect participant and family testimonials and compile feedback for the evaluation report
- Support staff debrief sessions and contribute observations for program improvement documentation
- Help prepare post-program materials for senior stakeholder and funder reporting



4. Qualifications

Contractor should have 1–3 years of experience in program coordination, events, education, or nonprofit operations. We are seeking someone who is highly organized with strong attention to detail and the ability to manage multiple priorities under deadlines. Contractor should be comfortable communicating with students, families, and external partners. Experience with social media content creation or digital communications is a plus, while interest in international affairs, global education, or youth leadership programs is preferred. Contractor must be on-site in Washington, D.C. for the week before + full program week (June 15–26).

5. Timing

Contractor will run from May 4–July 2. It is largely a part-time role for May, full-time position in June, and part time for the final week of the contract.

Level of effort (LOE) (100% being 40 hrs/week)

- May 4 – June 4: 50-60% (20-24 hours per week)
- June 5 – June 26: 100% (40 hours per week)
- June 27 – July 6: 70% (28 hours per week)

Fees and Expenses

Contractor will be paid a flat fee on a biweekly basis, and will invoice Meridian for payment.

6. Awarding the Quote

Meridian seeks one fixed fee quote. Quotes will be evaluated based on vendor experience and skills outlined in “Qualifications” section. Quote, resume, cover letter and any questions regarding this RFQ should be submitted via email to Leadership@meridian.org. Deadline for submissions is April 23, 2026. Selection will be made no later than April 27, 2026.

7. General Terms

- a) Your quote must remain valid for a period not less than [30] days after deadline.
- b) Meridian reserves the right to accept or reject any quotations, cancel the bidding process and to reject all quotations at any time prior to the award of the contract.
- c) Opportunity is dependent upon passing the required background check for engaging with minors.
- d) Selected contractors will adhere to Data Processing Agreement terms and to prohibition on use of certain telecommunication and Video surveillance services or equipment as defined in Section 889(a)(1) of the National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) and as more specifically defined in Federal Acquisition Regulation (FAR) clause 52.204-25 “Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.