

Request for Quotation

1. Podcast Editor

Meridian International Center (Meridian), with funding from the National Endowment for the Humanities (NEH), will record a podcast series on cultural diplomacy as part of the Global Humanities Initiative. Each of the five episodes will be 15-20 minutes in length and feature a host with one to two guests per episode.

The Global Humanities Initiative is a slate of programming, carried out by Meridian and the [National Endowment for the Humanities](#), that seeks to amplify contemporary scholarship and scholars that focus on cultural diplomacy. Cultural diplomacy harnesses visual art, music, literature, film, material culture, and more, resulting in individuals and communities finding common ground, forging more stable relationships, and fostering mutual respect. The Global Humanities Initiative aims to:

- Deepen Americans' understanding of the humanities in a global context
- Amplify original scholarship and research in the humanities
- Provide a platform for scholars to collaborate and share their work
- Provide a platform that preserves access to cultural and educational resources

The podcast editor will work closely with Meridian to edit and mix each podcast episode. See section 2: "Awarding the Quote" for scope of work and deliverable deadlines. The fixed fee for the exhibition graphic designer falls under the NEH grant.

2. Awarding the Quote

Contractor will be responsible for the following deliverables and noted dates:

- Cut, edit, and mix audio files for five podcast episodes
 - **Deliverable Due Date: Two weeks after received**
- Publish the podcast on to-be-determined channels and provide transcript
 - **Deliverable Due Date:**

Meridian will be responsible for the following deliverables and noted dates:

- Meridian provides unedited audio recordings
 - **Due date: Within one week of approval**
- Meridian approves final product before publication
 - **Due date: Two days after receiving file**

3. General Terms

All responsive quotes will be evaluated to determine which offers Meridian International Center the greatest return on its expenditures against the offered services.

Your quote must remain valid for a period not less than 90 days after April 8, 2022.

- a) 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.

4. Awarding the Proposal

- a. Please provide a quote in USD by April 8, 2022. Quotes should include a Scope of Work (SoW), which includes activities Vendor will provide, as well as a portfolio of previous work samples. Meridian will evaluate quotes following the deadline. Vendors may be contacted by Meridian with questions regarding their proposal prior to making a final decision.

5. Evaluation

Meridian will evaluate quotes based on best price and product offer approach; vendors should submit their most competitive price quotation.

- a) The evaluation committee will review the quotes based upon the aforementioned approach. The quotations will be reviewed to ensure they are complete and free of computational/arithmetical errors. The committee will also assess the reasonableness of costs and the cost-effectiveness and will determine whether the costs reflect a clear understanding of the project requirements and proposals follows the RFQ instructions and is judged to be the most advantageous to Meridian.