



**REQUEST FOR PROPOSALS: ONLINE COURSE VIDEO PRODUCTION AND POST-
PRODUCTION**
Questions and Answers

Issue Date: September 21st, 2026

Proposal Due Date: October 12th, 2026

Anticipated Award Date: October 20th, 2026

Below are clarification questions submitted by prospective vendors and IREX's responses.

1. May a non-U.S. audiovisual company participate in the RFP in partnership with a local U.S. production crew/partner for the in-person recording at the IREX office, while handling part of the production planning and post-production remotely?

IREX Response: IREX confirms that non-U.S. organizations are eligible to submit proposals and may receive an award if selected. A non-U.S. organization may partner with a U.S.-based production company or crew to complete the on-site recording requirements.

2. Since the RFP states that recording is expected to take place at the IREX office from October 26–30, would IREX permit an international prime vendor to engage a qualified US-based/local production partner or subcontractor for the on-site recording component, while the prime vendor remains responsible for production management and post-production deliverables?/ Can an out-of-state production company may use a local DC crew while retaining overall production/post responsibility?/ Could you confirm whether IREX would consider a supplier handling remote post-production only, or an arrangement with a local filming partner?

IREX Response: IREX allows respondents to determine the most effective approach to meeting the RFP requirements. A prime vendor may engage a local production partner or subcontractor for the on-site recording component, provided the prime vendor remains responsible for overall production management, quality, and all required deliverables. Vendors proposing this arrangement should clearly identify the roles and responsibilities of each party.

3. If so, could you also confirm which IREX office/location will host the recording?/ Can you confirm whether the Oct. 26–30 recording is planned for IREX's Washington, DC headquarters?

IREX Response: Recording will take place at the IREX office at 1350 I Street NW, Suite 1100 Washington, D.C. 20005. IREX will coordinate building access and reserve an appropriate room during the recording period.

4. Will IREX provide final, production-ready scripts and slide decks before the recording period, or should the vendor include script and/or slide-development support in its scope?

IREX Response: IREX will provide final course scripts, speaker notes, and presentation slide decks prior to the recording period. Vendors are not expected to provide scriptwriting, instructional design, curriculum development, or slide-development services as part of this engagement. The primary scope of work is recording, editing, synchronization of recordings with the provided slides, captioning, and preparation of final course videos.

5. Within the October 26–30 recording window, approximately how many recording days does IREX anticipate, and how many presenters or voiceover contributors should vendors plan for?/ In terms of video style, do you have a preference for on-camera facilitator vs. voiceover, or more of a hybrid?

IREX Response: IREX anticipates recording activities occurring during the October 26–30, 2026 period. Vendors should plan to record three presenters/contributors across ten course modules totaling approximately six hours of instructional content. Vendors should recommend an efficient recording schedule and a production approach using voiceover narration, on-camera facilitation, or a combination of both.

6. How many review/revision rounds should vendors include per module, and will feedback be consolidated through a single IREX point of contact?

IREX Response: Vendors should include up to two rounds of revisions following IREX review. IREX intends to provide consolidated feedback through a designated point of contact to support an efficient review process.

7. Are there required master video specifications (resolution, codec/container, frame rate, audio specifications) and preferred editable caption-file formats?

IREX Response: IREX anticipates receiving final course videos in platform-ready MP4 format suitable for upload to Coursera, LinkedIn Learning, or a similar online learning platform. Vendors may recommend appropriate production specifications within their proposal. IREX requests delivery of editable caption files in commonly used formats such as .SRT and/or .VTT. Vendors should include recommended technical specifications for final delivery as part of their proposal.

8. Is SCORM/LMS packaging an expected vendor deliverable for this engagement, or is prior SCORM/LMS packaging experience being considered only as a preferred qualification?

IREX Response: IREX does not currently require SCORM or LMS packaging as part of the core scope of work. However, vendors must provide a separate line-item price for SCORM/LMS packaging services, including any assumptions regarding standards supported (e.g., SCORM 1.2, SCORM 2004, xAPI) and deliverables. Prior experience packaging content for LMS platforms is desirable and may be considered during evaluation.

9. What is the target date for final delivery of all ten modules?/ Is there a target date for final delivery of all ten modules?

IREX Response: IREX anticipates final delivery of all ten modules by January 2027. Vendors should propose a detailed schedule that includes recording, pilot approval, draft delivery, review, revisions, and final delivery.

10. If available for planning purposes, does IREX have an approved budget ceiling or target budget range for this engagement?/ Is there an approximate budget range allocated for the project?/ Is there an established budget or preferred budget range for the project?

IREX Response: IREX has not established a public budget ceiling or target budget range for this procurement. Vendors should submit their most competitive technical and financial proposals based on the scope described in the RFP and clearly identify all assumptions, optional services, and separate costs. Proposed costs will be evaluated based on reasonableness, completeness, price competitiveness, and overall value. Vendors are encouraged to recommend a practical and cost-effective production approach.

11. Could you share the expected volume of source footage, captioning requirements and delivery formats?/ Approximately how many slides or other visual assets do you anticipate across the ten modules?

IREX Response: The final course will comprise ten modules totaling approximately six hours of instructional content and will involve three presenters/contributors. The number of slides with script range from 12 to 24 over the 10 modules with most with 14 or 17 slides with scripts. The volume of raw source footage will depend on the vendor's proposed recording approach, schedule, and number of takes. Vendors should estimate the anticipated source-footage volume and related storage requirements in their proposals.

IREX will provide final scripts to support caption development. The selected vendor will be responsible for producing accurate, synchronized closed captions and delivering editable caption files in SRT and/or VTT format.

Required deliverables include ten platform-ready MP4 module videos, editable caption files, transcript files, raw video and audio recordings, and editable production project files. Vendors should recommend appropriate technical specifications and identify any assumptions regarding resolution, codec, frame rate, audio, file transfer, and storage in their proposals.