

Request for Information (RFI): Oral History Videographer Services

1. Purpose

The Smithsonian National Museum of African American History and Culture (NMAAHC) is conducting market research to identify qualified vendors capable of providing professional oral history videography, editing, and related services to support the Museum's Oral History Program.

This Request for Information (RFI) is for informational and planning purposes only and does not constitute a solicitation or request for proposal.

2. Background

NMAAHC's Oral History Program documents, preserves, and interprets African American history through high quality, quality, born- -digital audiovisual interviews. These interviews support museum exhibitions, educational programming, research, and digital preservation efforts. These interviews support museum exhibitions, educational programming, research, and digital preservation efforts. The Museum anticipates -requiring **800–1,500 hours** of professional videography, editing, and related services during the period of performance.

3. Anticipated Requirements

Vendors may be expected to perform the following tasks:

- Record oral history interviews onsite at NMAAHC and at designated off-site locations.
- Provide unedited and edited interview files that meet NMAAHC's technical standards for digital preservation.
- Assist with metadata collection, logging, indexing, transcript review, caption and audio description review, and documentation.

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- Meet Smithsonian and NMAAHC standards for working collaboratively with staff and project stakeholders.
- Attend project meetings and support travel-based -recording sessions as needed.
- Manage and safeguard Smithsonian furnished equipment in accordance with S-mithsonian policies.

The anticipated period of performance is twelve (12) months from May 4, 2026, through May 3, 2027, with the Smithsonian reserving the right for additional option periods based on the needs of NMAAHC and the availability of funding.

4. Requested Vendor Information

Interested vendors are invited to submit the following information in a concise (2-3 page) response :

- 1. Company Overview and Contact Information**
 - Including name(s) of key personnel and contact information (address, email, and phone number)
- 2. Capabilities Statement**
 - Experience filming interviews or documentary-style content
 - Proficiency with Adobe Premiere, After Effects, or similar professional software
 - Ability to meet NMAAHC technical audiovisual standards
 - Strong organizational and communication skills
 - Experience with African American history or oral history preferred
- 3. Sample Work**
 - Links to relevant video samples, oral history work, or documentary footage.
- 4. Technical Approach**
 - Equipment overview, workflow description, and quality assurance control -processes.
- 5. Availability**
 - Availability for work onsite at NMAAHC in Washington, D.C. and travel to select locations during the period of performance.
- 6. Cost Estimate**

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- A nonbinding, hourly or -binding hourly or project estimate aligned with the anticipated- 800–1,500 hours.
7. **Additional Considerations**
- Knowledge of African American history and culture, previous professional experience working with cultural and / or educational institutions with broad public audiences.

5. Submission Instructions

Please submit responses by email to:

Kelly Elaine Navies

National Museum of African American History and Culture

Email: **NaviesK@si.edu**

Phone: **202-633-5314**

RFI Responses are Due By: Friday, March 27, 2026