Request for Proposals
Consultant, Audiovisual Production SME; Prevention

Position Title: Consultant, Audiovisual Production SME
Location: Remote (with some domestic travel required)
Reports To: Director, Prevention
RFP Issue Date: November 6, 2026
RFP Closing Date: November 20, 2026
Performance Period: 14 Weeks (December 14, 2026-March 31, 2027)

Job Summary

NASTAD seeks a consultant with expertise in graphic design, audio engineering, videography, and animation – to work with NASTAD in creating various multimedia materials to support public health department HIV programs.

The consultant will work with NASTAD staff in the development of materials and resources to support NASTAD's technical assistance for public health department HIV prevention and surveillance programs in the U.S. The consultant will work with the Prevention team to develop, coordinate, and implement a collection of oral histories from health department staff and community members to highlight the work of the public health workforce. This RFP is supported through a federal cooperative agreement, CDC PS24-0020, Component A.

Performance Period & Award Information: December 14, 2026 – March 31, 2027, with possibility for extension. The consultant will work using a cost-reimbursement model based on the negotiated hourly rate throughout the contract period. The award may not exceed $60,000.

Scope of Work

- Consultant will meet the Project Lead at least once prior to January 1, 2027, to clarify immediate next project steps.
- Consultant will work with the Project Lead to establish an oral history interview protocol by January 22, 2027.
- Consultant will travel to planned meetings to conduct and record interviews in February and March of 2027.

- Consultant will produce at least three audiovisual resources to support NASTAD's technical assistance and present drafts for review by March 23, 2027.
- Consultant will have regular check-ins with the Project Lead throughout the award period to track project progress.

Selection Criteria

Experience/Education

- Experience developing oral history projects
- Knowledge of master control systems, cameras, videotape recorders, audio recorders, and typical office equipment
    - All relevant professional equipment is to be provided by the Consultant
- Demonstrated expertise in virtual animation, audio/video editing, relevant programs, and equipment
    - All relevant software is to be provided by the Consultant
- Experience with audio and video transcription
- Familiarity with or knowledge of local and state health department structures and programming
- Familiarity with or knowledge of HIV, Hepatitis, STI and other related topics preferred
- Familiarity with core public health principles and terms
- Comfort working under strict time constraints
- Comfort working on multiple projects at one time
- Detail focused and goal oriented
- Project management experience preferred
- Understanding and knowledge of ADA compliance

Environment and Scheduling

- Interest in working with an HIV and hepatitis public health organization
- Interest in working within a diverse environment
- This is a contractual position to be used on an as needed basis to complete contract deliverables. This position is not full-time.
- Domestic travel (up to 15%) is required.

Application, Scoring Criteria, and Follow-up

Qualified candidates should apply by e-mailing Project Lead Matty Helton (mhelton@NASTAD.org) with the following documents. The subject line should read: "Consultant, Audiovisual Production SME RFP Application."

- Cover Letter – Expressing Interest, personal statement, expertise, experience, and hourly compensation requirements.
- CV/Resume – Documenting relevant work history and related experience for at least the previous five years.
- Samples of relevant work.

Applications will be scored accordingly:

Cover Letter	10 points
CV/Resume	10 points
Work Sample(s)	10 points
Total	**30 points**

Submissions are due by close of business on November 20, 2026. An awarding decision is expected to be made by December 11, 2026. Submissions which do not follow the above instructions will not be considered as applicants. NASTAD may invite a small number of applicants to participate in brief interviews to clarify expectations and to further understand discuss the candidates' experience and subject matter expertise. Because of the high number of proposals expected, NASTAD will only contact applicants of interest.

Please reach out to mhelton@nastad.org with questions.