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Making the Internet work better

# IETF New Participants Online Training

A Request for Proposals issued on 2026-08-12

**IETF Executive Director**  
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## About the IETF

The Internet Engineering Task Force (IETF) is the premiere Internet standards body creating open protocols to ensure that the global Internet is built on the highest-quality technical standards. These standards, shaped by rough consensus and informed by running code, are developed by a large volunteer community of leading engineering and technical experts from around the world. IETF processes are open and transparent, and IETF standards are freely available to anyone.

Standards and protocols developed at the IETF provide a core framework for today's online world. Everything from video conferencing, to email, to cloud storage is built on standards developed in the IETF community. In short, our work makes the Internet work.

# Overview

The IETF standards process and the skills and information needed to participate in it take many months or even years to learn, understand, and put into practice. This brief describes a framework for proposing a program of online training to provide individuals interested in participating in the IETF the necessary information and skills to be effective in the IETF standards process from the start. The online, self-guided program builds on content already developed for a day-long new participants program delivered in person.

## Timeline

|                   |                                                           |
|-------------------|-----------------------------------------------------------|
| 12 August 2026    | RFP Issued                                                |
| 26 August 2026    | Questions and Inquiries deadline                          |
| 1 September 2026  | Responses to questions issued and RFP updated if required |
| 11 September 2026 | Final proposals due                                       |
| 21 September 2026 | Preferred bidder selected and negotiations begin          |
| 28 September 2026 | Contract execution and work begins                        |

## RFP Process

The process for the RFP is as follows:

1. The RFP is publicly issued, posted to our website<sup>1</sup> and announced to the RFP Announcement mailing list<sup>2</sup>, which anyone can subscribe to.
2. Potential bidders have until 26 August 2026 to submit any questions by email to [ietf-rfps@ietf.org](mailto:ietf-rfps@ietf.org). Questions will be treated as anonymous but not private, as explained below. If you do not receive confirmation that your questions have been received within 24 hours then resend until you do.
3. A written response to all questions is provided on or before 1 September 2026, direct to those parties that sent questions, by email to the RFP Announcement Mailing List and posted on our website<sup>3</sup>. The response will include the questions asked and the answers, but will not identify the company asking the question. If required, the RFP may be updated to correct or clarify any issues identified.

<sup>1</sup> <https://www.ietf.org/about/administration/rfps-and-contracts/>

<sup>2</sup> <https://www.ietf.org/mailman/listinfo/rfp-announce>

<sup>3</sup> <https://www.ietf.org/about/administration/rfps-and-contracts/>

4. Bids are due by 11 September 2026 by email to [ietf-rfps@ietf.org](mailto:ietf-rfps@ietf.org). If you do not receive confirmation that your bid has been received within 24 hours then please resend until you do. The bid should include the following information:
  - a. Executive summary
  - b. Project approach including any assumptions.
  - c. A project plan and schedule for all the deliverables that must include when the work will begin and end, and any other milestones, as well as any dependencies that may delay delivery.
  - d. A statement confirming that you can meet all the listed requirements along with any additional information needed to substantiate this.
  - e. Key personnel experience and availability for the lifetime of the project.
  - f. Fee and payment schedule. Fixed priced bids are preferred but if that is not possible then a maximum fee must be specified.
  - g. A warranty including a proposal for fee reduction or refund due to late- or non-delivery
5. The IETF Administration LLC and designated contractors and volunteers will select a preferred bid and notify the bidder by 21 September 2026. The selection process may include questions by email and/or conference call.
6. The IETF Administration LLC then enters into contract negotiation with the preferred bidder, based on its standard contract and using the relevant sections of the Statement of Work below. If contract negotiation fails then a different preferred bidder may be chosen.
7. Contract negotiation is anticipated to complete by 28 September 2026 and result in the award of the contract. All RFP contract awards are posted on our website and announced to the RFP Announcement mailing list. The terms of the contract are later posted publicly on our website, with the fee information and signatures (where possible) redacted. In addition any Conflict of Interest declarations required of the preferred bidder are also posted publicly on our website. This transparency is non-negotiable.
8. Work generally begins immediately after award of the contract, unless specified otherwise in the Statement of Work or negotiated contract.

Jay Daley  
IETF Executive Director  
IETF Administration LLC

# Statement of Work: IETF New Participants Online Training

## Overview

The IETF standards process and the skills and information needed to participate in it take many months or even years to learn, understand, and put into practice. This brief describes a framework for proposing a program of online training to provide individuals interested in participating in the IETF the necessary information and skills to be effective in the IETF standards process from the start. The online, self-guided program builds on content already developed for a day-long new participants program delivered in person.

## Deliverable

The video content for the online self-paced, on-demand program will be developed and adapted from the material developed for the one-day, new participants in-person program. Recordings of the most recent presentation and source slides are available:

- [New Participant Program at IETF 126](#) (July 2026)
- [New Participant Program Slides](#) (2026)

The online program should cover all aspects of the in-person program with details tuned based on best practices. For example, while the in-person program is delivered in longer form presentations, the on-demand content may be segmented into shorter videos.

All materials will be in English, follow IETF style guides, and adhere to accepted accessibility practices, such as providing closed captions for videos. Developing the specific components of the content and the presentation style is part of the work, though it may follow [previously developed IETF training programs](#). The program must cover the major sections of the existing materials, including:

- Why you should participate in the IETF
- Introduction to the IETF
- Participating in the IETF
- Standards development process
- IETF Hackathons
- Internet-Drafts (I-Ds) and RFCs

The course in its entirety should be cohesive and each section should work as a standalone learning module.

The content should be available and usable via the IETF YouTube channel. Dedicated webpages or sections on the IETF website may be used to organize and deliver the core content. Videos also may be hosted on the IETF's Cloudflare Stream presence. Additional specialized delivery methods appropriate to the intended audience, may be proposed and will be considered if upfront and ongoing maintenance costs are justified by capabilities and expected benefits not delivered otherwise.

## Requirements

The following requirements apply across all deliverables:

- Cover all of the topics in the current day-long program, unless there is a good reason to omit.
- Deliver all content in English, following IETF style guides and accepted accessibility practices (for example, WCAG 2.1 AA or equivalent), including closed captions and, where practical, transcripts for all video content.
- Ensure the program is fully self-paced and on-demand, requiring no live facilitation, scheduled cohorts, or synchronous sessions.
- Structure content so that individual modules can be updated independently as IETF processes or tools evolve, without requiring a full rebuild of the program.
- Provide all source files (video source, scripts, slide decks, assessment content, and any templates used) in editable, widely-supported formats, with full rights and ownership assigned to the IETF Administration LLC on delivery.
- Favor tools, platforms, and formats that the IETF Administration LLC or a designated contractor can operate and update independently after the contract ends, over proprietary or vendor-locked solutions.
- Include a review and revision period with the IETF Administration LLC and relevant volunteers (for example, Internet Engineering Steering Group (IESG) members or past program presenters) prior to final delivery of each deliverable.
- Only collect minimum data required, on an opt-in basis, and handle any learner data collected (for example, quiz responses, survey results, or analytics) in a manner consistent with the IETF Administration LLC's data protection and privacy practices, such as described in the [IETF Privacy Statement](#).

## Additional Details

**Existing materials:** the current one-day, in-person program consists of the source slides and recorded video sessions linked under Deliverable 1. Bidders should review this material to scope the volume and complexity of the adaptation work involved.

**Points of contact:** the IETF Administration LLC will designate a primary point of contact for content review and sign-off, and will facilitate access to subject matter experts (for example, IESG members or past program presenters) to answer questions on the accuracy of technical and procedural content.

**Ownership and licensing:** all content developed under this contract becomes the property of the IETF Administration LLC and must be released under terms consistent with the IETF's existing open, freely-available materials.

**Hosting and infrastructure:** the IETF Administration LLC will provide access to the IETF YouTube channel and Cloudflare Stream presence for hosting purposes. If additional hosting infrastructure (such as an LMS) is proposed, bidders should identify ongoing hosting and maintenance costs separately from one-time development costs.

**Assumptions:** bidders should state any assumptions made about the audience's technical setup (for example, Internet bandwidth or devices used to access content), and should note any third-party tools (survey platforms, analytics services, etc.) they intend to rely on to deliver the assessment plan in Deliverable 3.

**Post-launch support:** bidders should specify what post-launch support (for example, bug fixes or minor content corrections) is included within their proposed fee, as distinct from ongoing content updates, which would be billed separately.

ENDS