



**Request for Proposal  
for  
Delivery of Train-the-Trainer  
Attributes of Leadership Program**

**Date Issued:** August 2, 2018  
**Vendor Questions** August 9, 2018  
**Submissions Due:** August 17, 2018



## **GENERAL REQUIREMENTS**

### **NATIONAL FALLEN FIREFIGHTERS FOUNDATION**

Congress created the National Fallen Firefighters Foundation (NFFF) to lead a nationwide effort to honor America's fallen firefighters. Since 1992, the non-profit Foundation has developed and expanded programs that fulfill that mandate. Our mission is to honor and remember America's fallen fire heroes, provide resources to assist their families in rebuilding their lives, and work within the fire service community to reduce firefighter deaths and injuries.

### **DESCRIPTION OF SERVICES REQUESTED**

### **Delivery of Train-the-Trainer for the Attributes of Leadership Program**

In the past two years the NFFF developed a series of training programs titled Attributes of Leadership (AoL). The program consists of six short videos depicting several characteristics of leadership commonly seen in firefighters, company officers, crew bosses and others that go above and beyond the technical requirements outlined in standards and text books.

The NFFF is seeking qualified instructors with a thorough knowledge of the material to deliver the training program in a Train-the-Trainer format.

The mission of the NFFF is to honor America's Fallen Firefighters, help their families rebuild their lives and prevent line-of-duty deaths and injuries. Responsible leadership is a key component to efficient, well managed fire operations. The Foundation believes this component ultimately results in fewer line-of-duty deaths and injuries.

The goal of this project is to deliver the AoL program to multiple locations across the country as a vehicle for local fire officers to introduce the characteristics and empower subordinate personnel to exercise the same leadership qualities. Program deliveries will consist of a minimum of four sets of deliveries at various locations around the United States, distributed with three sessions in each set, for a minimum total of 12 sessions offered. Dates, times and locations will be mutually agreed upon by the instructor(s) and the NFFF.

The NFFF will work with local Everyone Goes Home® Advocates and local fire service personnel to provide students for the courses. The instructor(s) will provide consulting services to assist with advertisement and assist with recruitment of student to include local officials and/or opinion leaders.

#### **What the contractor will provide:**

- A. Participation in a project kickoff meeting with the NFFF.
- B. Proven successful and relevant teaching experience which is necessary to properly deliver the subject in an organized professional manner.
- C. Verified teaching history covering similar topics related to the fire service.
- D. A demonstrated thorough knowledge of the AoL concept and programs.
- E. A plan to capture appropriate data points to measure the impact of the delivered program.
- F. Preferred qualifications: prior experience with the NFFF; proven experience on the topic of leadership. This can include writings, articles or other courses delivered on the topic.
- G. Preferred: successful completion of NIMS 100, 200, 700 and 800.
- H. Proposals shall include travel, lodging and breakfast and dinner costs, if required.

The preferred candidate will possess a professional certification through one of the following methods:

- A. Preference will be given to those certified to the NFPA 1041: Standard for Fire Service Instructor Professional Qualifications and accredited through a nationally accepted accreditation agency.
- B. Certified as an instructor by an established training organization or association.
- C. Completion of a Fire Service Instructional Methodology course.
- D. Completion of an instructional methods course from a college or university.

What the NFFF will provide:

1. A Project Manager (PM) to provide a single point of contact;
2. The NFFF PM will manage on-site logistics including:
  - a. Course workbooks or printed materials
  - b. Audio and visual equipment
  - c. Coordination of facilities, rooms and room arrangements
  - d. Meals for participants, if required
3. Basic administrative functions related to the logistical needs of the course deliveries.

### **PROPOSAL REQUIREMENTS**

- Cover letter with name, address, phone number and email address of the contact person. Cover letter to identify the capability of the potential contractor to execute the requirements of the RFP.
- Identify all sub-consultants, if applicable.
- A narrative that presents the services the consultant will provide detailing the approach, methodology, and deliverables.
- A summary of any suggested approaches the NFFF should consider for this effort.
- Proposals shall include a timeline outlining key milestones including (but not limited to): kickoff meeting, in-person course deliveries, processes and methodology.
- The consultant will develop and provide a budget for each set of courses to be delivered.
- Travel expenses shall be included in the proposed budget.
- Consultant is required to maintain workman's compensation insurance, commercial general liability insurance, and professional liability insurance, as required by Maryland and/or other applicable state law. In the event no insurance is required under any applicable state law, and even if it is, Consultant shall maintain such insurance in amounts commercially reasonable given the size, risk and liability associated with the Consulting Services rendered hereunder, and in amounts sufficient to cover the indemnification obligations set forth in Section 9 of this Agreement. Additionally, upon request, Consultant agrees to timely furnish Client with a certificate(s) of insurance evidencing such insurance.

The NFFF anticipates the commencement of this project to begin no later than September 2018, and be finalized no later than March 1, 2019.

## **DECISION CRITERIA**

- Completeness of the submittal.
- Demonstrated relevant experience in training and course delivery
  - Provide samples of previous work and references upon request.
- Proven experience with the AoL course material.
- Possession of professional certifications.
- Cost effectiveness.
- The degree to which the consultant understands the NFFF, the Fire Service and other relevant constituents.

## **SUBMISSION INFORMATION**

Respondents should submit their proposals via mail or email as outlined on the cover page of this RFP:

National Fallen Firefighters Foundation  
Attention: John Tippett  
2130 Priest Bridge Drive, Suite 6  
Crofton, MD 21114

Email: [jtippett@firehero.org](mailto:jtippett@firehero.org)