



Request for Proposal Program Planner

Date Issued: April 1, 2019

Vendor Questions Due: April 14, 2019

Submissions Due: April 21, 2019

GENERAL REQUIREMENTS

ABOUT US

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: Program Planner

The purpose of this Request for Proposal (RFP) is to select suitable contractor(s) for the National Fallen Firefighters to set up Long Term Agreement with successful bidder or bidders (individual or entities) for the provision of planning new events, finding specialized facilitators and assisting with existing events in support of the NFFF's Family Programs.

The goal is to procure a program planner to ensure the best possible quality of events for the NFFF's Fire Hero Families.

1. The successful consultant will:
 - a. Be able to conduct research to obtain keynote speakers, qualified facilitators with a thorough knowledge on the topic of grief, grief recovery and wellness related programs.
 - b. Have a background in events planning, including, but not limited to managing logistical needs for speakers and special invited guests, obtaining information about the speakers and the ability to properly vet speakers and facilitators.
 - c. Possess the ability to create new events on behalf of the NFFF to support groups of Fire Hero Families including but limited to:
 - i. The Fire Hero Family Wellness Conference.
 - ii. Men's Retreats for Fire Hero Family fathers, brothers, etc.
 - d. Provide consulting services for existing programs to provide:
 - i. Insights on best practices.
 - ii. Assist with streamlining operations of existing programs.
 - iii. Develop templates and check lists to guide the development of future events.
2. The successful contractor will demonstrate excellent communication skills both written and oral.
3. The Preferred Criteria is as follows:
 - a. Background in behavioral health with a specialization in grief and grief recovery is a strong asset.
 - b. Background in psychological services or similar field.
 - c. Working knowledge of the fire service.
 - d. Sensitivity to the context and the focus of the different audiences, in particular to our Fire Hero Families.
 - e. Good IT skills.
 - f. Previous work with the NFFF, or other similar organizations or government work.

DECISION CRITERIA

- A three-stage procedure will be utilized in evaluating the proposals, with technical evaluation of the proposal being completed prior to any focus on or comparison of price. The technical evaluation of proposals will be accomplished by a Selection Panel consisting of staff from the NFFF and possibly external expertise which will review:
 - The academic qualifications.
 - The quality and relevance of experience.
 - Any other relevant competences as stated.
 - Samples demonstrating previous experience.
- During the Financial Proposal Evaluation, the price proposal of all bidders meeting the qualification requirements will be compared.

The successful individual(s) or entities are requested to perform the services requested at their own place of residence and should bear the costs of electronic communications (Email) in order to carry the services offered.

SUBMISSION INFORMATION

- 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 that 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 in amounts sufficient to cover the indemnification obligations set forth. Additionally, upon request, Consultant will agree to timely furnish Client with a certificate(s) of insurance evidencing such insurance.
- Questions may be submitted via email to vstagnaro@firehero.org as outlined on the cover of this Request for Proposal.
- Final proposals must be received as outlined on the cover of this Request for Proposal.
- Submissions may be sent via email to vstagnaro@firehero.org or:
National Fallen Firefighters Foundation
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