



## **Request for Proposal Online Training Development**

**Date Issued:** June 3, 2019

**Vendor Questions Due:** June 14, 2019

**Submissions Due:** June 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 OF Peer-to-Peer Online Training

The NFFF is seeking the services of an online training developer to create a peer-to-peer online training course for our Fire Hero Families. An NFFF Fire Hero Family is a family member of a firefighter who was killed in the line of duty. A select group of Fire Hero Families serve as peers who provide a unique kind of support to one another. Simply connecting with someone else who has lost a beloved firefighter can offer a sense of hope and understanding to other families who are facing similar circumstances.

Peers are provided with a structured classroom style training to learn the skills to provide peer-to-peer support. The online training will serve as a means to provide refresher training to those who have had the classroom training.

The intended audience is for Fire Hero Family Members who have had Peer-to-Peer training or considering becoming peer trained.

The goal of the video is to:

- Provide an overview of the skills required to be a peer supporter.
- Demonstrate the basic requirements of a peer supporter.
- Provide a refresh of the materials covered during the classroom session of the Peer-to-Peer training.

What the online training developer will provide:

1. A finished online production will:
  - a. Cover the goals outlined for the training program.
  - b. Feature interviews with experienced peer supporters.
  - c. Feature interviews with Fire Hero Families who have benefited from being supported by a peer.
  - d. Explain the basics of being a peer supporter including but not limited to:
    - i. Understanding the role of peer supporter.
    - ii. Information related to confidentiality.
    - iii. Provide evidenced based best practices of when a peer supporter may or should refer the individual being supported to a clinician or another health care provider.

The NFFF is open to suggestions and recommendations on how best to accomplish its goals and those recommendations should be included in the proposal.

What the NFFF will provide:

1. A Project Manager (PM) who will provide assistance as needed.
2. PM, in consultation with the NFFF, will assist by providing subject matter experts as deemed necessary by the selected production company.

**DECISION CRITERIA**

- Demonstrated experience in creating professional online training programs. (40%)
  - Providing samples of previous work and references upon request.
  - Demonstrated ability to direct and produce online training programs with sensitivity to difficult topics. (30%)
- Familiarity with or a general understanding of the fire service through previous video production projects. (15%)
  - A diverse background in online training programs for
    - Informational purposes
    - Instructional or academic purposes
- A timeline from execution of contract to final delivery of videos with specific milestones including (but not limited to): kickoff meeting, in-person interviews, storyboarding process, delivery of drafts, comment periods, and final delivery. (15%)

**PREFERRED CRITERIA**

- Significant experience in working with the fire service.
- A thorough knowledge of the mission of the NFFF.

**SUBMISSION INFORMATION**

- Final deliverable and all unused footage will become the property of the NFFF.
- Included in the proposal will be a detailed budget, including all services and all subcontractors;
- Travel expenses regarding logistics for the filming of interviews are not required to be included in the proposal budget. However, if they are not included an estimate of the travel costs must be included.
- Please confirm estimated production timeline from execution of contract to delivery as outlined in the RFP.
- 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](mailto: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](mailto:vstagnaro@firehero.org) or:  
National Fallen Firefighters Foundation  
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