



# NATIONAL FALLEN FIREFIGHTERS FOUNDATION

## Request for Proposal

### Firefighter Fatality Research Services

**Issued by:** National Fallen Firefighters Foundation (NFFF)

**Issue Date:** July 3, 2025

**Proposal Due Date:** July 16, 2025

**Anticipated Start Date:** July 21, 2025

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#### Introduction

The National Fallen Firefighters Foundation (NFFF) invites qualified contractors to submit proposals to support our mission of documenting firefighter line-of-duty deaths (LODD), conducting eligibility research for inclusion on the National Fallen Firefighters Memorial, and assisting with related administrative and reporting functions. This work supports our commitment to honoring fallen firefighters and providing accurate and timely information for our Memorial Weekend and reporting obligations to the United States Fire Administration (USFA).

#### Background

Created by Congress in 1992, the NFFF honors firefighters who die in the line of duty and provides support to their families. A critical component of this mission involves conducting timely and comprehensive research into firefighter fatalities and determining eligibility for inclusion on the National Memorial in Emmitsburg, Maryland. These determinations must align with both NFFF criteria and contractual obligations outlined in agreements with USFA.

#### Scope of Work

The selected contractor will report to the designated project leader and will work in close coordination with staff to fulfill the following tasks. All work must be performed with professionalism, accuracy, and in alignment with applicable privacy and data security standards.

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#### EMMITSBURG

16825 South Seton Avenue | PO Drawer 498 | Emmitsburg, MD 21727

**301-447-1365** ★ **301-447-1645** (FAX)

#### CROFTON

2130 Priest Bridge Drive | Suite 6 | Crofton, MD 21114

**410-721-6212** ★ **410-721-6213** (FAX)

**WWW.FIREHERO.ORG** ★ **FIREHERO@FIREHERO.ORG**

### **Task 1: Research and Documentation**

- Investigate reported firefighter fatalities using sources such as media outlets, industry organizations, official notifications, and local contacts.
  - Create and maintain a digital file for each case
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### **Task 2: Case Summary and Review Process**

- Complete case summary forms with verified details, including individual identification, incident information, cause of death, and departmental affiliation.
  - Prepare summaries of initial findings or recommendations.
  - Submit completed files to designated leadership for review and final approval.
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### **Task 3: Data Management and Reporting**

- Maintain and update a central tracking spreadsheet to reflect the status and details of each case.
  - Provide regular progress reports (at minimum, monthly) to the project lead, including activity summaries and case updates.
  - Participate in review meetings and assist with data reconciliation as needed.
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### **Task 4: Communication and Follow-Up**

- Coordinate with relevant departments, agencies, or organizations to gather required information or documentation.
  - Maintain professional and timely communication with all stakeholders.
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### **Task 5: Data Security and Confidentiality**

- Protect all personal and sensitive information in accordance with applicable data privacy standards.
  - Ensure secure storage and transmission of data throughout the term of the agreement.
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## Proposal Requirements

Interested contractors must submit a written proposal that includes the following:

- A brief description of the submitting individual or organization, including relevant background, core areas of expertise, and qualifications related to the scope of work.
- A summary of past work or experience that demonstrates the ability to provide the services outlined in the scope of work.
- A description of the contractor's capacity to complete assigned tasks accurately, professionally, and within designated timeframes, as directed by NFFF.
- An outline of the individuals who will be involved in the project, including their roles and relevant experience.
- A basic cost estimate for the proposed work (e.g., hourly rates, flat fees, or total cost).
- Contact information for previous clients or partners familiar with the contractor's work.

## Questions and Clarifications

All inquiries must be submitted in writing to Gary Krichbaum, Managing Director at [gkrichbaum@firehero.org](mailto:gkrichbaum@firehero.org) by **July 9, 2025**. Responses will be shared with all interested parties upon request.

## Submission Instructions

Proposals must be submitted via email to:

Gary Krichbaum, Managing Director

[gkrichbaum@firehero.org](mailto:gkrichbaum@firehero.org)

Subject Line: *RFP Submission – Fatality Research Services*

All proposals must be received no later than **July 16, 2025**.

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