



NATIONAL FALLEN FIREFIGHTERS FOUNDATION

Request for Proposal

U.S. Fire Administrator's Summit on Fire Prevention and Control Audio-Visual

Issued by: National Fallen Firefighters Foundation (NFFF)

Issue Date: June 27, 2025

Proposal Due Date: July 11, 2025

Event Date: October 6-7, 2025

Introduction

The National Fallen Firefighters Foundation (NFFF), on behalf of the United States Fire Administration (USFA), is requesting proposals from qualified vendors to provide audiovisual services for the Fourth Annual United States Fire Administrator's Summit on Fire Prevention and Control, to be held on October 7, 2025, at the National Emergency Training Center (NETC) in Emmitsburg, Maryland.

This RFP covers livestreaming, video recording, lighting, sound, and microphone services only. All proposed services must align with NETC facility capabilities and coordinate closely with NFFF staff to ensure smooth execution of the event.

Background

The United States Fire Administrator's Summit on Fire Prevention and Control is a national event that brings together fire service leaders, policymakers, and stakeholders to discuss key issues impacting fire prevention and safety across the country. The 2025 Summit marks the fourth annual convening and will be held in-person along with a live virtual broadcast for remote audiences.

Approximately 350 attendees are expected in person, and the event will also be broadcast live to a virtual audience. NETC will provide projection screens and projectors in all rooms used for the event. The contractor selected through this RFP will be responsible for providing all other necessary audiovisual services to support both the in-person experience and the livestreamed content.

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)

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Scope of Work

The selected contractor will be responsible for providing all AV services related to:

- Livestreaming
- Video recording
- Lighting
- Sound
- Microphone support for the event.

*NETC will supply projection screens and projectors; no other AV equipment will be provided by the venue.

Day	Date	Capacity	Room/Session	Equipment/Service Needs
Monday	10/6/2025	—	Setup & Dress Rehearsals	Contractor must be on-site to complete full AV setup and conduct dress rehearsals as needed.
Tuesday	10/7/2025	350	General Session Room	- (12) Lavalier wireless microphones - (1) Podium microphone - PA/speaker system suitable for large room - Stage and room lighting for speakers and recording - Professional-grade cameras for livestreaming and recording - Streaming setup compatible with NFFF's virtual platform (to be coordinated with NFFF team) - Technical staff to operate all equipment throughout the event

Additional Requirements

- All equipment must be delivered, tested, and ready no later than end-of-day on October 6, 2025.
- Contractor must provide on-site technicians for the full day on October 7, 2025, including during setup, run-of-show, and breakdown.
- Livestream feed must be reliable and high-quality, with backup equipment available in case of failure.

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- All recorded video must be provided to NFFF in high-resolution digital format within 7 business days after the event.
 - Contractor is responsible for ensuring proper microphone audio mixing and lighting levels for both in-person and livestream audiences.
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Proposal Requirements

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

- A brief description of the organization, including background, areas of expertise, and relevant qualifications.
- 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 Sara Stehle at sara@wowmoments.org by **July 3, 2025**. Responses will be shared with all interested parties upon request.

Submission Instructions

Proposals must be submitted via email to:

Sara Stehle

sara@wowmoments.org

Subject Line: *RFP Submission – Summit on Fire Prevention and Control Audio-Visual*

All proposals must be received no later than **July 11, 2025**.

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