



# NATIONAL FALLEN FIREFIGHTERS FOUNDATION

## Request for Proposal

Host for Vulnerability Assessment Program & Fire Service Seatbelt Pledge

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

**Issue Date:** August 12, 2025

**Proposal Due Date:** COB ET August 12, 2025

**Anticipated Start Date:** 30 days after award notification

---

### Introduction

The National Fallen Firefighters Foundation (NFFF) invites qualified contractors to submit proposals to support our mission of reducing preventable firefighter line-of-duty death and injury through virtual hosting of 2 legacy programs. The Vulnerability Assessment Program (VAP) is an online, interactive program that participants complete to assess risk. The Fire Service Seatbelt Pledge is an interactive program that allows fire departments and/or individual firefighters to commit to wearing their seatbelt through electronic signature.

### Background

Created by Congress in 1992, the NFFF honors firefighters who die in the line of duty, provides support to their families, and works to reduce line-of-duty death and injury. Fire Service Programs, a division of the NFFF, uses multiple forms of education and outreach to convey the message to all stakeholder groups who may influence firefighter survivability and quality of life.

### Scope of Work

The selected contractor will report to the designated project leader and will work in close coordination with the NFFF to fulfill the following tasks. All work must be performed with professionalism, accuracy, and in alignment with applicable privacy and data security standards. This is an initial 12-month agreement with an optional 5-year annual renewal.

---

#### 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**

## **Requirements for VAP:**

1. Host the landing page for the VAP both for the end user as well as an administrative portal for back-end work. The pages should be accessible 24/7, and in both standard and mobile formats. Respond to requests for changes within 24-48 hours, excluding holidays.
2. Work with the VAP program manager to provide an interactive experience and allow for a modular completion of the VAP and the delivery of the corresponding resources. Currently, the end user must complete the entire assessment before any resources become available to them. The goal is to allow them to break down an entire assessment into a modular format and complete what they can, as they have time, and provide them with the resources assigned to that module immediately.
3. Provide reports and data analysis on numbers of users, organizations, and Yes/No answers for each of the questions and corresponding headings. Provide this data in a numerical and graphical format to allow for easier explanation of it.
4. Provide for the rapid notification of new user account requests to the VAP Program Manager. When an end user creates an account, they, and the NFFF, get an email confirmation simultaneously.
5. Provide for the reconciliation of resources (broken link, 404 errors, etc).
6. Provide for the transition of the Authorized User to allow for personnel changes without loss or compromise of the dataset.
7. Maintain 100% confidential nature of the program
8. Provide for an easy administrative interface for the addition of new modules/questions to meet the needs of the fire service.
9. There is no expectation to maintain the existing software/version and the selected vendor will have access to all data.

## **Requirements for Seatbelt Pledge**

1. Host the landing page for the Seatbelt Pledge both for the end user as well as an administrative portal for back-end work. The pages should be accessible 24/7, and in both standard and mobile formats. Respond to requests for changes within 24-48 hours, excluding holidays.
2. Coordinate with the NFFF representative for page design.
3. Issue electronic certificates.
4. Coordinate with NFFF representative for required reports and frequency.
5. Provide for the reconciliation of resources (broken link, 404 errors, etc).
6. Provide for the transition of the Authorized User to allow for personnel changes without loss or compromise of the dataset.
7. Deliverables are generally consistent with the current product. The Pledge should have a landing site where individuals may read a brief narrative, create an account and navigate to the signature page. The signature page should have ability for the user to sign as part of an organization or individual. A mechanism for a fire chief to create a group request for distribution and recognition should be available, with a means for the fire chief to certify 100% organizational compliance. A certificate should be auto generated for the end user recognizing the signature, complete with NFFF logo, date of signature, limited narrative, and signatures of the NFFF CEO & NFFF Board Chair (modifiable as these individuals

change). Data mining should be available, including the ability to generate daily, monthly, quarterly, and/or yearly reports of all data points entered.

## **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 fulfill the requirements 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 Danny Kistner, Director of Fire Service Programs by August 15, 2025. Responses will be shared with all interested parties upon request.

## **Submission Instructions**

Proposals must be submitted via email to:

Danny Kistner, Director of Fire Service Programs  
[dkistner@firehero.org](mailto:dkistner@firehero.org)

Subject Line: RFP Submission – Host for Vulnerability Assessment Program & Fire Service Seatbelt Pledge

All proposals must be received no later than **August 19, 2025**.