



Request for Proposal Program Manager – Lessons Learned Training Videos

Date Issued: June 27, 2026

Submissions Due: July 11, 2026

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 America's fallen fire heroes; support their families, colleagues, and organizations; and work to reduce preventable firefighter death and injury.

This solicitation adheres to all federal procurement procedures and protocols, as detailed in applicable funding instruments, including, but not necessarily limited to the OMB Circulars A-110, A-122 & A-133, and/or OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"), issued on December 26, 2013, and subsequently issued agency regulations implementing the Uniform Guidance. Accordingly, it is the Foundation's intent to conduct this procurement under these federally mandated guidelines and requirements.

DESCRIPTION: Program Manager – Lessons Learned Training Videos

1. Background

The National Fallen Firefighters Foundation (NFFF) is undertaking a major initiative to produce 20 professionally developed training videos examining firefighter fatality incidents and highlighting critical lessons learned. These videos will be made available to the fire service community to support improved operational safety, survivability, and risk awareness.

A dedicated Program Manager (PM) is required to oversee planning, coordination, production workflows, stakeholder engagement, and timely delivery. The PM will work closely with, and receive subject-matter support, from the Director of the NFFF Institute for Firefighter Survivability. The deadline for this project is April 27, 2027.

2. Objectives

Objective 1: Provide comprehensive program management to ensure the successful planning, production, and delivery of 20 firefighter fatality training videos.

Objective 2: Coordinate all project activities, schedules, and communications among production teams, NFFF leadership, subject-matter experts, and external partners.

Objective 3: Maintain a structured project timeline that ensures all videos are completed within the performance period.

Objective 4: Ensure all video content aligns with NFFF standards, messaging, and survivability-focused educational goals.

3. Scope of Work / Tasks

The contractor will:

Task 1: Project Planning and Timeline Development

- Establish a master project plan covering pre-production, production, and post-production phases
- Develop a detailed timeline for all 20 videos, including milestones and dependencies
- Identify resource needs, risks, and mitigation strategies

Task 2: Production Coordination

- Coordinate with video production teams, editors, and technical specialists
- Schedule interviews, site visits, and content reviews
- Ensure production workflows remain on schedule and within scope

Task 3: Content and SME Coordination

- Work closely with the Director of the NFFF Institute for Firefighter Survivability
- Facilitate access to subject-matter experts, incident data, and supporting materials
- Ensure accuracy, sensitivity, and educational value of all content

Task 4: Stakeholder Communication and Reporting

- Provide weekly status updates to NFFF leadership
- Maintain organized communication logs, decision records, and meeting notes
- Coordinate feedback cycles and version control for all video drafts

Task 5: Quality Assurance and Final Delivery Management

- Oversee review and approval processes for each video
- Ensure all deliverables meet NFFF quality, branding, and accessibility standards
- Manage final packaging and preparation for distribution to the fire service community

4. Deliverables

Deliverable 1: Master Project Plan and Timeline

A comprehensive plan outlining phases, milestones, risks, and resource requirements.

Deliverable 2: Monthly Progress Summaries

High-level reports documenting accomplishments, risks, schedule status, and next steps.

Deliverable 3: Weekly Status Updates

Brief updates tracking production progress, issues, and upcoming tasks.

Deliverable 4: Review-Ready Drafts of Each Video

Organized submission of each video for NFFF review and approval.

Deliverable 5: Final Delivery of Up to 20 Completed Training Videos

Fully produced, quality-checked videos ready for distribution to the fire service community.

Deliverable 6: End-of-Project Summary Report

A comprehensive report documenting outcomes, lessons learned, and recommendations for future initiatives.

Project Term: The term of the contract will be from the contract award date until April 27, 2027.

Evaluation of Proposals

Proposals will be evaluated by the NFFF Project Officer or their designee. Proposals will be analyzed based on experience and qualifications.

SUBMISSION INFORMATION

All proposals are limited to ten (10) pages total and must include:

1. Cover letter
2. A narrative explaining the experience and qualifications of the company or individual applicant, including the resume of the principal consultant providing direct service for this project. The narrative and resume should detail the applicant's/company's experience. The narrative should include at a minimum the following:
 - a. Education: Undergraduate or graduate degree from an accredited institution of higher learning in a relevant field (i.e., business administration, education administration, management, organizational development, etc.)
 - b. Minimum of seven (7) years of project management experience
 - c. Project Management Professional (PMP) certification
3. An outline of proposed fees

4. A minimum of two (2) references from clients where the applicant has successfully performed similar work

Should this RFP lead to the selection of an award the respondent will be required to submit an IRS W-9 form.

Unless otherwise disclosed in the proposal, by submitting a proposal in response to this RFP, the offeror certifies that no actual or potential organizational or consultant conflict of interest (“COI”) exists, as defined in Federal Acquisition Regulation (FAR) Subpart 9.5.

The NFFF reserves the right to request additional information from all or a select number of offerors as necessary in determining the most advantageous proposal for the organization. Further, if the offeror discloses an actual or potential COI, the NFFF may request more information from the offeror, including, but not limited to, a plan detailing how the actual or potential COI will be mitigated and/or avoided.

Questions may be submitted via email to the NFFF Contracts Team at contractsteam@firehero.org.

Final proposals must be received as outlined on the cover of this Request for Proposal. Submissions should be sent via email to the NFFF Contracts Team at contractsteam@firehero.org.