



# **Request for Proposal**

## **Event Manager – U.S. Fire Administrator’s Summit on Fire Prevention and Control**

**Date Issued:** June 12, 2026

**Submissions Due:** June 26, 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: Event Manager – U.S. Fire Administrator's Summit on Fire Prevention and Control**

#### **1. Background**

The National Fallen Firefighters Foundation (NFFF) seeks a professional event manager to serve as the logistics and administrative coordinator for the 2026 U.S. Fire Administrator's Summit on Fire Prevention and Control.

#### **2. Objectives**

Objective 1: Plan the 2026 U.S. Fire Administrator's Summit

Work with the United States Fire Administration (USFA) and NFFF staff to schedule planning meetings for the 2026 Summit.

Objective 2: Milestone and Deadline Monitoring

Collaborate with the NFFF Command Team to establish and monitor deadlines and milestones.

Objective 3: Administrative Support

Provide administrative support for the Summit, including tracking registrations, coordinating volunteer schedules, managing speaker communications, and providing general support to the command team.

Objective 4: Consulting Services

Offer assistance and consulting services to NFFF as needed.

### **3. Scope of Work / Tasks**

The contractor will:

#### **Task 1: Meeting Management**

- In collaboration with the USFA and NFFF, organize and manage regular planning meetings for the 2026 U.S. Fire Administrator's Summit on Fire Prevention and Control (Summit).
- Capture detailed meeting notes and prepare for the Summit Command Team to review and distribute them to meeting participants.

#### **Task 2: Milestone and Deadline Monitoring**

- Collaborating with the Summit Command Team to establish and monitor milestones and deadlines.
- Provide regular updates on progress towards achieving these milestones.
- Document all milestones leading to goals or deliverables.
- Develop executive-level briefings for USFA and NFFF leadership, detailing progress and accomplishments, including financial and registration numbers.

#### **Task 3: Administrative Support**

- Monitor registration and attendee numbers.
- Manage housing for speakers and other Special Invited Guests (SIGs).
- Coordinate volunteer schedules, responsibilities, and needs with the Summit Command Team.
- Pre-event management and travel onsite to manage administrative event operations.
- Manage communications to attendees.
- Post-event survey and follow-up.
- General administrative support for Command Team.

Task 4: Offer assistance and consulting services to the NFFF at mutually agreed upon times and locations, and support for other projects as directed.

### **4. Deliverables**

#### **Deliverable 1: Planning Meeting Management**

Schedule and facilitate regular planning meetings, including developing agendas and providing notes.

#### **Deliverable 2: Document Timelines and Actions for Deliverables**

Collaborate with the Summit Command Team to track action items and ensure completion.

#### **Deliverable 3: Administrative Support**

Ensure all administrative and logistical needs for the Summit are met.

**Project Term:** The term of the contract will be for 4 months.

## **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. General Experience: Minimum of five years' experience in meeting planning and event logistics.
  - b. Vendor Management: A strong track record of sourcing, negotiating, and managing third-party vendors (e.g., AV technicians, caterers, service contractors).
  - c. Budgeting: Demonstrated ability to handle budget creation, forecasting, and expense tracking.
  - d. Project Management: Superior organizational skills to handle room blocks, catering, transportation, and strict timelines.
  - e. Event Technology: Proficiency with meeting management and registration software such as Cvent or equivalent virtual/hybrid event platforms.
  - f. Vendor & Client Relations: Excellent interpersonal and communication skills to act as the primary liaison between stakeholders, executives, and event staff.
  - g. Change Management: The ability to remain calm under pressure and quickly pivot during unexpected challenges (e.g., AV failure, last-minute schedule changes).
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](mailto: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](mailto:contractsteam@firehero.org).