



Request for Proposal

Content Writer – Carbon Monoxide Awareness Training for Firefighters

Date Issued: July 1, 2026

Submissions Due: July 10, 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: Content Writer – Carbon Monoxide Awareness Training for Firefighters

1. Background

The National Fallen Firefighters Foundation (NFFF) seeks a content writer to collaborate on the planning, development, review, delivery, and promotion of the Protect the Protectors – CO Safety in Fire Operations initiative.

2. Scope of Work / Tasks

Task 1: Online and In-Person Firefighter CO Safety Training Development

The contractor will help facilitate the online training and develop the in-person training for firefighter-focused carbon monoxide safety. The training shall address risks, symptoms, detection, mitigation, and prevention strategies specific to fireground operations and apparatus response.

The curriculum will be designed to improve firefighter awareness and operational decision-making related to CO exposure across fire and rescue settings.

Task 2: Training Guide and Testing Tools

The contractor will develop a training guide and pre-test/post-test evaluation tools covering, at minimum:

- Carbon monoxide risks in fire service operations;
- Signs and symptoms of CO exposure and poisoning;

- Prevention strategies specific to fireground operations and apparatus response;
- Awareness, detection, and mitigation of CO exposure; and
- Operational decision-making to reduce firefighter risk.

Task 3: Curriculum Components

The contractor will design and develop curriculum components, which may include:

- Facilitator guides;
- Instructional slide decks;
- Scenario-based training materials;
- Student handouts or participant materials;
- Testing instruments and evaluation tools; and
- Other educational resources that reinforce firefighter awareness, detection, and mitigation of CO exposure.

Task 4: Best Practice Standard Operating Guideline (SOG)

The contractor will facilitate the creation and adoption of a firefighter-focused best practice standard operating guideline (SOG) for response to carbon monoxide incidents.

The SOG will support safe and effective field operations and may address, as appropriate:

- CO incident response considerations;
- Fireground and overhaul exposure reduction practices;
- Apparatus response and idling considerations;
- Monitoring and detection practices;
- Personal protective measures;
- Medical monitoring and follow-up considerations; and
- Department-level implementation guidance.

Task 5: Review Process with Extended Subject Matter Expert and Fire Service

The contractor will help coordinate and facilitate subject matter experts and fire service professionals in the review of the CO Safety curriculum and integration of their feedback to ensure technical accuracy, operational relevance, and alignment with fire service practice.

This work may include, but is not limited to:

- Coordination of extended SMEs and fire service representatives to review and provide input on project activities on an as-needed basis;
- Review of draft training materials and testing tools; and

- An in-person planning workshop to support curriculum review, alignment, and refinement.

Task 6: Delivery of In-Person Workshops

The contractor will support the delivery of in-person workshops by NFFF Advocates as part of the Protect the Protectors – CO Safety in Fire Operations initiative.

The workshops will provide scenario-based instruction aligned with national standards and the project's risk-reduction goals.

Project Term: The term of the contract will be for one (1) year. This opportunity may be extended if mutually agreed upon by both parties.

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. Bachelor's degree from an accredited college or university
 - b. Demonstrated experience developing training programs and curricula
 - c. 10 years' experience in the fire service, including operations level
3. A sample of work by the applicant that is representative of his/her writing style. The excerpt should not exceed 5 pages and should not contain any confidential information.
4. An outline of proposed fees
5. 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.