



Natural Hazard Mitigation Association Request for Proposals (RFP)

College Level Certificate Program for the Disaster Risk Reduction (DRR) Curriculum

Issued: September 14, 2017

Submittal Due: October 05, 2017, By 4:00 P.M. EDT

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1. Introduction

The National Hazard Mitigation Association (NHMA) promotes natural hazard risk reduction & climate adaptation through planning, adaptation, and mitigation. The NHMA promotes steps to reduce the risk and consequences of natural events with a special emphasis on protecting the most vulnerable populations in our communities. More information about NHMA can be found at its website: <http://nhma.info/>

We are developing, with significant FEMA financial support, a Disaster Risk Reduction (DRR) curriculum. Significant portions of that curriculum have been and are now being deployed; those materials are certainly available for deployment & use now. The DRR curriculum includes considerable legal as well as architectural, engineering, planning, policy, and other materials designed to inform, inspire and motivate grassroots action to promote the Community Rating System (CRS) and other actions to build a safer, more just and resilient nation.

The purpose of the curriculum is to inform and enable persons seeking to assist local and regional participants in efforts to identify and mitigate hazards, identify and empower social groups and programs in disaster risk understanding and reduction, and inform people and local governments about the possibilities and tools that support mitigation of hazards and more effective recovery from disasters.

It is anticipated that the NHMA DRR curriculum may be part of several other academic programs or sequences involving various fields or disciplines such as social work, public health, land use management, environmental studies, law enforcement, economic development, and others. The contractor will be expected to identify the relevant programs or sequences in the home institution and how to make the certificate program available elsewhere through the relevant accreditation organizations and other organizations which may provide the certification program.

2. Background on Project

Using the guidance from the appropriate state college board or equivalent that provides an approval process for the establishment of Certificate programs at a state's institutions of higher education, especially the board whose authority covers community and technical colleges, the organization will work with NHMA through a contractual arrangement to establish an online Certificate program. This Program will lead a student to an academic "certificate" which awards transferable academic credits and/or continuing education credits an accredited College. The Certificate program will be a specialty certificate available

as part of the College's Degree Program. The Program is intended to be available to students across the country who want to complete this online education program that was developed by NHMA and receive a DRR Certificate.

Anticipated Scope of Services

The Contractor will follow the appropriate Program Approval Process (PAR) completing and submitting the necessary information to the State, if required. The Contractor, to establish the Disaster Risk Reduction (DRR) Certificate utilizing the NHMA's current Ambassador Curriculum. Learning objectives, curriculum content and credit hours to be awarded will be determined as part of the development of the Program.

The contractor, working NHMA will facilitate the establishment of the Program and do necessary to carry out an approval process and any required registration. We believe that the Certificate will be less than 20 credits so an easier approval process may be possible. This type of micro-Certificate is only required to be registered with a State Board but it must go through an appropriate College internal curriculum review process which we understand can take up to 90 days. The contractor working with NHMA will, at a minimum, submit to the appropriate State Board or Agency the program title, CIP and EPC codes, program description or learning outcomes, course listing, and number of credits.

After completing any registration with the State Board, the contractor and college would advertise, offer and award the DRR Certificate recognizing successful completion of the program or prescribed course of study by students who satisfy the program requirements. We expect this Program approval process to take three (3) to four (4) months to be completed.

NHMA will also advertise the Certificate Program to its members and members will be able to receive recognition by the Association for completion of the Certificate Program as well as received academic credit through the college associated with this contract.

3. Proposal Format and Content

Proposal Content

The proposal should include a detailed account of qualifications as outlined below, and proposal for completion of the work, including an estimate of timeline and budget. The submittal should include the following information (order of items is flexible at consultant discretion):

- Cover letter, Table of Contents (if applicable), Introductions;
- Understanding of Project and of the tasks to be completed;
- Team description and identification of the individuals who will be working on the project;
- At least two past performance descriptions with references; and
- A firm fixed price estimate.

5. Submittal Due Date and Consultant Selection Process

Submittal Due Date. To be considered, respondents must submit a response to this Request for Proposal no later than **4:00 p.m. eastern on October 05, 2017.**

Please submit proposal as a pdf electronic copy through email to:

Edward A. Thomas

NHMA Program Management Team Chair

Ed.nhma@gmail.com

NHMA email server limits the size of email documents that can be received. Consultants are responsible for ensuring that proposals are received by the deadline.

Criteria. Responding firms will be evaluated based on the following criteria:

- Quality of the proposal
- Related and recent experience in successfully developing other certificate programs
- Demonstrated commitment to Climate Adaptation, Hazard Mitigation, Disaster Risk Reduction
- Demonstrated ability to stay on schedule and within budget
- Review of references
- Pricing

Anticipated Schedule. The following schedule is anticipated.

Anticipated Dates	Steps
September 14, 2017	Request for Proposals issued
October 05, 2017, 4:00 pm EDT	Proposals due
October 11, 2017	NHMA meets to approve consultant selection and award contract
October 20, 2017	NHMA and consultant execute contract, authorize work to proceed

6. Administrative Information

Basic Administrative Information. Please be aware of the following information.

- NHMA reserves the right to reject all or part of any submittals in response to this RFP.
- NHMA will not pay any costs associated with the submittal in response to this RFP and all costs shall be borne by the proposing consultants.
- This RFP is not a commitment by NHMA to award a contract.
- The selected firm may also be required to comply with the NHMA's standard contract and insurance requirements (available upon request).

7. Questions

For questions regarding this Request for Proposal, please contact:

Edward A. Thomas

NHMA Program Management Team Chair

Ed.nhma@gmail.com

Thank you for your interest and work on this proposal.