



Natural Hazard Mitigation Association Request for Proposals (RFP)

Program for the Disaster Risk Reduction (DRR) Curriculum

Issued: December 7, 2017

Submittal Due: December 22, 2017, By 4:00 P.M. EDT

Deadline for Questions: December 15, 2017

Table of Contents

- 1. Introduction**
- 2. Background on City and Project**
- 3. Anticipated Scope of Services**
- 4. Proposal Format and Content**
- 5. Submittal Due Date and Consultant Selection Process**
- 6. Administrative Information**
- 7. Insurance**
- 8. Questions**

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 Federal Emergency Management Agency (FEMA) financial support, a Disaster Risk Reduction (DRR) curriculum. Significant portions of that curriculum have been and are now being deployed, but additional modules are needed. Further some of the modules that have been completed need to be finalized. All will need to have the same look and theme.

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.

2. Background on Project

NHMA is a Cooperating Technical Partner (CTP) with FEMA and has developed the DRR curriculum. This curriculum is composed of modules or presentations that can be delivered live or by webinar on sixteen (16) different topics regarding natural hazards. The modules were developed by Subject Matter Expert (SME) volunteers within NHMA. NHMA hired a contractor for FY 2015 CTP funds to develop modules. This is a continuation of the work into 2016 to finalize the last four (4) modules and develop two (2) new modules.

3. Anticipated Scope of Services

A. COMPLETION OF ADDITIONAL PORTIONS OF THE DRR-A CURRICULUM

Contractor will assist NHMA in the review of final product deliverables of the current CTP FY 2015 grant for the Curriculum Development, complete gaps in the curriculum, update references, and assure compliance with P.A.D.D.I.E. framework.

The Contractor will work with NHMA and SME volunteers to develop four (4) as yet not developed modules for the DRR curriculum: including Leadership, Wildfire Mitigation and two additional modules TBD. The development of modules consists of locating Subject Matter Experts, consulting with those experts, drafting and editing Microsoft PowerPoint presentations, and develop a method of sharing all the modules developed under this RFP

and also last year's work through web based learning. The contractor should be able to share large files through Dropbox® or other file sharing mechanisms with the NHMA Project Management Team (PMT) for review. The modules should be of a consistent format of previous modules developed. All materials thus far developed will be made available to the contractor for review.

In addition to developing two (2) new modules, NHMA is seeking assistance in finalizing four (4) modules not quite finalized from FY 2015 work. See attached document setting forth the status of the module.

Through the editing of previous modules and in developing new modules, the contractor will be required to:

- Coordinate with NHMA volunteers
- Review, disseminate, and edit information
- Finalize presentations with approval from the NHMA PMT

All modules will include a pre- and post-test for each session.

NHMA is in the process of contracting with a college for developing college credit for the modules. It is anticipated that the selected contractor will work with the college for coordinating on CE and other credits.

NHMA has determined its desire to move towards more online education, and organizing the materials based on both modules and topics such as: Post disaster Moratoria; variances below BFE; and other problem-solving exercises which will be used especially in workshops and peer-to-peer consults. Contractor will assist NHMA in identifying additional gaps and identifying solutions. Contractor will assist with webinar development and delivery. NHMA has a webinar platform but is interested in any additional platforms that contractor may have or other suggestions for innovative technology.

B. MARKETING DRR-A

Deploy the DRR Curriculum through webinars; or workshops paid by non-NHMA CTP funds.

Market the Disaster Risk Reduction Curriculum through social media, presentations at conferences, invited training workshops sponsored by others.

C. DETAILED SCOPE

NHMA is seeking a contractor for the following detailed scope of work:

- Consolidating, editing, preparing for presentation as web based learning and formatting curriculum modules with approval from NHMA

- Developing new modules
- Producing pre-and post-tests
- Developing a workshop handout
- Assisting with webinar and workshop delivery as necessary (NHMA will provide the webinar mechanism, but if contractor has one in use please include in your approach)
- Summarizing questions, answers, and lessons learned following webinar delivery
- Finalizing all modules to have a consistent theme and appearance
- Coordinate/assist with obtaining Continuing Education (CE) credits
- Suggest innovative technologies in addition to webinars for the delivery of the DRR

The estimated timeline for completion of this work is four months. Contractor should provide a timeline that allows for coordination with SMEs and approval of modules with NHMA. NHMA anticipates that webinar delivery will continue throughout the term of engagement.

4. 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;
- Team Experience
- Staff Qualifications (bios and resumes)
- References (3 minimum) to include Project Title, Point of Contact, Period of Performance, and Brief Description
- Technical Approach and Timeline
- Cost Proposal (firm fixed price or hourly rates with a not-to-exceed limit).

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 December 22, 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:

| Evaluation Criteria | Maximum Number of Points |
|---|--------------------------|
| Experience in Developing and Delivering Workshops Computer based learning and Webinars | 35 |
| Team Experience and Staff Qualifications | 15 |
| References | 10 |
| Approach/Schedule | 15 |
| Cost Proposal | 10 |
| HUB Firm Participation | 5 |
| Demonstrated Commitment to Hazard Mitigation * | 10 |
| TOTAL POINTS | 100 |

*commitment shown by active volunteer participation in organizations such as NHMA

Anticipated Schedule. The following schedule is anticipated.

| Anticipated Dates | Steps |
|---|-------------------------------------|
| December 7, 2017 | Request for Proposals issued |
| December 15, 2017 | Deadline for Questions |
| December 18, 2017 | Answers to Questions Posted |
| December 22, 2017, 4:00 pm EDT | Proposals Due |
| January 10, 2018 | Consultant Selected |
| January 12, 2018 | Anticipated Date of Contract |

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).
- NHMA strongly encourages and has actively solicited Historically Underutilized Businesses (HUB) to participate in this RFP.

7. Insurance

Upon contract award, proposer should be able to provide insurance in the following amounts:

- Commercial General Liability Limits – Each occurrence, \$1,000,000
- Umbrella Liability Limits – Each Occurrence, \$1,000,000 and Aggregate, \$1,000,000
- Worker's Compensation Policy

8. Questions

For questions regarding this Request for Proposal, please contact:

Edward A. Thomas

NHMA Program Management Team Chair

Ed.nhma@gmail.com

All questions must be submitted in writing by end of business on Thursday, December 15, 2017. Answers to questions will be posted by December 18, 2017 online at <http://nhma.info/rfp/>

Thank you for your interest and work on this proposal.