



# **Natural Hazard Mitigation Association Request for Proposals (RFP)**

## **Implementation Program for the Disaster Risk Reduction (DRR) Curriculum**

Issued: May 29<sup>th</sup>, 2020

Submittal Due: June 15<sup>th</sup>, 2020, By 4:00 P.M. EDT

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## 1. Introduction

The Natural Hazard Mitigation Association (NHMA) promotes natural hazard risk reduction & climate adaptation through education, 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 SME volunteer 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, emergency management and others. The contractor will be expected to identify the relevant programs or sequences in the home institution and how to deploy the DRR Curriculum nationally.

## 2. Background on Project

- a. NHMA seeks contractor support to, using the DRR Curriculum, review appropriate professional credentialing programs and available disaster mitigation and resilience standards to develop a “Mitigation Professional” credential that can be aligned with National DRR objectives and standards of performance for comprehensive risk management. This can have both individual (i.e. “PE”) and Program (i.e EMAP/NFPA 1600) components.
- b. NHMA seeks contractor support to “operationalize” the DRR Curriculum. This includes updating the current 24 modules, identifying new modules required, and developing an

implementation plan that effectively fields this curriculum Nationally in collaboration with Academic Institutions, Federal Agencies, and other NGOs working in the DRR space. This will include a strategy to operationalize the curriculum in context with Community and Infrastructure Resilience and Mitigation programs and projects, with particular emphasis on under-served Communities.

### 3. Anticipated Scope of Services

Services related to the completion of this contract will operationalize the Disaster Risk Reduction Curriculum:

- a. Review current modules for alignment with FEMA’s vision, goals and objectives as identified in the FEMA Five-year Strategy, NDRF, Mitigation and Recovery Frameworks, National Preparedness Goal (NPG).
- b. Determine need for module updates and needed new modules as identified in discussions with FEMA. Establish a schedule for future updates and method for identifying new modules. Establish target audiences, venues and marketing. Provide a tie-back to FEMA’s Community Lifelines as appropriate as found at: <https://www.fema.gov/lifelines>
- c. Establish an implementation “program” with a 3-5 year plan to address a set of target audiences for the overall program and each module. This would include development, coordination with Federal / State requirements, facilitation of the program and the management of a learning / credentialing management system that establishes professional mitigation and resilience standards / credentials.
- d. Assist NHMA to create a learning environment that emphasizes project based learning. This should include use of an established and tested learning management system (LMS)
- e. Establish a certification/recertification criteria and gateway for Curriculum instructors. The Curriculum can’t be proprietary to NHMA; however, we can set standards for instructors and the learning environment i.e. in-person training session, online training or blended.
- f. Establish course work for Basic and Advanced Instructor/Ambassador designation.

If possible, develop and organization success award and recognition, much like the *NWS “Storm Ready”* or *NEMA Emergency Management Accreditation Program*

### 4. Proposal Format and 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):

- a. Cover letter, Table of Contents (if applicable), Introductions;

- b. Understanding of Project and of the tasks to be completed;
- c. Team description and identification of the individuals who will be working on the project;
- d. At least two past performance descriptions with references; and
- e. 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 June 15, 2020.**

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

David Mallory, PE  
 NHMA Program Director  
 David@westylight.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:

- a. Quality of the proposal
- b. Related and recent experience in successfully supporting Community Resilience programs and projects
- c. Demonstrated commitment to Climate Adaptation, Hazard Mitigation, Disaster Risk Reduction
- d. Demonstrated ability to stay on schedule and within budget and provide a preliminary task schedule within the period of performance and the timeline for necessary check-ins and monthly reporting requirements with NHMA.
- e. Review of references
- f. Pricing

**Anticipated Schedule.** The following schedule is anticipated

Anticipated Dates	Steps
29 May 2020	Request for Proposals issued
15 June 2020	Proposals Due

18 June 2020	NHMA meets to approve consultant selection and award contract
25 June 2020	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).
- Any indirect costs must be included in the proposal and at time of award, NHMA may exercise its rights to have the awardee provide another indirect cost agreement with FEMA or other federal agency for rate verification.

## 7. Questions

For questions regarding this Request for Proposal, please contact: David Mallory, PE

NHMA Program Director

David@westylight.com

**Thank you for your interest and work on this proposal**