

# National Hazard Mitigation Association (NHMA) Request for Proposals (RFP) for Project Management Support Services

## Overview

The National Hazard Mitigation Association (NHMA) is issuing this RFP to procure project management support services and subject matter expertise (SME) to assist with its Federal Emergency Management Agency (FEMA) Cooperating Technical Partners (CTP) program grants. The selected firm will assist with the activities authorized under NHMA's CTP grants as directed by the NHMA Executive Committee including but not limited to:

- Providing on-going project management support and subject matter expertise (SME) and support for its Cooperating Technical Partners (CTP) program grants;
- Making updates to NHMA's website to ensure that the latest activities and information developed by NHMA are shared with the broader hazard mitigation practitioner community;
- Creating modules for NHMA's Disaster Risk Reduction (DRR) curriculum;
- Establishing and delivering a comprehensive National Hazard Mitigation Practitioner Training Program based on the Disaster Risk Reduction (DRR) Curriculum developed by NHMA; and
- Providing SME support to NHMA for Hazard Mitigation (HM) planning, technical assistance and training support activities at national, regional, state and local levels as required.

## Important Dates and Submission Information

**Issued:** May 22, 2024

**Submittal Due:** June 18, 2024

To be considered, respondents must submit a response to this RFP as a pdf electronic copy via email to: [contact@nhma.info](mailto:contact@nhma.info).

## Introduction

NHMA is a nonprofit organization that promotes hazard risk reduction and climate adaptation through national, state and local level expertise and experience in mitigation, emergency management, and related professions through education, training, planning, and technical projects and activities. 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 our website at: <http://nhma.info/> .

NHMA applies for FEMA CTP grants on an annual basis that are used to support activities that align with its mission. This RFP is soliciting proposals from qualified firms with FEMA and hazard mitigation expertise to provide project management support across its active CTP grant activities.

A key component of NHMA's CTP grant activities includes the development of a Disaster Risk Reduction (DRR) curriculum which NHMA is developing in collaboration with FEMA. The purpose of the curriculum is to inform and enable practitioners and community leaders in efforts to identify and mitigate hazards, identify and empower organized groups and programs in disaster risk understanding and reduction, and inform populations at risk and local governments about the available resources and tools that support mitigation of hazards and more effective recovery from disasters. The selected firm will assist with all activities in connection with the development and deployment of the DRR curriculum.

## Period of Performance

The period of performance is 3 years with an option to renew for up to two one-year periods.

## Anticipated Scope of Services

NHMA seeks contractor support to provide project management and SME support for its Cooperating Technical Partners (CTP) program grants including but not limited to the development and deployment of its Disaster Risk Reduction (DRR) Curriculum which it is currently developing in collaboration with FEMA. This includes updating and improving the current 24 modules, identifying and assisting with the development of new modules required, and developing and supporting multiple methods of delivery to both beginner and advanced HM practitioner audiences. NHMA also seeks contractor support to develop and execute a project management plan to operationalize the curriculum in context with Community and Infrastructure Resilience and Mitigation programs and projects, with particular emphasis on under-served, disadvantaged Communities. Specific tasks include:

- Develop the curriculum modules including powerpoint slide content and the accompanying script for delivery
- Identify target audiences and potential training partnerships in collaboration with NHMA's Core Curriculum Team and Conference Committee
- Identify methods of delivery for completed Curriculum Modules (e.g. social media channels, classroom delivery, and online training)
- Schedule delivery of Curriculum Module training
- Provide support for finalization of materials, logistics, trainers, marketing/outreach, and website and YouTube updates.
- Oversee the development of a credentialing program upon completion of DRR curriculum.

The selected firm will assist with other activities that might arise in connection with NHMA's CTP grant activities including mitigation activities with an emphasis on addressing flood risk as assigned by NHMA's Executive Committee. This will include SME support to NHMA and its committees for development of hazard mitigation services and deliverables related to hazard mitigation planning, training and technical assistance required to support disaster risk reduction at the national, state and local level, with emphasis on assisting underserved, disadvantaged communities.

The selected firm will prepare Performance Progress Reports (PPRs) for supported FEMA grant(s).

## Proposal Format and Content

The proposal must follow the following format and include the following:

1. Cover letter;
2. Table of contents;
3. Understanding of project and of the tasks to be completed;
4. Firm description and identification of the individuals who will be working on the project, including resumes for each individual (resumes may be included in an Appendix)
5. At least three past performance descriptions with references

Proposals should be no more than 20 pages not including resumes.

## Pricing

The proposal should include a rate card providing rates for the 3 year period of performance and indicate which rate each individual included in the proposal maps to in the rate card.

## Consultant Selection Process

Proposals will be evaluated based on the following criteria:

- Related and recent experience in successfully supporting hazard mitigation and community resilience programs and projects and quality of references (25%)
- Demonstrated commitment to climate adaptation, hazard mitigation, disaster risk reduction (20%)
- 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. (40%)
- Pricing (15%)