

**National Hazard Mitigation Association (NHMA)  
Request for Proposals (RFP) for Project Management Support  
Services - Question Responses**

- 1. There isn't an indication of the amount of support anticipated. Is this full time support for multiple people, or something closer to 0.25 of an FTE (full time equivalent) for a person/team?**

We anticipate this work will ebb and flow over the course of the contract but will generally consist of 1 FTE over the course of the contract.

- 2. How many different CTP grant agreements are part of this RFP?**

We have four active CTP grants.

- 3. Will the contract be hourly (with not to exceed limits that fit parameters of the CTP grants) or will each task be quoted as lump sum once it's assigned?**

The contract will be hourly.

- 4. To better align our proposal with your expectations and ensure the scope of work is feasible within your budgetary constraints, could you please disclose any budget information or financial guidelines for this project?**

The budget for the RFP is up to \$250,000 and work will be completed on an hourly basis.

- 5. Is NHMA primarily seeking a project manager to independently collect data that will be used to update flood maps, or is your organization seeking program SMEs to help with outreach support and curriculum development?**

None of the FEMA CTP grants that NHMA currently has includes any work related to updating flood maps. NHMA applies for CTP under the CTP-Special Projects (CTP-SP) subsection of the grants. NHMA is seeking project management and related hazard mitigation SME support to assist with FEMA CTP-SP activities including outreach support and curriculum development as outlined in the RFP.