REQUEST FOR PROPOSAL

IAFF NATIONAL FIRE & EMS TRAINING RESOURCE HUB AND FIRE & EMS STAFFING TOOLKIT

1. INTRODUCTION

1.1. PURPOSE OF THE RFP

The International Association of Fire Fighters ("IAFF") is seeking proposals from qualified entities to build, populate, and host the National Fire & EMS Training Resource Hub (the "Hub") and to write, pilot, and publish the Fire & EMS Staffing Toolkit (the "Toolkit").

This project is funded in whole or in part with federal financial assistance from the U.S. Department of Homeland Security ("DHS") through the Federal Emergency Management Agency ("FEMA") under FY 2025 Fire Prevention and Safety (FP&S) Grant Award No. EMW-2025-FP-00133. The selected contractor will be required to comply with the applicable requirements associated with work performed under the federal award.

1.2. PROJECT BACKGROUND

The Hub and Toolkit are part of the IAFF's National Fire and EMS Workforce Education and Training Initiative, a project planned over two years. The FEMA award currently sets a period of performance of October 5, 2026 through October 4, 2027, so the second year of the work under this RFP is structured as an option the IAFF may exercise (see Section 2.4). The project addresses fire and EMS recruitment, retention, and access to training, with a focus on rural and under-resourced departments.

Information on entry-level fire and EMS training is spread across many state, provincial, and federal websites. Certification and reciprocity rules also differ from one jurisdiction to the next. A candidate or training officer has no single place to find a program, learn who certifies it, and learn whether that certification will be recognized elsewhere.

The project also includes a National Fire Service Staffing Analysis, which is being procured separately. Its findings, expected in project months 13 through 15, will inform the Toolkit.

1.3. PROJECT OBJECTIVES AND SCOPE

The Hub will be a free, searchable website of entry-level fire and EMS training in the United States and Canada, drawn mainly from government training agencies and regulators. For each state, province, and territory, it will show who certifies fire fighters and EMS providers, which accreditations apply, and where those certifications are recognized. State and provincial agencies will keep their own information current through a self-service portal. The Toolkit will give departments and local unions practical guidance and tools for training, recruitment, and retention.

All meetings will be virtual. The selected contractor will be responsible for the following work:

1.3.1. Project Management

The selected contractor will provide a single point of contact, hold a kickoff meeting within 15 days of award, and deliver a work plan and schedule within 30 days. The contractor will hold a monthly status call, submit a one-page monthly report, and provide usage summaries by June 30 and December 31 for the IAFF's FEMA reports.

1.3.2. Hub Design and Build

The selected contractor will prepare a short requirements and design document and a clickable prototype for review by the IAFF, its partners, and a small group of end users, including rural and volunteer personnel. The contractor will release a public beta by September 30, 2027, a refined release by December 31, 2027, and Version 1.0, including the interactive Toolkit, by May 31, 2028. Accessibility testing and a vulnerability scan must be completed before beta and before Version 1.0, with critical and high findings fixed before release.

1.3.3. Hub Data

Before beta, the selected contractor will research and load a jurisdiction profile for all 50 states, the District of Columbia, and the 13 Canadian provinces and territories. Each profile will include:

- The fire certifying authority and its accreditation (such as IFSAC or Pro Board);
- The EMS regulator and licensing exam (such as NREMT);
- The reciprocity policy and any interstate or interprovincial agreement (such as the REPLICA EMS Compact or the Canadian Free Trade Agreement);
- Links to official sources and the date each record was verified.

The contractor will also load entry-level program listings (Fire Fighter I and II, Hazardous Materials Awareness and Operations, EMR, EMT, and AEMT) from public sources, mainly state and provincial agencies, the National Fire Academy, and accredited colleges, and will expand them through Version 1.0. Data may be collected only as each source's terms allow. The contractor will help the IAFF bring agency editors onto the portal and will deliver the full data set as a CSV file at beta and at closeout.

1.3.4. Hosting and Support

The selected contractor will host the Hub from award through the end of the contract at a fixed monthly price that covers all third-party services, including monitoring, patching, backups, and business-day support. No license or subscription paid under the contract may run past October 4, 2027 unless the IAFF has exercised the option year, and none may run past September 30, 2028. Respondents must separately price an optional 12 months of post-grant hosting, which would be paid with non-federal funds. This post-grant hosting is separate from the option year described in Section 2.4.

1.3.5. Toolkit

The selected contractor will deliver a Toolkit Content Plan within 30 days after the Staffing Analysis findings are delivered. The contractor will write the Toolkit in project months 16 through 19 from those findings and documented practice. The Toolkit will cover training program design, recruitment, and retention, with editable templates, checklists, and evaluation tools. Writers must have fire and EMS subject matter expertise.

The IAFF will provide the NFPA 1010 curriculum frameworks and checklist content and will work with the contractor to place them in the Toolkit and the Hub. The contractor will format and publish this content as supplied and is not responsible for its NFPA 1010 alignment.

The contractor will revise the Toolkit after IAFF and partner review and after a pilot with departments

the IAFF recruits. Final deliverables are a print-ready, accessible PDF with editable tool files; a Spanish translation reviewed by a fire or EMS professional; and an interactive version in the Hub.

1.3.6. Launch and Closeout

The selected contractor will provide one recorded training session for IAFF staff and agency editors, and demonstrations and technical support for up to four virtual workshops the IAFF will host in project months 20 through 23. At closeout, the contractor will deliver an administrator manual, confirm that all code, data, and accounts are in the IAFF's name, and submit a short final report.

1.4. HUB REQUIREMENTS

The Hub must meet the following requirements:

- **Ownership.** Built on widely supported technology that another firm could maintain, with no per-user or per-listing fees. The IAFF will own the domain, code, hosting, and all accounts from the start.
- **Public access.** Free to everyone, with no registration needed to search, no advertising, and no sale of user data. Mobile-friendly and usable on slow rural connections.
- **Search.** Keyword search; filters for discipline, level, country, state or province, delivery method, and cost; and location search by ZIP code, postal code, or device location, with a radius and map. Listings will show program details, the resulting accreditation, cost, dates, source, and the date last verified.
- **Jurisdiction pages.** For each jurisdiction, the certifying bodies, accreditations, EMS exam, and reciprocity rules, plus a step-by-step guide to becoming a fire fighter or EMS provider there and its recruitment and retention programs.
- **Credential tracking.** Optional accounts where users record their own credentials and planned courses against a career pathway. Records are self-reported only, with no link to outside registries, and users can download and delete their data.
- **Editing.** IAFF staff can manage all content without developer help. Agency editors update their own records, subject to IAFF approval. All editors use multi-factor login. Broken links and records not verified in 12 months are flagged automatically.
- **Analytics and evaluation.** Users, searches, listing views, and Toolkit downloads, with reach by state and by rural or urban county, to measure the project's target of 30 percent engagement from rural and high-need areas. Monthly exports, plus a feedback form, embedded surveys, and pre- and post-use self-assessments the IAFF can turn on or off.
- **Accessibility,** security, and privacy. WCAG 2.1 AA and Section 508. U.S. hosting with a provider that holds a SOC 2 Type II report or FedRAMP authorization, with encryption. A privacy notice before beta, no accounts for children under 13, and notice to the IAFF within 24 hours of any security incident. IAFF and user data may not be used to train AI models.
- **Branding.** IAFF branding with partner co-branding and the DHS funding acknowledgment, with no DHS or FEMA seal unless approved. The Hub will link to government and partner resources rather than copy them.

1.5. ANTICIPATED SCHEDULE

The project must be completed within the required timeframe to meet grant performance periods. The anticipated schedule is as follows:

- Questions due: Friday, November 20, 2026 at 5:00 PM/Eastern
- Proposal deadline: Monday, December 14, 2026 at 5:00 PM/Eastern
- Kickoff and work plan: 15 and 30 days after award
- Requirements and design document and prototype: 90 days after award
- Public beta with all 64 jurisdiction profiles and initial listings: September 30, 2027
- Refined release with expanded listings: December 31, 2027
- Toolkit Content Plan: 30 days after the Staffing Analysis findings are delivered
- Toolkit pilot draft: February 29, 2028
- Final Toolkit (English): April 30, 2028
- Version 1.0 with interactive Toolkit, Spanish Toolkit, and staff training: May 31, 2028
- Workshop support, documentation, handover, and final report: August 31, 2028

Respondents may propose earlier dates. The IAFF will accept or comment on each deliverable within 10 business days, and the contractor will resubmit within 10 business days. Software is accepted when it has no open critical or high defects.

The kickoff, work plan, requirements and design document, prototype, and public beta fall in the base period. The remaining milestones fall in the option year and will be performed only if the IAFF exercises the option under Section 2.4.

2. ADMINISTRATIVE INFORMATION

2.1. QUESTIONS AND POINTS OF CONTACT

This RFP is issued by the International Association of Fire Fighters. Questions regarding this RFP must be submitted in writing by Friday, November 20, 2026 at 5:00 PM/Eastern and directed to:

Dr. Joshua Smith
Assistant to the General President
International Association of Fire Fighters
jsmith@iaff.org

Respondents may not contact other IAFF personnel about this RFP before award. Only written amendments or clarifications issued by IAFF will modify this RFP.

2.2. PROPOSAL SUBMISSION

Proposals must be submitted by email to jsmith@iaff.org and received no later than 5:00 p.m. Eastern Time on Monday, December 14, 2026. Late proposals will not be considered. Respondents are responsible for the timely and complete delivery of their proposals.

2.3. AVAILABLE FUNDING

The total contract price may not exceed $445,988. Of this amount, about $354,988 is budgeted for the Hub, including hosting, and $91,000 for the Toolkit. Respondents should propose the scope in this RFP at the lowest reasonable price.

2.4. ANTICIPATED CONTRACT AND FEDERAL AWARD REQUIREMENTS

The selected contractor will be required to enter into a single firm-fixed-price contract with IAFF, with a base period and one option year as described below. Payments will be tied to accepted deliverables, plus a fixed monthly price for hosting. The contractor must accept the applicable requirements associated with work funded under the FEMA federal award, including 2 C.F.R. §§ 200.317–200.327, the FY 2025 FP&S Notice of Funding Opportunity, the FY 2026 DHS Standard Terms and Conditions, and the provisions in Attachment A. The contract will also include the following terms:

- **Base period and option year.** The base period runs from award through October 4, 2027, the end of the current period of performance under the FEMA award. The IAFF has asked FEMA to extend that period of performance through October 4, 2028. The contract will include one option year, from October 5, 2027 through September 30, 2028, covering the remaining deliverables and hosting. The option year is at the IAFF's sole discretion. The IAFF expects to exercise it only if FEMA approves the extension, federal funds remain available, and the contractor's base-period work has been satisfactory. The IAFF may exercise the option, in whole or in part, by written notice at any time before the base period ends, at the prices in the contractor's proposal. If the option is not exercised, the contract will end on October 4, 2027. By that date the contractor will deliver all completed work, the current data set as a CSV file, and all code, data, and accounts in the IAFF's name, and the IAFF will pay only for accepted base-period deliverables and base-period hosting.
- **Pricing and invoicing.** Fixed prices include all costs, and no travel is expected. Work outside the scope is paid only under a written modification signed in advance and priced at the proposed labor rates. Monthly invoices must cite Award No. EMW-2025-FP-00133 and are payable net 30. Final invoices are due within 30 days after the contract ends.
- **Ownership and data.** Deliverables are works made for hire or assigned to the IAFF, subject to the federal government's license under 2 C.F.R. § 200.315(b). Third-party components must be licensed to the IAFF perpetually. All data belong to the IAFF, and no deliverable or account may be withheld in a dispute.
- **Personnel and subcontracts.** The project manager, technical lead, and Toolkit content lead may be replaced only with IAFF approval. Teaming is allowed, but the prime contractor is responsible for all work. Subcontractors must be named or approved, registered in SAM.gov, and not excluded. Small, minority-owned, women-owned, and veteran-owned firms are encouraged (2 C.F.R. § 200.321).
- **Place of performance.** All work will be performed, and all data kept, in the United States. Listing public Canadian sources in the Hub is not work performed abroad.
- **Warranty and insurance.** Defects reported before the contract ends will be fixed at no cost. The contractor will carry general, professional, and cyber liability insurance of at least $1,000,000 each, and workers' compensation insurance.
- **Records and termination.** Records must be kept for three years after the IAFF's final FEMA report, with access for the IAFF, FEMA, the DHS Office of Inspector General, and the Comptroller General. The

contract may be terminated for cause after 10 days to cure, for convenience on 30 days' notice, or if FEMA reduces or ends the award. The federal government is not a party to the contract.

2.5. RESERVATIONS AND COSTS OF PROPOSAL PREPARATION

Issuance of this RFP and submission of a proposal do not obligate the IAFF to award a contract or guarantee that any respondent will receive work. IAFF may request clarification or additional information concerning a proposal, and may cancel this RFP or reject any or all proposals.

Respondents are not entitled to reimbursement for any costs incurred in preparing or submitting a proposal, participating in the procurement process, or performing work before execution of a contract.

Under 2 C.F.R. § 200.319(b), a firm that helped develop the IAFF's grant application, project plan, or budget, or drafted any part of this RFP, may not compete. Proposals are subject to review by FEMA and other federal officials, and confidential information should be marked on each page.

3. INSTRUCTIONS TO RESPONDENTS

3.1. GENERAL INSTRUCTIONS

Proposals should be clear, concise, and sufficiently detailed to permit the IAFF to evaluate the respondent's qualifications, technical approach, schedule, and pricing. The technical proposal is limited to 15 pages, not counting résumés. Proposals should follow the organization below and address each requested item. No pricing may appear in the technical proposal.

3.2. REQUIRED PROPOSAL CONTENTS

Proposals should include the following sections:

- Cover letter signed by an authorized official, with the respondent's legal name, UEI, and a statement that the proposal is valid for 120 days
- Capability Statement and Minimum Qualifications
- Relevant Experience, with up to three similar projects from the past five years, including links and references
- Technical Approach, covering each task, the proposed technology, how agencies will keep data current, the Toolkit, and how the IAFF would run the Hub after the grant
- Key Personnel, with time commitments and résumés of up to two pages, and any subcontractors and their roles
- Work Plan and Schedule
- Assumptions and exceptions (no exceptions to Attachment A will be accepted)
- Price Proposal
- Signed Attachment B and proof of active SAM.gov registration

3.2.1. Minimum Qualifications

To be eligible for consideration, a respondent must demonstrate the following capabilities, availability, and experience:

- Experience building and hosting public, searchable websites with map and location search;
- Experience meeting WCAG 2.1 AA accessibility standards;
- Ability to host the Hub and keep all data in the United States;
- Fire and EMS subject matter expertise on the Toolkit writing team, either in-house or through a subcontractor;
- Access to qualified Spanish translation;
- Active SAM.gov registration, with no exclusions;
- Availability to meet the schedule in this RFP.

3.2.2. Price Proposal

The price proposal must state a firm, fixed price for each of the following items, grouped by contract period, and a total price for the base period and option year combined, which may not exceed $445,988.

Base period (award through October 4, 2027):

- Kickoff and work plan
- Requirements and design document and prototype
- Public beta and jurisdiction data set
- Hosting for the base period, as a monthly price times 9 months (January through September 2027, assuming a January 2027 award), covering hosting through October 4, 2027

Option year (October 5, 2027 through September 30, 2028, if exercised):

- Refined release and expanded listings
- Version 1.0 and staff training (Hub portion)
- Workshop support, documentation, handover, and final report
- Hosting for the option year, as a monthly price times 12 months (October 2027 through September 2028)
- Toolkit Content Plan
- Toolkit pilot draft, pilot materials, and pilot revisions
- Final Toolkit (English)
- Spanish Toolkit and interactive Toolkit

Respondents must also separately state the price of the optional 12 months of post-grant hosting, including any cap on annual increases, and a fully burdened hourly rate for each labor category, to be used only to price written changes. Base-period prices must include the closeout and handover required if the option is not exercised. The price proposal should include a short basis of estimate showing hours by labor category and each third-party service included in the hosting price, and should identify all assumptions affecting the proposed price.

4. EVALUATION AND SELECTION PROCESS

4.1. INITIAL REVIEW

The IAFF will first review each timely submitted proposal for completeness, compliance with the submission requirements and minimum qualifications stated in this RFP, the funding limit, SAM.gov registration, and responsibility under 2 C.F.R. § 200.318(h).

4.2. EVALUATION FACTORS

Proposals that proceed beyond the initial review will be evaluated under 2 C.F.R. § 200.320(b)(2) using the following factors, out of 100 points. The IAFF will score the technical factors before reviewing price, and will select the responsible respondent whose proposal is most advantageous to the IAFF, price and other factors considered.

4.2.1. Technical Approach (35 points)

The IAFF will evaluate the respondent's understanding of the project and the soundness and feasibility of its proposed approach, including the jurisdiction data, the agency portal, the Toolkit, and how the Hub will be sustained after the grant.

4.2.2. Experience (20 points)

The IAFF will evaluate the relevant experience and past performance of the respondent on similar websites, data projects, and guides or toolkits.

4.2.3. Key Personnel (15 points)

The IAFF will evaluate the qualifications of the proposed staff, including their fire and EMS subject matter expertise.

4.2.4. Price (30 points)

The IAFF will evaluate the respondent's total proposed price for the base period and option year combined. Evaluating the option-year price does not obligate the IAFF to exercise the option. The lowest total price will receive 30 points, and other proposals will receive points in proportion (lowest price divided by the respondent's price, times 30). The optional post-grant hosting price is not scored.

The IAFF reserves the right to award without discussions or to conduct clarifying discussions with any/all respondents. Respondents may request a debriefing within five business days of notice of award. Protests must be submitted to the Assistant to the General President for Training, Education and Grants Administration, whose decision is final (2 C.F.R. § 200.318(k)).

ATTACHMENT A. REQUIRED FEDERAL CONTRACT PROVISIONS

The contract will include the following provisions, which are required by 2 C.F.R. § 200.327 and Appendix II to 2 C.F.R. Part 200, the FY 2026 DHS Standard Terms and Conditions as applied by the FY 2025 FP&S Notice of Funding Opportunity, and Award No. EMW-2025-FP-00133. They are not negotiable. Provisions marked as flow-down must be included in subcontracts.

- **Remedies and termination (App. II(A), (B)).** As set out in Section 2.4.
- **Contract Work Hours and Safety Standards Act (App. II(E)).** Where mechanics or laborers are employed: a 40-hour standard work week, overtime at 1.5 times the basic rate, and safe working conditions (40 U.S.C. §§ 3702, 3704; 29 C.F.R. Part 5). Flow-down.
- **Rights to inventions (App. II(F)).** Compliance with 37 C.F.R. Part 401 if the award is a funding agreement and the work involves experimental, developmental, or research work. Flow-down.
- **Clean Air Act and Federal Water Pollution Control Act (App. II(G)).** Comply with applicable standards and report violations to the IAFF. Flow-down to subcontracts over $150,000.
- **Debarment and suspension (App. II(H);** 2 C.F.R. Parts 180, 3000). The contractor and its principals are not excluded and will comply with subpart C. Certification is a material representation. Flow-down to lower-tier covered transactions.
- **Byrd Anti-Lobbying Amendment (App. II(I); 31 U.S.C. § 1352).** Certification (Attachment B) that no federal funds are used for lobbying, and disclosure of non-federal lobbying on Standard Form LLL, forwarded tier to tier. Flow-down.
- **Procurement of recovered materials (App. II(J); 2 C.F.R. § 200.323).** Comply with Solid Waste Disposal Act § 6002 and 40 C.F.R. Part 247 for EPA-designated items over $10,000. Flow-down.
- **Covered telecommunications and video surveillance (App. II(K); 2 C.F.R. § 200.216; FY 2019 NDAA § 889).** No equipment or services from Huawei, ZTE, Hytera, Hikvision, Dahua, or other covered entities in any system used for the work, including hosting, networking, and content delivery. Report any found within one business day. Flow-down.
- **Domestic preferences (App. II(L); 2 C.F.R. § 200.322).** Preference for U.S.-produced goods and materials to the extent practicable. Flow-down.
- **Access to records; DRRA 2018.** Access for the IAFF, FEMA, the DHS Office of Inspector General, and the Comptroller General to pertinent records, facilities, and personnel, with retention under 2 C.F.R. § 200.334. Nothing in the contract limits FEMA or GAO audits. Flow-down.
- **DHS seal, logo, and flags.** No use without specific FEMA pre-approval. Flow-down.
- **DHS Standard Terms and Conditions (FY 2026).** Compliance as applicable to contractors, including the Age Discrimination Act, American Security Drone Act, ADA, Civil Rights Acts Titles VI and VIII, Title IX, Rehabilitation Act § 504, Drug-Free Workplace Act, Fly America Act, Hotel and Motel Fire Safety Act, Trafficking Victims Protection Act, PII collection and use, Executive Orders 13513 and 13224, duplicative costs, and acknowledgment of DHS funding. Under NOFO Section 9.O, the "Communication and Cooperation with DHS and Immigration Officials" term and paragraph (2)(a)(ii) of the "Federal Anti-Discrimination Laws Material to the Government's Payment Decisions Under the False Claims Act" term do not apply. Flow-down.

- **Program fraud and mandatory disclosure.** 31 U.S.C. Chapter 38 applies. Prompt written disclosure of credible evidence of fraud, bribery, gratuity, or False Claims Act violations (2 C.F.R. § 200.113). Flow-down.
- **Whistleblower protection (41 U.S.C. § 4712).** Inform employees in writing of their rights and remedies. Flow-down.
- **Changes; no federal obligation.** Changes only by signed written modification with cost or price analysis. The federal government is not a party to the contract and has no obligation or liability under it.

ATTACHMENT B. OFFEROR CERTIFICATIONS AND REPRESENTATIONS

By signing, the authorized official certifies each statement below as a material representation of fact on which the IAFF relies in making an award.

- **SAM.gov and responsibility.** The offeror is registered in SAM.gov under the UEI below, and neither it, its principals, nor proposed subcontractors are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal agency.
- **Lobbying (31 U.S.C. § 1352).** No federally appropriated funds have been or will be paid to any person to influence or attempt to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any federal contract, grant, loan, or cooperative agreement or its extension, renewal, amendment, or modification. Any non-federal lobbying payments will be disclosed on Standard Form LLL, and this certification will be included in all subawards and subcontracts at all tiers. Failure to file is subject to a civil penalty of $10,000 to $100,000 per failure, and 31 U.S.C. Chapter 38 applies.
- **Independent pricing.** Prices were arrived at independently, without consultation or agreement with any competitor, and have not been disclosed to any other offeror.
- **Federal terms and place of performance.** The offeror will comply with and flow down Attachment A, and will perform all work and keep all data in the United States unless the IAFF approves otherwise in writing.

COVERED TELECOMMUNICATIONS (2 C.F.R. § 200.216):

- ☐ The offeror will not provide or use covered telecommunications equipment or services in performing the contract.
- ☐ The offeror will provide or use covered equipment or services (describe in an attachment; such a proposal will not be accepted).

ORGANIZATIONAL CONFLICT OF INTEREST:

- ☐ The offeror, its subcontractors, and personnel did not help develop the IAFF's FY 2025 FP&S application, project plan, or budget, or draft this RFP, and have no other actual or potential conflict.
- ☐ The offeror discloses the conflict, or relationship with any IAFF officer, employee, or agent or their family, described in an attachment.

BUSINESS STATUS (2 C.F.R. § 200.321):

☐ Small ☐ Minority-owned ☐ Women-owned ☐ Veteran-owned ☐ Labor surplus area firm ☐ None

AMENDMENTS ACKNOWLEDGED: _____

Offeror legal name: _____ UEI: _____

Authorized signature: _____ Date: _____

Name and title: _____