

Community Wildfire Protection Plan (CWPP) Assistance Program Contractor Opportunity

1. Summary and Background

The Community Wildfire Protection Plan (CWPP) Assistance Program, managed by the International Association of Fire Chiefs (IAFC), is accepting submissions for contractor positions to assist with facilitating targeted wildfire community risk reduction. Funding for this IAFC Wildland Fire Program's initiative is provided through a FY2023 DHS/FEMA/AFG/FP&S grant.

This opportunity is for current or retired individuals with experience and knowledge in Wildland Urban Interface (WUI) response, preparedness, mitigation and who have worked with departments and communities to adapt to living with fire. The goal of this CWPP Assistance Program is to aid high-risk communities in wildfire planning processes, evaluating, and updating/developing their CWPP. Contractors will be expected to have communication and training skills that will allow them to facilitate support for selected departments.

Interested individuals shall submit a resume and cover letter with experience and qualifications. The selection committee will review and select based on the criteria listed herein.

2. Proposal Guidelines & Timeline

The application period for the Community Wildfire Protection Plan Assistance Program Contractors will be open until February 14, 2025, at 1700 Pacific. Submissions will be reviewed and evaluated upon receipt. The IAFC will conduct interviews in February 2025 with those selected to advance in the process. Final selections will be made, and applicants notified no later than February 28, 2025.

Selected individuals will be provided with a contract and must agree to the terms and conditions set forth by the IAFC.

Project Timeline:

- Contractors will be notified of final selection no later than February 28, 2025.
- The contract will end on September 26, 2026.

3. Project Purpose and Description

The Community Wildfire Protection Plan (CWPP) Assistance Program will select five (5) departments at high-risk of wildfire to receive assistance with updating or developing their CWPPs. The selected contractors will be the peer leaders in the community wildfire risk reduction planning and engagement efforts. Each will be assigned 2-3 departments. The contractors will lead selected fire department leadership through wildfire planning processes and assist in the update/development of a CWPP for each. The contractors will be responsible for engaging local stakeholders in the process, evaluating the plan, and assisting with community engagement. There will be an in-person tabletop evaluation of the CWPP at

the end of the development and update period for each selected community. The contractors will participate in site visits and evacuation tabletop exercises.

IAFC staff and contractors will work with selected departments and local stakeholders during in-person meetings and consistent correspondence to keep lines of communication open. To track progress and lessons learned, selected contractors will work with the departments and IAFC Staff on information collection and data points for end-of-project reporting.

4. Qualifications & Expectations

Qualifications

Individuals submitting a resume and cover letter should speak to the following items as part of their proposal for consideration:

- Experience with wildfire and preparedness, including specific subject matter knowledge pertaining to community outreach & education, WUI planning, Community Wildfire Protection Plans (CWPPs), WUI codes and ordinances, wildfire mitigation, and evacuation planning.
- Instructional experience with WUI trainings.
- Individuals must be able to travel as needed to selected departments.

Preferred Qualifications

Individuals with preferred qualifications should speak to the following items in their resume and cover letter:

- Experience with DHS/FEMA Homeland Security Exercise and Evaluation Program (HSEEP). More information on HSEEP can be found at:
 - <https://preptoolkit.fema.gov/web/hseep-resources>
 - https://preptoolkit.fema.gov/documents/1269813/1269861/HSEEP_Revision_Apr13_Final.pdf/65bc7843-1d10-47b7-bc0d-45118a4d21da
- +10 years quality experience with wildfire and preparedness, including specific subject matter knowledge pertaining to community outreach & education, WUI planning, WUI codes and ordinances, wildfire mitigation, and evacuation planning.
- Experience using Geographic information system (GIS) for risk mapping and project planning.
- Experience writing and updating CWPP.
- Experience working with a diverse community (assisting a community with fire adaptation while navigating demographic and socioeconomic challenges, including multiple languages spoken).

Expectations of Contractor

- Travel as needed to selected departments for site visits and facilitated deliverables.
- Lead selected fire department leadership through wildfire planning process
- Assist with the update or development of selected department's CWPP
- Provide instruction to local fire department and community stakeholders on smart practices for education and outreach.

- Assist departments with identifying potential fuels reduction projects and guidance on planning a community engagement event or fuels reduction demonstration day.
- Coordinate and facilitate an evaluation tabletop exercise with selected departments and community stakeholders to test CWPP.
- Coordinate and advise selected departments on wildfire risk reduction action items (education and outreach, mitigation, evacuation planning).
- Provide reports to IAFC staff on the progress of selected departments.
- Complete invoice and reporting to IAFC staff and submit travel expense reimbursements in accordance with IAFC Travel Policy.

5. Budget

Selected contractors will be paid at a rate of \$65 per hour. The contract is not to exceed 690 hours, but contractors will only be paid for hours worked that are pre-approved by the Program Manager.

The IAFC will provide an invoice template to selected contractors, who must submit monthly.

6. Proposal Evaluation Criteria

Submissions will be evaluated based on the following criteria. To ensure consideration for this Request for Proposal, each proposal should be complete and include all the following criteria:

- Experience in WUI subject matter, including but not limited to:
 - Community Outreach & Education
 - Wildfire Response
 - Wildfire Mitigation
 - Wildfire Evacuation
 - CWPP development & updating
 - Working with multiple agencies/stakeholders simultaneously
- Availability to travel to selected departments during period of performance (ending September 26, 2026)
- Ability to capture reportable progress, accomplishments and project process

Individuals must submit a cover letter and resume outlining their experience and qualifications for this contractor opportunity. Please submit to Program Specialist Derek Bullington DBullington@iafc.org.

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