

WUI Fireworks Awareness Resources Project Contractor Opportunity

1. Summary and Background

The WUI Fireworks Awareness Resources Project, managed by the International Association of Fire Chiefs (IAFC), is accepting submissions for two (2) contractor positions to serve as subject matter experts for the project. Funding for this IAFC Wildland Fire Programs' initiative is provided through a Fiscal Year (FY) 2021 DHS/FEMA/AFG/FP&S grant.

This opportunity is for current or retired individuals who have extensive knowledge of wildfire planning and operations and/or expertise in fireworks and like devices. The goal of the WUI Fireworks Awareness Resources Project is to provide resources for first responders and community members surrounding the use of fireworks and like devices, and the potential impact on vulnerable communities.

Subject matter experts will be expected to have excellent written and verbal communication, facilitation, and training skills that will allow them to develop resources for the public as well as fire and law enforcement agencies.

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

2. Proposal Guidelines & Timeline

The application period for the WUI Fireworks Awareness Resources Project subject matter experts will be open until March 31, 2023, at 1700 Pacific. Submissions will be reviewed and evaluated upon receipt. The IAFC will conduct interviews in April 2023 with those selected to advance in the process. Final selections will be made, and applicants notified, no later than April 14, 2023.

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 April 14, 2023.
- The contract will end on June 30, 2024.

3. Project Purpose and Description

The WUI Fireworks Awareness Resources Project will partner with IAFC's Fire and Life Safety Section (FLSS) to develop a public service announcement video, a one-page informational flyer to compliment the PSA, and two training videos for emergency personnel. The goal is to provide resources for first responders and community members surrounding the use of fireworks and like devices, and the potential impact on vulnerable communities.

The two subject matter experts will be the leaders of the project and will work with IAFC staff through every step of the program. They will help build the content of the one-page resource, PSA video, and both training videos, select filming location/s, work with video company prior to, during, and after filming, and help with planning distribution of resources. Subject matter experts will be expected to participate in check-in calls with IAFC staff.

4. Qualifications & Expectations

Minimum Qualifications

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

- 10+ years of experience with wildfire operations and preparedness management, including fostering stakeholder partnerships, WUI planning, development and implementation of Community Wildfire Protection Plans (CWPPs), familiarity of WUI codes and ordinances, wildland fire mitigation, wildland fire response, and evacuation planning.
- Extensive knowledge of fireworks and like devices.
- Instructional experience with WUI training.
- Individuals must be able to travel as needed.

Additional Preferred Qualifications

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

- +10 years quality experience with community outreach & education.
- Experience using Geographic information system (GIS) for risk mapping and project planning.
- Experience using local emergency alert systems.
- Experience working with a diverse community (assisting a community with fire adaptation while navigating demographic and socioeconomic challenges).

Expectations of Contractor

- Travel as needed to selected location/s for filming training and public service announcement videos.
- One-pager Resource
 - Research and assist with development of resource document for public to complement PSA video.
- Public Service Announcement Video
 - Work with IAFC staff and other subject matter expert to select filming location/s.
 - Work with IAFC and film company to develop PSA content.
 - Be available to film parts of the PSA.
- Training videos for emergency response personnel
 - Work with IAFC staff and other subject matter expert to select filming location/s.

- Work with IAFC and film company to develop content for two (2) training videos.
 - Be available to film parts of the training videos.
- Complete invoice and reporting to IAFC staff and submit travel expense reimbursements in accordance with IAFC Travel Policy.
- Uphold the standards of the IAFC.

5. Compensation

Selected subject matter experts will be compensated \$60.00 per hour, up to 200 hours. Subject matter experts will only be paid for hours worked 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 qualifications listed above. To ensure consideration for this Request for Proposal, each proposal should be complete and address each qualification. Evaluation will also acknowledge:

- Experience in WUI subject matter, including but not limited to:
 - Community Outreach & Education
 - Wildfire Response
 - Wildfire Mitigation
 - Wildfire Evacuation
 - Working with multiple agencies/stakeholders simultaneously
 - Fireworks, and like devices, safety
- Availability to travel to selected filming locations during period of performance (ending June 30, 2024).
- Ability to capture reportable progress and accomplishments.

Individuals must submit a cover letter and resume outlining their experience and qualifications for this contractor opportunity. Please submit to Program Specialist Derek Bullington at dbullington@iafc.org **no later than 1700 Pacific on March 31, 2023.**

This IAFC Wildland Fire Program resource is funded through a U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) award for the fiscal year 2021 Fire Prevention and Safety Grant (FP&S).