



# International Association of Fire Chiefs

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## Contractor Opportunity: Workforce Solutions

### 1. Summary and Background

Through a FEMA SAFER grant, the International Association of Fire Chiefs (IAFC) is accepting submissions for contractor positions to assist with volunteer recruitment and retention through various projects. Selected contractors will be part of a cache of subject matter experts (SMEs) to take on projects as they become available. Projects may include, but are not limited to:

- Assisting with updating course content for three existing IAFC in-person and online courses:
  - In-Person Courses: Recruitment & Retention Coordinator Certification, Developing Inclusive Teams, Building Collaborative Teams
  - Online Courses: Recruitment and Retention – Volunteer Administrative Leadership Series (VALS), It's Your Turn: Scenarios for Developing Inclusive Teams, and Build a Collaborative Team Culture.
- Assisting with the creation of one-day versions of three existing IAFC in-person courses: Recruitment & Retention Coordinator Certification, Developing Inclusive Teams, and Building Collaborative Teams.
- Instructing IAFC in-person courses.
- Assisting with a technical assistance program for volunteer and combination departments to help them approve their recruitment and retention.

This opportunity is for current or retired individuals with experience and knowledge in volunteer recruitment and retention, transitioning a volunteer department to a combination department and diversity, equity, and inclusion. The goal is to have SMEs ready and available for IAFC Workforce Solutions projects. Contractors will be expected to have communication and training skills that will allow them to provide leadership and guidance to volunteer and combination departments across the country.

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

### 2. Proposal Guidelines & Timeline

The application response period will be open until August 18, 2024. Submissions will be reviewed and evaluated upon receipt. Final selections will be made, and applicants notified no later than August 30, 2024.

Selected individuals will be provided with a contract and must agree to the terms and conditions set forth by the IAFC. This contract allows IAFC to assign work through individual task orders as project opportunities become available.

Project Timeline:

- Contractors will be notified of final selection no later than August 30, 2024.
- The contract will end on December 31, 2026.

### **3. Qualifications & Expectations**

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

- Experience with volunteer recruitment and retention, including specific subject matter knowledge pertaining to current volunteer recruitment and retention practices and technology; diversity, equity, and inclusion in the fire service; and transitioning a volunteer fire department to a combination fire department.
- Instructional experience with classroom-based fire service training.
- Individuals must be able to travel to class locations as needed across the United States.

#### **Preferred Qualifications:**

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

- +15 years quality experience with volunteer firefighter recruitment and retention.
- Experience working one-on-one with fire departments on their recruitment and retention efforts.
- Experience with educational design or course development for the fire service.
- Experience working with a diverse community.

#### **Expectations of Contractor May Include:**

- Collaborate with an educational design company to make a one-day version of Recruitment & Retention Coordinator Certification, Building Collaborative Teams, or Developing Inclusive Teams Workshop.
- Collaborate with an educational design company to make edits to the following course in the IAFC Academy, Recruitment and Retention – Volunteer Administrative Leadership Series (VALS), It's Your Turn: Scenarios for Developing Inclusive Teams, or Build a Collaborative Team Culture.
- Travel as needed to departments across the United States to instruct in-person trainings.
- Assist volunteer and combination departments across the United States with their recruitment and retention efforts. This may include email correspondence with departments, virtual meetings with departments or site visits to departments.
- Provide reports to IAFC staff on the project's progress.
- Complete invoice and reporting to IAFC staff and submit travel expense reimbursements in accordance with IAFC Travel Policy.

### **4. Budget**

Selected contractors will be paid at a rate of \$100 per hour. Each project contract will include a project timeline, level of effort outline, and a not-to-exceed number of hours, but contractors will only be paid for hours worked that are pre-approved by the Program Manager.

Travel is a reimbursable expense. Contractors must follow IAFC travel policy, and all travel must be approved by the Program Manager. Travel is funded separately from labor hours.

The IAFC will provide an invoice template and hours tracking sheet to selected contractors, who must submit monthly throughout the assignment.

## **5. 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 recruitment and retention subject matter, including but not limited to:
  - Current volunteer firefighter recruitment practices.
  - Current volunteer firefighter retention practices.
  - Transitioning a volunteer fire department to a combination fire department.
  - Diversity, equity, and inclusion in the fire service.
- Experience instructing classroom-based fire service training.
- Availability to travel to departments across the United States during specified project period of performance.
- Ability to capture reportable progress, accomplishments, and project processes.

## **6. Submission Process**

Deadline: August 18, 2024

Individuals must submit a cover letter and resume outlining their experience and qualifications for this contractor opportunity. Please submit it to Program Coordinator Patrick Kidd at [pkidd@iafc.org](mailto:pkidd@iafc.org).