Ready, Set, Go! Program WUI Contractor Opportunity

1. Summary and Background
The Ready, Set, Go! (RSG) Program, managed by the International Association of Fire Chiefs (IAFC), is accepting submissions for contractor positions to assist with facilitating targeted wildland fire community risk reduction. Funding for this IAFC Wildland Fire Program’s initiative is provided through a DHS/FEMA/AFG/FP&S grant awarded in FY2018.

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 communities to adapt to living with fire. The goal of this RSG! Program initiative is to provide resources and guidance to communities with high wildland fire risk and mitigation strategies for vulnerable populations to facilitate on-the-ground wildland fire risk reduction across the country. Contractors will be expected to have communication and training skills that will allow them to facilitate support for selected communities.

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

2. Proposal Guidelines & Timeline
The application period for the RSG! Program WUI Coordinators will be open until December 19, 2019 at 1700 Pacific. Submissions will be reviewed and evaluated upon receipt. The IAFC will conduct interviews in January 2020 with those selected to advance in the process. Final selections will be made, and applicants notified, no later than February 15, 2020.

Selected individuals will be provided 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 15, 2020.
- The contract will end on September 10, 2021.

3. Project Purpose and Description
The RSG! Program will be selecting ten communities with high risk of wildland fire and assisting them with their community risk reduction actions. The RSG! Program will be providing tools and guidance to facilitate community outreach and education as well as evacuation planning. These selected communities will identify their socioeconomic and demographic challenges and, the RSG! Program and selected contractors will help them address their vulnerable populations through targeted materials and resources. This assistance will include customized resources, planning a fuels reduction demonstration day as well as evacuation tabletop exercises and Community Wildfire Protection Plan (CWPP) evaluation.
where applicable. IAFC staff and contractors will work with selected communities during in-person meetings and consistent correspondence to keep lines of communication open. To track progress and lessons learned, IAFC staff will work with the selected contractors and communities 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 wildland fire and preparedness, including specific subject matter knowledge pertaining to community outreach & education, WUI planning, Community Wildfire Protection Plans (CWPPs), WUI codes and ordinances, wildland fire mitigation, evacuation planning.
- Instructional experience with WUI trainings.
- Individual must be familiar with and capable of speaking about the RSG! Program.
- Individual must be able to travel as needed to selected communities.

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/web/hseep-resources)
  - [https://preptoolkit.fema.gov/documents/1269813/1269861/HSEEP_Revision_Apr13_Final.pdf/65bc7843-1d10-47b7-bc0d-45118a4d21da](https://preptoolkit.fema.gov/documents/1269813/1269861/HSEEP_Revision_Apr13_Final.pdf/65bc7843-1d10-47b7-bc0d-45118a4d21da)
- +10 years quality experience with wildland fire and preparedness, including specific subject matter knowledge pertaining to community outreach & education, WUI planning, WUI codes and ordinances, wildland fire mitigation, evacuation planning.
- 3-5 years’ experience using the RSG! Program.
- 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 communities for site visits and facilitated deliverables.
- Provide instruction to local fire department and community stakeholders on smart practices for education and outreach.
  - Assist communities with identifying potential fuels reduction projects and planning of fuels reduction demonstration day.
  - Evaluate CWPP as needed.
  - Coordinate and facilitate an evacuation tabletop exercise with community agencies.
• Coordinate and advise selected communities on wildland fire risk reduction action items (education and outreach, mitigation, evacuation planning).
  o Provide reports to IAFC staff on progress of selected communities.
• Complete invoice 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 $50 per hour. The contract is not to exceed 1200 hours, but contractors will only be paid for hours worked that are preapproved by the Program Manager.

The IAFC will provide an invoice template to selected contractors, who will need to submit on a monthly basis.

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:
  o Community Outreach & Education
  o Wildland Fire Response
  o Wildland Fire Mitigation
  o Wildland Fire Evacuation
  o CWPP development & updating
  o Working with multiple agencies/stakeholders simultaneously
• Availability to travel to selected communities during period of performance (ending September 10, 2021)
• 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 Coordinator Catherine Lugo CLugo@iafc.org.

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