



July 2024

REQUEST FOR PROPOSALS
COMMUNITY WILDFIRE MITIGATION BEST PRACTICES TRAINERS / MITIGATION MENTORS

Project Administrator:
Coalitions and Collaboratives, Inc
<https://co-co.org>

Project Manager:
Jonathan Bruno
Jonathan.bruno@co-co.org
719-433-6775

ABOUT COALITIONS & COLLABORATIVES (COCO)

COCO stands as a national nonprofit trailblazer in collaborative conservation, driven by a profound mission “to advance healthy and resilient communities through collaborative conservation and restoration.” Since 2014, COCO has passionately pursued a vision of a future where ecosystems are resilient and communities thrive together. COCO maintains a steadfast partnership with the USDA Forest Service and various government agencies, spanning national, regional, state, and local tiers. Our dedication is centered on empowering individuals in the places that matter most—where they call home.

PROJECT OVERVIEW

We are seeking qualified bidder(s) based on a time/cost proposal, who will be available to receive task order contracts for work across the United States and support the delivery of the Community Wildfire Mitigation Best Practices (CWMBP) Course and support organizations in their community mitigation and resiliency efforts.

CONTRACTOR EXPECTATIONS

The chosen contractor is expected to:

- Timely and competently perform the services described in Instructor Expectations provided as an attachment to this RFP,
- Represent COCO at the highest level of professionalism,
- Adhere to COCO code of conduct, and
- Carry insurance as required in the Bid Submittal Requirements as described below:
 - The contractor shall obtain, and maintain at all times during the term of this contract, insurance in the following kinds and amounts:
 - Only if checked____ Workers’ Compensation Insurance as required by state statute, and Employer’s Liability Insurance covering all of contractor’s employees acting within the course and scope of their employment.

CONTRACTOR SELECTION PROCESS

COCO welcomes inquiries for the position on a rolling basis, recognizing the high level of experience required. To submit a proposal, please provide the following information:

1. *Letter of Interest* A comprehensive letter describing your experience, relevant *Knowledge, Skills, and Abilities (KSAs)*. This should showcase your qualifications for the position. Please refer to Appendix 1 - Qualifications and Expectations and reference these within your letter of interest.
2. *Pay Rate* Your proposed hourly pay rate for this consultant position.
3. *Resume or CV*. A detailed resume or curriculum vitae outlining your professional background, including relevant experience, education, and qualifications.
4. *References*.
 - a. Contact information for references who can speak to your qualifications and experience.
5. *Example Project/Program*. Provide details of one specific project or program for which you had significant responsibility. This example should effectively highlight your skills and capabilities.

SUBMISSION OF REQUIRED DOCUMENTS

Please send all required documents to: Jonathan.Bruno@co-co.org

Subject Line: CWMBP TRAINER RFP

APPENDIX 1

QUALIFICATIONS & EXPECTATIONS

Qualifications - Basic Firefighter Training

- Firefighter Training (S-130)
- Introduction to Wildland Fire Behavior (S-190)
- Fire Operations in the Wildland/Urban Interface (S-215)
- Annual Fireline Safety Refresher Training (RT-130)
- National Incident Management Systems
- Human Factors in the Wildland Fire Service (L-180)
- Introduction to Incident Command System (ICS-100)
- ICS for Single Resources and Initial Action Incidents (ICS-200)
- Intermediate ICS for Expanding Incidents (ICS-300)
- National Incident Management System, An Introduction (ICS-700)

Required Experience (*Can be used in place of wildfire experience list above*)

- Completion of CWMBP Training
- In a professional capacity you:
 - Provide subject matter expertise in fuels reduction, wildfire home ignition, homeowner education, home construction, and homeowner motivation through fuels reduction programs.
 - Perform home assessments with relation to wildfire risk and structure protection through vegetation management.
 - Establish and maintain collaborative partnerships through capacity building to build and expand the local mitigation efforts.

Essential Skills

- Experienced Mitigation Leader
 - In a professional capacity, you communicate effectively and clearly with target individuals to build local collaborative through efforts of fire mitigation and cross – boundary risk reduction and work with and build holistic community-wide mitigation programs and plans that include; homeowner associations, community groups, non-profits, and public, private, local, state and federal partnerships
- Ability to work with varied software and tools; such as Zoom, Teams, Microsoft Suite, Canvas, etc.

- Confident public speaker and facilitator
- Competent writer and editor.

Other Training Which Supports Development of Knowledge and Skills

- CMAT Training
- Wildland Fire Assessment Program (WFAP)
- Assessing Structure Ignition Potential
- Intermediate Wildland Fire Behavior (S-290)
- Facilitative Instructor (M-410)
- Introduction to Incident Information (S-203)

Expectations

- We expect instructors to always act professionally, with empathy, understanding and skill.
- Participate in all planning meetings and in all required training events.
- Be an expert and fully understand the content of the course - Know the Mitigation Guiding Principles and Best Practices
- Be accountable - Keep track of time and submit timesheets and invoices (if appropriate) in a timely manner.
- Instructors are expected to have read and understand the following expectations for the course type they will participate in.

APPENDIX 2

COURSE SUMMARY & EXPECTATIONS

OVERVIEW

Selected contractors will support CWMBP delivery as described in details below.

COURSE SUMMARY

This national level course is designed for current or future mitigation specialists, wildfire program leads, and others who work with residents and their communities. The Course consists of 11-Modules and a final project. The intent of this course is to train new and/or current mitigation professionals. This course is designed for personnel who are responsible for planning, developing, implementing or participating in a community wildfire risk reduction program.

This course is delivered either as Instructor-led online or instructor led in-person.

Online Course Expectations

- Online course covers a 9-week period with an approximate time commitment of 40 hours total.
- Instructors are expected to:
 - Engage students using the online platform (canvas) at least one time per-week and more as needed (often due to extent, depth of student posts, questions or discussions).
 - Actively participate in weekly discussion posts by providing feedback, asking questions, and ensuring Mit. Best Practices are shared and fully understood.
 - Grade and respond to students in a timely manner (Most modules have a grading requirement - this takes a few minutes to several hours)
 - Participate in a majority of weekly planning calls. (1 hour Instructor cadre call).
 - Participate in a majority of virtual live events. Thursday nights at 4:00 Mountain Time.
 - Lead one Virtual Live event.
 - Invite SME guest speakers and facilitate discussion using Zoom platform.

In-person Course

In-person courses require instructors to speak and lead facilitated discussions in a classroom setting in locations across the country over a two (2 day) period, excluding travel.

- All expectations listed above in online course section and;
- Engage Students in person using numerous teaching and public speaking techniques which will include lectures, facilitated activities and workshops.
- Arrive on time
- Coordinate personal travel

APPENDIX 3

COCO MITIGATION MENTORS PROGRAM

COCO Mitigation Mentor's provide assistance to COCO Action, Implementation and Mitigation Grant Awardees (mentee) by undertaking the following activities:

- Help mentees overcome challenges faced in building their wildfire mitigation program or organization while helping them develop skills they can use for future programs and projects.
- Assist Mentee with AIM grant administration and compliance
- Support programmatic expansion & problem solving
- GIS or mapping assistance
- Project design and implementation
- Facilitating a minimum of 4 meetings per AIM award cycle with assigned mentees

For more information

<https://co-co.org/programs/mitigation-mentors/>