



## Request for Proposal #2019-04

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- #2019-04:** Program Services and Development Lead
- Term:** April 1, 2019 – March 31, 2020 (subject to funding and contract terms)
- Contract Rate:** To be determined subject to submissions, project scope and funding
- Project Description:** Reporting to the Interim Fire Marshal, the successful contractor will lead the development of IFMO program and services based on the research, engagement and consultation. The contract will also include conceptual program design, development of data elements, delivery model analysis, information technology modeling, proof of concept deliveries and evaluations, travel and participation in project team meetings.
- Specific services include;
- Working with the IFMO project team, ISC and relevant First Nations organizations lead the development of IFMO programs and services.
  - Development of key milestones, identify resources and measurable outcomes related to the development of programs and services for the current project period.
  - Coordinate with the engagement activities and project team to integrate information flow related to program and services design.
  - Budget planning and monitoring of engagement resources to ensure all financial targets are successfully met in coordination with AFAC financial oversight.
  - Perform all ad-hoc and planned reporting including summary reports and progress reports.
  - Perform program and services evaluations and make recommendations to the IFMO project team for return on investment or impact to community based standards.



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### RFP Responses:

*(all submissions are subject to verification)*

In your RFP response please include the following information;

- Contract rate (total & applicable taxes)
- Available start date
- Ability to travel to planned and ad-hoc events
- Information to support how you have the competency, expertise or experience to deliver the following services;
  - Fire Services Program Development - experience in developing national or regional fire service related programs and initiative in collaboration with First Nations political organizations and the government agencies.
  - Program Delivery – experience and/or expertise managing fire service program deliveries in a decentralized environment.
  - Qualitative and Quantitative Evaluation – experience defining and performing evaluation frameworks of programs and services.
  - Project Management – experience managing projects and initiatives.
- Expertise in First Nations fire service including
  - Previous experience working in First Nations emergency services environments
  - Experience developing and leading projects and new initiatives
  - Experience managing a team of professionals and subject matter experts
  - Knowledge and experience working with fire codes, building codes and fire protection acts



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- Knowledge and experience of NFPA standards
- Knowledge and experience Fire Service training and standards
- Knowledge of First Nations customs, culture and language
- Experience developing First Nations fire service programs
- Knowledge of fire service software applications
- Proof of contractor status or agency secondment (the following link provides clarification; <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4110.html>)

**Closing Date:**

Please email your RFP response in a PDF document to [info@afac-acpi.ca](mailto:info@afac-acpi.ca), by 5:00 PM EST February 15 2019.