



# NATIONAL FALLEN FIREFIGHTERS FOUNDATION

## Request for Proposal Project Consultant

Date Issued: December 11, 2024

Submissions Due: December 24 , 2024

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### EMMITSBURG

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**301-447-1365** ★ **301-447-1645** (FAX)

### CROFTON

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## **About Us**

Congress created the National Fallen Firefighters Foundation (NFFF) to lead a nationwide effort to honor America's fallen firefighters. Since 1992, the non-profit Foundation has developed and expanded programs that fulfill that mandate. Our mission is to honor America's fallen fire heroes; support their families, colleagues, and organizations; and work to reduce preventable firefighter death and injury. Learn more about us here: [www.firehero.org](http://www.firehero.org).

### DESCRIPTION: Project Consultant

The purpose of this Request for Proposal (RFP) is to select a suitable contractor to manage and execute assorted written outreach projects and materials for the National Fallen Firefighters Foundation.

## **Responsibilities and Qualifications**

1. The successful candidate will:

- a) Write and develop reports, promotional materials, and other outreach materials examples include:
  - a. Annual Impact Reports
  - b. Fallen Firefighters Remembrance Books
  - c. Other promotional materials to amplify the work of the NFFF
- b) Provide NFFF divisions with collateral content and deliverables upon request
- c) Collaborate with NFFF subject matter experts and/or stakeholders for written materials as needed.

2. Qualifications and skills for the successful candidate should include:

- a) Experience in developing creative and technical written materials;
- b) Demonstrated project skills with the ability to ghostwrite and customize written content for different audiences and mediums;
- c) Familiarity with the fire service and/or non-profit organizations; and
- d) Meeting mutually agreed upon deadlines and delivery/receipt of work in electronic format.

***Required Experience:***

- Minimum 10+ years of proven writing/project development experience; agency experience preferred
- Experience in print and digital formats
- Excellent written/verbal communication and listening/comprehension skills
- Proven team participation with ability to work independently/with limited supervision in a fast-paced environment
- Strong attention to detail and problem-solving capabilities
- Familiarity with fire service community is a benefit but not required

***Technical Requirements:***

- Proficiency with Microsoft 365 software suite including excel, word, and PowerPoint
- Ability to attend Zoom meetings/share screens
- Familiarity with Smartsheet

**Proposal Components**

Your proposal should include:

- Resume
- Relevant project samples with a brief description of relevancy if not self-explanatory
- List of previous client work (references may be requested during the evaluation process)
- Outline of proposed fees and expenses to be charged in the performance of services

**Decision Criteria**

Proposals will be evaluated based upon:

- Samples of work;
- The quality and relevance of experience;
- Any other relevant qualifications; and
- Cost/value.

The successful candidate is requested to perform the services at their own place of work and should bear the costs of electronic communications (email) in order to carry out the services offered. During the contracting phase, the successful candidate(s) will be required to complete a W-9 form and a Representations and Certifications form from SAM.gov.

### **Submission Information**

- Final proposals must be received as outlined on the cover of this Request for Proposal
- Submissions may be sent via email to Victor Stagnaro at [vstagnaro@firehero.org](mailto:vstagnaro@firehero.org)