

**REQUEST FOR PROPOSAL (RFP)**  
**PROGRAM Compliance SERVICES FOR**  
**THE CALIFORNIA STATE FIREFIGHTERS' ASSOCIATION**



**2021 FEMA RECRUITMENT AND RETENTION GRANT**

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## **A. SUMMARY AND BACKGROUND**

The California State Firefighters' Association (CSFA) is currently seeking program compliance services for a statewide volunteer firefighter recruitment and retention program.

The CSFA was recently awarded a 4 year FEMA Staffing for Adequate Fire and Emergency Response (SAFER) grant related to fund various components of a statewide volunteer recruitment and retention program. This project's goal is to recruit, retain and create more awareness to the statewide need for volunteer firefighters in California. The CSFA will implement this program over a 4 year period based on the lessons learned and data from our previous SAFER grants. The CSFA has three-pronged plan/objectives to achieve these goals, which include the following: (1) Statewide marketing and awareness campaign; (2) recruitment and retention programs; and (3) delivery of training programs.

To address recruitment, CSFA will develop and deliver a modern PSA; fund and deliver basic firefighter entry level training; and conduct personalized departmental site visits with the goal of assisting departments with customized recruitment and retention plans. To address volunteer retention, the grant will fund basic firefighter and leadership classes, recruitment /retention workshops; CSFA will also deliver its Leadership, Equity, Diversity and Service Training and Live Fire Training.

Additional detailed information regarding the grant deliverables can be found in Appendix A.

## **B. PROPOSAL GUIDELINES**

This Request for Proposal represents the federal requirements for an open process. Proposals will be accepted until **5 PM PT on November 15, 2022**. Any proposal received after this date will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

By submitting a bid to this RFP, contractors are acknowledging that they and their affiliates have no undisclosed conflicts of interest.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

## **C. PROJECT PURPOSE AND DESCRIPTION**

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by CSFA and will include scope, budget, schedule, and other necessary items pertaining to the project.

## **Project Purpose**

The overall goal of the program is to improve volunteer recruitment and retention in the State of California. A program compliance firm is required to assist CSFA with complying with the reporting criteria required by the grant to ensure the required reports get completed in a timely manner and with high quality. This includes all federal reporting requirements and following all mandated policies.

## **Project Description**

Managing the federal compliance criteria of a statewide grant and ensuring total compliance with FEMA guidelines is of utmost importance for the program's success. The program compliance firm will be required to carry out the tasks listed in section D "Project Scope and Requirements" below.

### **D. PROJECT SCOPE AND REQUIREMENTS**

The organization selected must be able to carry out the following:

#### **Grant Management Responsibilities**

**Financial:** Pay all invoices/expense reports related to the grant (with approval from CSFA). Request money from FEMA based on all programmatic expenses. Ensure the transfer of money from FEMA. Submit quarterly financial status reports to the CSFA. Prepare and maintain all financial and accounting records; and all audits and close out reports related to the grant. All reports, records, and requests for reimbursement shall be reviewed and approved by CSFA prior to submission and copies provided for CSFA records.

**Reporting:** Submit quarterly status reports to FEMA on behalf of CSFA. Submit financial reports and drawdown/disbursement requests as required by FEMA on behalf of CSFA. Complete a comprehensive final report of all program activities and results on behalf of CSFA.

**Contracts and Procurement:** Write, manage, and execute any additional contracts and MOUs related to the grant under the guidance of CSFA staff and the CSFA Grant Committee. (Ensure all required procurement policies are followed after CSFA selects the contractors and establishes contracts and MOUs.

**FEMA Agreement Articles:** The successful firm will ensure compliance with all of the Agreement Articles as outlined in the grant award.

## **E. PROJECT TIMELINE**

Please provide a detailed work plan and timeline for executing all program deliverables based on the information above. Chronologically detail the steps that must be taken to achieve programmatic success. The grant performance period is 2023-2025

## **F. BUDGET AND FEES**

Proposals must include proposed costs to complete the tasks described in the project scope and requirement section. All costs and fees must be clearly described in your proposal. All personnel, traveling, and supplies needed to perform the work should be included in the final price.

Please list the position title(s) of all personnel that will be assigned to work on administering this grant, and include the following information:

- Provide hourly rate/costs for each position including benefits
- Provide the amount of time each position will be allocated to work on this grant (For example: 1 FTE, 1 PTE, 50% or work week hours allocated, etc.)

## **G. BIDDER QUALIFICATIONS/EXPERIENCE**

The following items should be included in the proposal:

- a) Description of experience/results managing the compliance of grants for an organization.
- b) Description of experience in managing federal/state/local grants.
- c) A project work plan
- d) Timeframe for completion of the project
- e) Project compliance approach
- f) Two or three references that can speak to past successful projects/work

Please provide the following information with your response:

1. Has your company managed for compliance any federal grants in the past or currently? If so, please describe the nature of the grant and amount of dollars managed.
2. Has your company ever been debarred or suspended from any DHS SAFER or AFG Grant or any other federal assistance program? If yes, please provide details.
3. Please provide details about your company including staff and their expertise in managing compliance for federal grants and why you feel you are the best fit for the CSFA to manage this grant.
4. What if your experience creating cost allocation plans?
5. What if your experience creating indirect cost rate proposals?

## H. PROPOSAL EVALUATION CRITERIA

All proposals will be evaluated based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include the following criteria:

1. Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
2. Organizational experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
3. Previous work and experience: Bidders will be evaluated on examples of their work pertaining to compliance outcomes.
4. Previous work and experience: Bidders will be evaluated on samples of their work pertaining to the evaluation of effective programs.
5. Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
6. Responses from references provided.
7. Resources and Capabilities.

## I. REQUEST FOR PROPOSAL TIMELINE

All proposals in response to this RFP are due no later than **November 15, 2022 at 5 PM PT**. If additional information or discussions are needed with any bidders, then the bidder(s) will be notified.

The selection decision for the winning bidder will be made by **approximately December 15, 2022**

## J. SUBMISSION INFORMATION

Each bidder must submit their proposal to the address below by **November 15, 2022 at 5 PM**. Proposals will be accepted via the email address as well. If mailing, please provide three hard copies of the proposal as well as a flash drive with a PDF of the proposal. If emailing, please make sure to send a PDF version of the proposal.

### CSFA

**Attn: Grant Committee  
PO Box 189187  
Sacramento, Ca 95818**

## K. CONTACT INFORMATION

CSFA Grant Committee Chair Marty Creel [marty.creel@csfamail.com](mailto:marty.creel@csfamail.com)