



Request for Qualifications
Fireworks! Curriculum Developer
August 10, 2017

RELEASE DATE: August 10, 2017
CLOSING DATE: August 18, 2017
PROJECT TITLE: Fireworks! Curriculum Developer

CONTACT PERSON: Ivy Dickinson
Executive Director
Idaho Firewise
(208) 310-7472
ivy@idahofirewise.org

INTRODUCTION

Idaho Firewise invites qualified independent contractors to submit resumés to complete a 17-month project to facilitate the revision and enhancement of the FireWorks! Curriculum to include education modules focused on the Sagebrush Ecosystem and to provide feedback and input for the Sammy Saves the West activity book. Contractor should have experience with curriculum development, as well as with ensuring curriculum aligns fully with Common Core State Standards, Next Generation Science Standards, and Environmental Education Guidelines for Learning.

SCOPE OF WORK

The following deliverables are anticipated deliverables and may be adjusted as agreed to by the Idaho Firewise Executive Board and contractor. Additional work may be assigned, also as agreed to by the Idaho Firewise Executive Board and contractor.

1. Facilitate the revision and enhancement of *FireWorks Curriculum for the Sagebrush Ecosystem*, including:
 - Integrate sagebrush ecosystem content/activities into lesson plans
 - Review existing education standards alignment to ensure new learning standards are met; doing complete alignment to Common Core State Standards, Next Generation Science Standards, and Environmental Education Guidelines for Learning
 - Revise/Edit introduction, glossary, title page
 - Edit to ensure all content meets educator and student needs and improve readability
 - Improve and modernize the design for better readability and engagement
 - Integrate additional visuals and tables
 - Improve student handouts
2. Edit, research, write, and consult with team to develop FireWorks Encyclopedia for the Sagebrush Ecosystem; essays, complete word-by-word reviews, design review,

3. Edit, research, write, and consult with team to develop activities for Sammy's Quest to Save the West; complete word-by-word reviews.
4. Facilitate meetings of interagency team of project contributors.
5. Allow opportunities for interagency team of project contributors to provide content input and feedback on draft curriculum and activities. Incorporate feedback and edits of partners

EVALUATION

Members of the Idaho Firewise Board of Directors will evaluate the resumés. Evaluation and selection will be based on experience in doing this type of work.

AVAILABLE FUNDS

The maximum amount of funds available for this project is **\$40,000**. The selected contractor must acknowledge and affirmatively indicate that the tasks outlined in the Scope of Work will be performed within this amount.

PROPOSAL FORMAT

A qualifying proposal must address all of the following items:

1. Letter of Interest, including a statement that the project will perform outlined services.
2. Qualifications of Key Personnel: The contractor shall provide the names of the key people who will be working on this project, their role in the project, and a synopsis of their experience relevant to these roles. A resume will suffice to illustrate qualifications.

PROJECT MILESTONES

Milestone	Timeline
Release RFQ	August 10, 2017
Qualifications Due	August 18, 2017
Selection of Contractor	August 21, 2017
Contract Issued	August 21, 2017
Project Completion	December 31, 2018

PROPOSAL SUBMISSION

Qualifications must be submitted electronically to the Contact Person. Submissions must be time-stamped no later than 5:00 PM PDT **August 18, 2017**. Receipt of the proposal will be acknowledged via email. No proposals will be accepted after this deadline.

PAYMENT

IDFW shall make payment of the vendor's invoice within 30 days of receipt of the invoice. Up to \$19,000 of the total project cost may be invoiced on or after August 31, 2017 to provide the contractor

with funds to get started on the project. The remaining portion must be invoiced by December 31, 2018. Payment of final 10% of total contract will be held until project has been completed. In order to receive reimbursement for the project, the vendor shall provide an invoice detailing services performed by task and actual costs. The vendor shall not be reimbursed for any additional expenses incurred beyond the maximum amount (described below).

1. Maximum Amount. The maximum payments for this project shall not exceed the amount agreed to in the contract for marketing and media services, provided, however, that such amounts shall not be construed as guaranteed sums, and compensation shall be based upon services actually rendered and expenses actually incurred.
2. Budget Contingency Clause. If funding is reduced or deleted by IDFW for purposes of this project, IDFW shall have the option to either cancel the project contract with no liability occurring to IDFW, or offer a contract amendment to vendor that reflects the reduced amount. If the project contract is cancelled or amended, all services completed prior to the cancelation or amendment will be reimbursed.

NONDISCRIMINATION

The activities associated with this project will be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; the Civil Rights Restoration Act of 1987 (Public Law 100-259); and other nondiscrimination statutes: namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American's with Disabilities Act of 1990. No person shall on the grounds of race, color, national origin, gender, religion, marital or family status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

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