



*CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.
CENTRE INTERSERVICES DES FEUX DE FORÊT DU CANADA INC.*

REQUEST FOR PROPOSAL

Type 1 Crew Member Training
Standard/Standard Training

May 11, 2026

1. Definitions

CIFFC - means the Canadian Interagency Forest Fire Centre Inc.

Agencies - refers to the federal, provincial, and territorial ministries or departments mandated with wildland fire response within their respective jurisdictions.

RFP - means Request for Proposal.

Participant - means anyone submitting a response to this RFP.

2. Request for Proposal

The Canadian Interagency Forest Fire Centre (CIFFC) is extending an invitation to interested parties to provide proposals for the review and update of the S-131 Type 1 Crew Member training standard and standard training package.

CIFFC is undertaking a comprehensive review and update of the S-131 Type 1 Crew Member Training Standard, which was last revised in 2015. This initiative is being conducted in accordance with the CIFFC training standards document review cycle. The purpose of this review is to ensure the standard remains current, relevant, and aligned with the evolving operational demands of wildland fire management. Changes in operational environments, technologies, and organizational expectations necessitate an updated framework that accurately reflects the competencies required of Type 1 Crew Members.

Note: CIFFC shall not be responsible for any costs incurred by any Participant in preparing, submitting, and presenting proposals. All responses and accompanying documentation received under the RFP shall become the property of CIFFC and shall not be returned to the Participant. This RFP may not result in any contract awards and contains no contractual offer of any kind. Any RFP and quote received will be treated as an offer by the Participant and not as an acceptance of an offer made by CIFFC. Responses received after the RFP closing date and time, or submitted with incomplete information, will not be considered. Responses that are ambiguous, unclear, or unreadable may also be disqualified.

Participant Experience and Qualifications

CIFFC seeks to assess the Participant's capabilities in training standard and course development, including their ability to collaborate with subject matter experts, chair meetings, produce training materials i.e. student binders, PowerPoint presentations and assessments.

Participants are expected to clearly articulate the value and strengths of their submissions. The criteria outlined below, while not exhaustive, represent key considerations in CIFFC' s evaluation process:

- Formal education in adult education (certificate or diploma) or minimum of five (5) years of recent experience in adult training course development. Experience in wildfire course design is considered an asset.
- Demonstrated experience conducting task analysis to define roles, responsibilities and required competencies.
- Experience designing assessments and evaluation tools including written exams and competency-based evaluations.
- Experience developing presentation and instructional materials that incorporate adult learning principles.
- Proven ability to collaborate and coordinate with subject matter experts to achieve defined project objectives.
- Operational experience as a wildland crew member is considered an asset.

Request for Proposal (RFP) Submission

RFP submissions must include:

- i. A written statement outlining the Participant's understanding of the project and their proposed approach (methodology) for completing the items listed in Section 4: Project Scope and Deliverables.
- ii. A resume detailing relevant experience aligned with the requirements outlined in Participant Experience and Qualifications.
- iii. Contact information for two (2) clients from similar projects to serve as references.
- iv. The earliest date the Participant is available to commence the project.
- v. A fixed-cost quotation for the entire project as outlined in Section 5.

Submissions must be received by **16:00 MDT on May 29th, 2026**. Each submission must be signed by an authorized representative with the authority to bind the Participant to the terms, conditions, and obligations of the proposal. Submissions and any amendments received after the closing date and time will not be considered.

Participants may be required to deliver a virtual presentation or participate in an interview with CIFFC representatives to further explain their proposal. Presentations and interviews will be limited to a maximum of 45 minutes, followed by a 15-minute question period.

Participants are requested to submit any questions regarding this RFP in writing no later than **May 22nd, 2026**. All enquiries and responses will be documented and may be shared with all Participants.

REF submissions and questions regarding this REF can be submitted to:

Jillian Moorley; jillian.moorley@ciffc.ca

3. RFP Schedule of Events

RFP Issue Date:	May 11, 2026
Deadline for Participant Enquiries:	May 22, 2026
RFP Submission Closing:	May 29, 2026
Presentation Notifications (if required):	No later than June 1, 2026
RFP Presentation (if required):	Week of June 5, 2026

If, following evaluation of the submissions, CIFFC elects to proceed with a proposal, the selected Participant will be required to enter into a contractual agreement with CIFFC.

Tentative Project Timeline

Project start date	June 2026
Revise S-131 task analysis and training standard	July 2026
Member agency and endorsement of task analysis and training standard	End of July 2026
Revise standard training package	December 2026
Revise student assessments: examinations and performance check lists	January 2027
Member agency review and enforcement	February 2026
Final adjustments due:	March 26, 2027

4. Project Scope and Deliverables

Deliverables for this project include:

1. Lead a review of the existing task analysis and training standard in consultation with agency subject matter experts to ensure alignment with current operational roles and responsibilities.
2. Revise the Type 1 crew member standard training package to align with updated training standards, including student reference materials (print and online), instructor notes and presentation materials. The revised package must:
 - Be formatted in accordance with CIFFC standards.
 - Include updated tables, diagrams, visuals and images. *
 - Ensure accessibility: readability, plain language and inclusive design.
 - Maintain consistent nationally approved terminology, tone and structure.
 - Incorporate agency feedback and ensure technical accuracy.
 - Apply sound instructional design principles, including adult learning principles and organize content into logical modules and sections.
3. Develop course assessment materials, including
 - Two (2) versions of a written exam in accordance with CIFFC standards (multiple choice, short answer and matching questions).
 - Performance checklist and evaluation matrix.
4. Coordinate and facilitate group meetings as required, including:
 - Scheduling
 - Agenda development
 - Documentation of minutes
 - Validate training materials with subject matter experts
5. Present training materials to the Training Working Group for approval. (at a minimum of October and March).

*CIFFC has a graphic designer that Participant could work with to update visuals and images.

CIFFC will entertain additional deliverables as recommended by the Participant that would contribute positively to the project. This RFP does not extend to the implementation of any recommendations for change.

5. Fixed Cost Quotation

Please provide the fixed fee quotation in the following format.

Item	Fixed Fee	Tax	Total (incl. tax)
Review and update the task analysis and training standard, incorporating consultation with member agencies, to produce a revised version.			
Update standard training materials to align with the revised training standard, including: <ul style="list-style-type: none">• Online student manual• Printable student manual• Instructor notes• PowerPoint presentations			
Develop two (2) student exams and one (1) performance checklist with an evaluation matrix.			
Support agency engagement and validation: <ul style="list-style-type: none">• Presentations to the Training Working Group at key project milestones (at minimum twice)• Coordination of member agency review process• Incorporation of feedback			
TOTAL			