



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

REQUEST FOR PROPOSAL

Advance Fire Behaviour Course – Training Standard

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 creation of the S-490 Advance Fire Behaviour training standard.

The S-490 Advanced Fire Behaviour course occupies a key position between the Level 2/Level 3 and Level 5 courses within the fire behaviour training stream. Despite its importance in the progression of learning, the S-490 course does not currently have an established training standard, resulting in a lack of formal guidance for course design, delivery, and evaluation.

Existing learning objectives do not fully reflect the advanced level of the S-490 course or its intended alignment within the broader fire behaviour curriculum. This misalignment has created unclear boundaries between adjacent courses, leading to inefficiencies in course delivery and confusion among learners regarding prerequisite knowledge and expected outcomes.

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 development, including their ability to collaborate with Subject Matter Experts, chair meetings and align learning objectives within a national fire behaviour course stream .

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:

- Education in adult education (certificate or diploma) or five (5) years of demonstrated recent experience in adult training course development. Wildfire course design experience is considered an asset.
- Relevant experience in designing learning objective for intermediate-level courses within a structured training program including:
 - Experience aligning learning objectives with prerequisite (entry-level) and subsequent (advanced) courses to ensure appropriate progression and continuity.
 - Demonstrated ability to apply frameworks such as Bloom's Taxonomy to target appropriate cognitive levels.
 - Experience defining measurable and performance-based learning objectives that reflect real-world tasks and competencies.
- Ability to collaborate with Subject Matter Experts to validate that objectives reflect operational requirements.
- Completion of the fire behaviour course below is considered an asset:
 - S-290 Online Principles of Fire Behaviour
 - S-390 Intermediate Fire Behaviour
 - S-490 Advanced Fire Behaviour
 - S-591 Wildfire Behaviour Specialist

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

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|--|---------------------|
| Project start date | June 2026 |
| Draft task analysis for agency review | August 2026 |
| Draft training standard for agency review | October 2026 |
| Present project update (virtually) to training working group | End of October 2026 |
| Incorporate training working group feedback | December 2026 |

4. Project Scope and Deliverables

Deliverables for this project include:

1. **Assess Fire Behaviour Training**

Review existing national fire behaviour course scaffolding to identify gaps and ensure alignment with operational requirements.

2. **Develop Task Analysis and S-490 Training Standard**

Produce a task analysis and develop an updated S-490 training standard based on identified competencies, ensuring alignment with current formatting conventions and instructional design requirements. All content shall incorporate approved wildland fire management terminology and standardized technical language consistent with interagency training practices. Knowledge and practical learning objectives shall be clearly identified and written in measurable performance-based language where applicable.

3. **Facilitate SME Engagement**

Coordinate and lead subject matter expert meetings, including scheduling, agenda development, minutes, and validation of materials.

4. **Course Observation (Optional)**

Attend S-490 delivery in Hinton (Nov 19–25, 2026) to observe course implementation, instructional methods, learner engagement, and evaluation processes. Attendance shall support the task analysis and course revision process by validating identified competencies and assessment of operational context and instructor intent. Engagement with instructors, subject matter experts, and participants shall be used to confirm training requirements and support collaboration and working relationships throughout the revision process.

Alternative ways of achieving the outcomes listed above will be considered.

5. **Assessments**

Develop two versions of an examination (multiple-choice, short answer, matching questions), including corresponding answer keys, to assess theoretical learning objectives. Examinations shall be formatted in accordance with CIFFC standards and

written using approved wildland fire management terminology, with a high level of grammatical accuracy and clarity appropriate for an advanced-level course.

Develop two versions of a practical skills-based examination, including corresponding marking guides, to assess performance-based learning objectives. Examinations shall be designed at an advanced level of complexity, aligned with CIFFC instructional design requirements, and reflect realistic operational scenarios to effectively evaluate applied competency.

6. Stakeholder Review and Approval

Present materials to the Training Working Group (minimum October and February) for review and approval.

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) |
|---|-----------|-----|-------------------|
| Assessment of national fire behavior course scaffolding | | | |
| Attend the S-490 course in Hinton or proposed alternative (Optional) | | | |
| Develop a task analysis in collaboration with subject matter experts and incorporate agency feedback | | | |
| Develop training standard in collaboration with subject matter experts and incorporate agency feedback | | | |
| Create two versions of a multiple-choice examination derived from theoretical learning objectives to assess competency | | | |
| Create two versions of a practical skills-based examination derived from performance learning objectives to assess competency | | | |
| Present work to the Training Working Group (virtually) twice (October and February) and incorporate feedback. | | | |
| TOTAL | | | |