



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

## REQUEST FOR PROPOSAL

Helicopter Coordinator National Training  
Standard and Exam Development

May 22, 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

CIFFC is extending an invitation to interested parties to provide proposals for Helicopter Coordinator National Training Standard and Exam Development.

**This project aims to develop national air operations training standards to guide Helicopter Coordinator training in Canada and support streamlined integration of resources during interagency mobilizations. A national training standard will seek input and agreement from Canadian wildfire agencies on learning and performance-based objectives and align with CIFFC's Training Standard Development Protocol.**

**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 unsigned or after the RFP closing date and time will not be considered. If responses are ambiguous, unclear or unreadable, they may not be considered.

### Participant Experience and Qualifications

CIFFC is interested in the Participant's current abilities to develop a National Helicopter Coordinator (HLCO) Training Standard and an accompanying National Certification Exam that complies with CIFFC's Training Standard Development Protocol and complements the national HLCO exchange standard.

Participants must clearly highlight the merits of their submissions and particularly note that the following, though not necessarily exhaustive, are critical to CIFFC in its assessment of the submissions.

Required:

- i. Experience conducting task analyses for specific job roles and translating analysis into clear, measurable learning objectives. The ideal candidate will be able to develop both traditional learning objectives and performance-based objectives that reflect real-world job tasks.
- ii. Proficient in writing clear learning and performance-based objectives using terminology specific to the wildland fire industry.
- iii. Experience developing effective assessments that are directly aligned with established learning objectives, ensuring accurate measurement of student understanding.
- iv. Experience in designing rubrics and evaluation criteria to accurately assess performance-based objectives.

Preferred:

- i. Knowledge of wildfire operations that includes an understanding of the ICS structure, the functions that comprise the air operations branch, and the role of a Helicopter Coordinator
- ii. Familiarity with rotor wing operations and/or has performed in the role of HLCO or similar position with comparable experience and complexity.
- iii. Experience in building training materials for the wildland fire environment and familiarity with CIFFC's exchange and training standards.

**Request for Proposal (RFP) Submission**

RFP submissions must include:

- i. A statement indicating the Participant's understanding of the project and proposed methodology to produce a report based on deliverables in Section 4.
- ii. A summary of products to be provided.
- iii. A resume detailing relevant experience aligned with the requirements outlined in Participant Experience and Qualifications.
- iv. Contact information for two (2) clients for similar projects to serve as references.
- v. The earliest date the Participant is available to commence the project.
- vi. A fixed cost quotation for the entire project as outlined in Section 5.

Submissions must be received by **16:30 CT, June 19, 2026**. Submissions must be signed by a representative with the designated authority to bind the Participant to the terms, conditions, articles, and obligations of the proposal. Submissions shall be delivered by email to [Hayley.Hallihan@ciffc.ca](mailto:Hayley.Hallihan@ciffc.ca).

All submissions and any amendments thereto received after the closing date and time will not be accepted.

Participants may be required to make a virtual presentation to CIFFC representatives to further explain their proposal. Presentations are limited to no more than 45 minutes, with a 15 minute question period.

Participants are requested to submit any questions regarding this RFP, in writing, no later than **June 17, 2026** to the following individual. Enquiries and responses will be recorded and may be distributed to all Participants.

Hayley Hallihan, Aviation Coordinator  
[Hayley.Hallihan@ciffc.ca](mailto:Hayley.Hallihan@ciffc.ca)  
204-784-2030

### 3. RFP Schedule of Events

RFP Issue Date:	May 22, 2026
Deadline for Participant Enquiries:	June 17, 2026
RFP Submission Closing:	June 19, 2026
Presentation Notifications (if required):	n/a
RFP Presentation (if required):	n/a

If, after analysis of the Submissions, CIFFC wishes to proceed with one of the proposals, the Participant will be required to enter into a contractual arrangement with CIFFC (CIFFC Consulting or General Services Contract). The tentative timelines for completion of the project are as follows.

Project Start Date:	July 1, 2026
Preliminary Report Due:	October 30, 2026
Final Report Due:	February 26, 2027

#### 4. Project Scope and Deliverables

Deliverable(s) for this project include:

- i. Assess existing HLCO training across jurisdictions to identify gaps and ensure alignment with operational requirements.
- ii. Produce a Task Analysis to develop learning and performance-based objectives.
- iii. Coordinate and lead subject matter expert meetings, including scheduling, agenda development, minutes, and validation of materials.
- iv. National Helicopter Coordinator (HLCO) Training Standard that includes:
  - a. Learning and performance-based objectives
  - b. Instructor qualifications
  - c. Student pre-requisites
  - d. Course recurrency
  - e. Performance task requirements
- v. Develop two versions of a National HLCO Certification examination (multiple-choice, short answer, matching questions), including corresponding answer keys, to assess theoretical learning objectives.
- vi. Present materials to the Aviation Working Group and 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.

Please note 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 existing course material across jurisdictions			
Develop a task analysis in collaboration with subject matter experts and incorporate agency feedback			
Develop draft HLCO 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			
Present work to the AWG/TWG (virtually) twice (October and February) and incorporate feedback			
Present draft HLCO training standard and exams to RMC/MC for review			
Present final HLCO training standard for AWG/TWG/RMC approval			
<b>TOTAL</b>			