



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

REQUEST FOR PROPOSAL
S-339 Division Supervisor
Course Development
(Wildland Fire)

July 31, 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 development of a national S-339 Division Supervisor in-person training course. This course will be developed based on the existing national S-339 Division Supervisor training standard.

The Division Supervisor position is a critical role in the management of large-scale wildland fires and is in high demand for interagency deployment across Canada. Although a national S-339 Division Supervisor training standard has recently been developed, standardized course materials to support its delivery do not currently exist. The successful proponent will develop a standardized national training course based on the S-339 Division Supervisor training standard. This includes the development of instructor and participant materials, practical exercises, simulations, and supporting resources required for course delivery. One provincial wildland fire agency has delivered a Division Supervisor course for several years, and its existing course materials provide a strong foundation for this project. Where appropriate, these materials should be reviewed, adapted, and expanded to align with the national training standard and reflect a broad, interagency operational perspective applicable across Canadian jurisdictions. The completed course is expected to be designed for delivery over a period of three to four days.

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 developing scenario-based course materials as well as their ability to collaborate effectively with subject matter experts.

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:

1. Education and Instructional Design

- A degree or diploma in adult education, instructional design, or a related discipline; or
- A minimum of five years of recent experience in adult education, instructional design, training delivery, or course development;
- Experience designing training for wildland fire operations is considered an asset.

2. Course Material Development

Demonstrated experience developing instructor-led, scenario-based training programs for adult learners, including:

- Participant manuals;
- Instructor/facilitator guides;
- Presentation materials (e.g., PowerPoint);
- Realistic operational scenarios and simulations; and
- Experiential learning activities.

3. Subject Matter Collaboration

Demonstrated experience working collaboratively with subject matter experts to develop technically accurate, operationally relevant training materials that align with current best practices and industry standards.

4. Project Management

Demonstrated experience managing course development projects including:

- Developing and maintaining project plans and schedules;
- Coordinating project activities and deliverables;
- Managing timelines and milestones; and
- Providing regular communications and progress updates to project stakeholders.

5. Operational Experience

Certification as a Division Supervisor, or equivalent operational experience, is preferred. Experience supporting the development or delivery of existing Division Supervisor training will be 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 that the Participant is available to commence work on the project.
- v. A fixed-cost quotation for the entire project as outlines in Section 5: Fixed Cost Quotation.

Submissions must be received by **16:00 MT, August 28, 2026**. Each submissions must be signed by an authorized representative with the authority to bind the Participant to the terms, conditions, and obligations of the proposal.

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 **August 21, 2026**. All enquiries and responses will be documented and may be distributed to all Participants.

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

Jillian Moorley National Course Training Coordinator; jillian.moorley@ciffc.ca

3. RFP Schedule of Events

RFP Issue Date:	August 4, 2026
Deadline for Participant Enquiries:	August 21, 2026
RFP Submission Closing:	August 28, 2026
Presentation Notifications (if required):	No later than September 4, 2026
RFP Presentation (if required):	Week of September 14, 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:	September 28, 2026
DIVS Standard Training Material Due:	January 4, 2026
Presentation to the Training Working Group	January 2027
Auditing the course delivery:	Jan/February 2027
Final adjustments to course material Due:	March 31 st , 2027

4. Project Scope and Deliverables

Deliverables for this project include:

1. Develop Division Supervisor course materials.

Development of course materials for the Division Supervisor course, including instructor guides, participants manuals, PowerPoint presentations, exercise, simulations and any support instructional resources.

- Develop course materials that align with the approved course design, learning objectives, and operational requirements.
- Participate in one-on-one virtual meetings with CIFFC's National Course Training Coordinator to review and validate course content throughout the development process.
- Coordinate and facilitate meetings, as required, to validate course materials with subject matter experts. Responsibilities include scheduling meetings, preparing agendas, and documenting action items.
- Present draft course materials to the Training Working Group at key project milestones for review and approval.
- Provide opportunities for subject matter experts and the Training Working Group to review draft materials and incorporate approved feedback into subsequent revisions.
- Submit finalized course materials, incorporating all approved revisions, no later than **April 1st, 2027**.

2. Support an alpha delivery of the Division Supervisor course winter 2027.

Support the planning, delivery, evaluation and refinement of an alpha delivery of the Division Supervisor course, to take place in winter 2027. The purpose of the alpha delivery is to validate the course content, instructional approach and learning activities with approximately 16 participants and 4 instructors.

- Attend the alpha course in Hinton Alberta.

- Observe course delivery and document participant and instructor feedback on course content, activities, and instructional materials.
- Facilitate or participate in daily debrief sessions with the instructional cadre to identify, discuss, and document issues, observations, and recommend improvements.
- Revise and update course materials, including instructor guides, participant manuals, PowerPoint presentations, exercises, simulations, and evaluation tools, based on feedback and observations from the alpha delivery.
- Submit finalized course materials incorporating all approved revisions following the completion of the alpha delivery.

Note: CIFFC' s National Course Training Coordinator will be responsible for the logistical coordination of the alpha delivery, including securing the venue, arranging accommodations and meals, renting audio video equipment, and managing participant registration.

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 cost quotation in the following format.

Item	Fixed Fee	Tax	Total (incl. tax)
Development of course materials for the S-339 Division Supervisor course, including instructor guides, participants manuals, PowerPoint presentations, exercise, simulations and any support instructional resources.			
Support the planning , delivery, evaluation and refinement of an alpha delivery of the Division Supervisor course, to take place in winter 2027. <i>Note: Travel expenses will be paid using National Joint Council rates. Do not include travel costs in your quotation.</i>			
TOTAL			