

**Market Research/Request for Information (RFI)
Naval Facilities Engineering Command (NAVFAC)
Department of Defense (DoD) Fire Department
Fire Department Accreditation Program**

IMPORTANT NOTICE: THIS MARKET RESEARCH/REQUEST FOR INFORMATION (RFI) IS INFORMATIONAL AND FOR PLANNING PURPOSES ONLY. THIS IS ***NOT*** A REQUEST FOR PROPOSALS (RFP) AND NO SOLICITATION WILL BE ISSUED AT THIS TIME. THE GOVERNMENT RESERVES THE RIGHT TO CANCEL THIS RFI AT ANY TIME. THE GOVERNMENT IS NOT RESPONSIBLE FOR ANY COSTS INCURRED IN ORDER TO PARTICIPATE IN THIS PROCESS. ALL INFORMATION SUBMITTED IS AT THE VENDOR'S EXPENSE.

1.0 BACKGROUND

MISSION. The Navy Shore Activities Fire Protection and Emergency Services Program provides the Navy with a comprehensive Fire and Emergency Services (F&ES) capability that supports military mission readiness by protecting life, public and private property, and the environment from the perils of fire, hazardous materials, medical emergencies, and man-made and natural disasters.

COMMANDER NAVY INSTALLATIONS COMMAND (CNIC) as the program manager administers the shore activities fire protection and emergency services program for the Chief of Naval Operations (CNO). CNIC has authority and responsibility to develop detailed policy and implementing direction for Navy-wide F&ES functions assigned in DoDI 6055.06.

CNIC's authority and responsibility includes the administration and management of the DoD Fire Department Self-Assessment and Accreditation Program for all DoD Components.

The Director, Navy F&ES serves as the Navy's senior technical authority for fire and emergency services, manages this program for CNIC, and provides oversight and technical coordination of functions assigned to area fire marshals. The Director Navy F&ES is the Administrator of the DoD Fire Department Self-Assessment and Accreditation Program.

The scope of this work is for the accreditation of DoD fire departments, covering the registered agency status, applicant agency status, accredited agency annual renewal fee, and self/peer assessment training workshops for DoD fire departments entering the assessment and accreditation process.

2.0 OBJECTIVE

The F&ES Program objective is to focus on compliance with established standards or upon process-improvement through self assessment and accreditation in order to provide continuous quality improvement and enhancement of service delivery to DoD installations. Self-assessments promote responsibility and accountability within the fire and emergency services and are the preferred form of inspection required by the Navy Inspector General.

3.0 SCOPE OF WORK

The contractor will work directly with the Administrator of the DoD Fire Department Self-Assessment and Accreditation Program.

The contractor shall provide the following:

1. Accredited Agency status for 25 DoD fire departments.
2. Registered Agency status for approximately 30 DoD fire departments.
3. Applicant Agency status for 25 DoD fire departments.
4. Conduct Training Courses of not less than 8 hours each as indicated:
 - a. Self-Assessment/Standard of Cover Workshop – 3 each 72-hour workshop (to include Self-Assessment and Standard of Cover Manuals).
 - b. Registration for 24 online Peer Assessor Webinar training sessions.
5. Annual Renewal status for 37 DoD fire departments.
6. Technical support to the Administrator and Regional Accreditation Coordinators for:
 - a. Interpretation of Commission policies
 - b. Coordination and scheduling training workshops
 - c. Selection of Peer Assessors
 - d. Coordination of peer assessment team visits
 - e. Updates, changes and corrections to manuals
7. Peer assessment teams for on-site peer assessment validation and verification according to policies and procedures for peer assessment site visits to the agency locations to be determined.
8. For # 4 above, the contractor must provide instructors, instructor travel, instructor lodging, instructor meals, presentation materials, and student manuals. Instructional facilities necessary to accommodate the number of students scheduled by the DoD program administrators or regional accreditation coordinator will be provided by the DoD. Any audio-visual equipment, sound amplifying systems and ancillary services, i.e. food, refreshments, will be provided by the DoD in accordance with current laws or directives.

4.0 DELIVERABLES

The contractor shall provide:

1. Registered Agency status for 30 DoD fire departments.
2. Applicant Agency status for 25 DoD fire departments.
3. Conduct 3 training courses as described in Section 3.0, paragraph 4.
4. Annual Renewal status for 37 DoD fire departments.

5.0 REQUESTED INFORMATION

- Name and brief description of the responding firm.
Respondents should include information as to whether or not the firm is a small business under North American Industry Classification System (NAICS) code 541990, All Other Professional Scientific, and Technical Services. The small business size standard under NAICS code 541990 is \$14.0 million. If a small business concern, please also provide information on which, if any; of the sub-categories of small business (certified by SBA as a HUBZone SB, self-certify as a SDB, WOSB, VOSB, and/or SDVOSB) you qualify.
- Provide a capabilities statement exhibiting the company's ability to meet the requirements listed in sections 2.0, 3.0, and 4.0 above. The requirements above are necessary to provide the Navy with a comprehensive Fire and Emergency Services (F&ES) capability that supports military mission readiness by protecting life, public and private property, and the environment from the perils of fire, hazardous materials, medical emergencies, and man-made and natural disasters.

1.0 Submittal Requirements

The response to this RFI is due 25 May 2014 12:00 PM EST via email.

The response to this RFI is not to exceed 16 single-sided pages, using 12 pt Times New Roman font with 1-inch margins on standard 8-1/2 by 11-inch paper. Preferred electronic format of documents is in Microsoft Word or Adobe Acrobat.

The Contracting Office for this action will be through NAVFAC Atlantic, Norfolk, VA. The point of contact for NAVFAC Atlantic is Amber Forehand-Hughes, e-mail: amber.forehand@navy.mil

Answers to questions about this RFI will be made available to all responders.

Response to this RFI is not required in order to respond to any future RFP that may follow. However, information gathered through this Market Research/RFI may significantly influence RFP development.

We appreciate your interest and thank you in advance for responding to this Market Research/Request for Information.