



Ohio Fire Chiefs' Association Request for Proposals (RFP) Assessment Coordinator Services

1. Overview

The Ohio Fire Chiefs' Association (OFCA) is seeking proposals from qualified individuals to serve as the Assessment Coordinator. This role will oversee the development, delivery, and growth of OFCA's assessment services, including assessment centers, oral boards, and consulting services for fire service agencies.

2. Background

OFCA provides assessment services to fire departments and public safety agencies across Ohio. These services include promotional testing, candidate evaluation, and consulting tailored to the needs of the fire service.

The Association is seeking a contractor to manage these services in a professional, scalable, and sustainable manner.

3. Scope of Services

The selected contractor will be responsible for:

Program Management

- Serve as lead coordinator for all assessment services
- Manage scheduling, logistics, and client communication
- Maintain data access and reporting systems

Business Development & Marketing

- Identify and pursue new client opportunities
- Conduct outreach to fire chiefs and local governments
- Deliver presentations and proposals

Assessment Development

- Develop and maintain testing materials, scenarios, and evaluation tools
- Ensure alignment with industry standards and best practices

Assessor Management

- Recruit, train, and supervise assessors
- Ensure consistency and quality across all assessments

Client Engagement

- Work directly with departments to determine needs
- Provide consultation on assessment design and delivery
- Handle post-assessment follow-up

4. Contract Structure

- Contractor will serve as an **independent contractor**
- Initial term: **1 year**, with annual review

5. Compensation Structure

Proposals should include a **performance-based compensation model**, which may include:

- Project-based fees (e.g., assessment design, oral boards, training)
- Coordinator hourly or per-project rate
- New business incentives
- Expense reimbursement structure (mileage, lodging, meals, etc.)

6. Qualifications

Applicants should demonstrate:

- Experience in fire service assessments, testing, or HR consulting
- Knowledge of assessment center methodologies
- Experience working with fire departments, civil service, or government entities
- Strong business development and client relationship skills
- Ability to manage multiple projects independently

7. Proposal Requirements

Proposals must include:

1. Cover Letter
2. Experience & Qualifications
3. Approach to Services
 - Program management
 - Business development strategy
 - Quality control methods
4. Compensation Proposal
5. References (minimum of 3)
6. Sample Work (if applicable)

8. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and expertise
- Demonstrated success in similar roles
- Strength of proposed approach
- Financial proposal/value to OFCA
- Ability to grow the program

9. Timeline

- RFP Issued: July 19, 2026
- Questions Due: July 31, 2026
- Proposals Due: August 7, 2026
- Interviews: August 21, 2026
- Selection: August 28, 2026
- Contract Start: October 1, 2026

10. Submission Instructions

Proposals should be submitted electronically to:

Michelle Fitzgibbon, Executive Director
Ohio Fire Chiefs' Association
info@ohiofirechiefs.org

11. Additional Terms

- OFCA reserves the right to reject any or all proposals
- Final contract terms will be negotiated
- Contractor must comply with all applicable Ohio laws