

Request For Proposals
Prescribed Burning in Alabama
Training Project (1/10/2024)

The Alabama Forestry Commission (AFC) is responsible for implementing the Alabama Prescribed Burning Act (Alabama Code § 9-13-270) and related regulations. Part of that responsibility is to provide training for initial certification and continuing education requirements for Certified Prescribed Burn Managers. The AFC is requesting proposals to assist in presenting workshops and providing training materials. The specific details are as follows:

Prescribed Burn Manager Certification Training

- Contractor **will** be responsible for developing, arranging, and conducting four (4) Prescribed Burn Manager Certification courses during the 2024 and 2025 calendar years. Each of these courses must involve thirty-two (32) instructor contact hours, as required by Alabama Prescribed Burning Act regulations (Alabama Administrative Code § 390-X-6-.01 *et seq.*). Venues for each class will be established in cooperation with the AFC to accommodate as many students as possible. The AFC **may** authorize additional courses and must agree to the specific dates and locations designated for training.
- Contractor **will** be responsible for developing, arranging, and conducting four (4) Prescribed Burn Recertification workshops during the 2024 and 2025 calendar years. These workshops must involve six (6) instructor contact hours, as required by Alabama Prescribed Burning Act regulations (Alabama Administrative Code § 390-X-6-.01 *et seq.*). Venues for each class will be established in cooperation with the AFC to accommodate as many students as possible. The AFC **may** authorize additional workshops and must agree to the specific dates and locations designated for training.
- In addition to the four (4) Prescribed Burn Manager Certification courses described above, the AFC **may** authorize additional courses for the AFC Forestry Academy. If so authorized, the Contractor would be responsible for developing, arranging, and conducting up to two (2) Prescribed Burn Manager Certification courses for the AFC Forestry Academy. These courses would require twenty (20) instructor contact hours and would be taught exclusively to AFC employees. If authorized, these courses would take place at the Solon Dixon Center in Andalusia, AL during November 2024 and/or November 2025.
- All courses and workshops conducted by Contractor must be completed prior to **December 31, 2025**. The provision of all courses and workshops is subject to AFC approval. In the event participation numbers are too low to warrant a particular course or workshop, that course or workshop may, at the AFC's discretion, be postponed and rescheduled or canceled.
- Contractor will be responsible for producing a detailed course and workshop outline for fifty (50) students per course or workshop, using existing training materials and incorporating the latest ideas and concepts included in the Alabama Prescribed Burning Guide, 2012; Fireline Handbook Appendix B; Fire Behavior; S300, Prescribed Fire Burn Boss, S390 Fire Behavior and in accordance with Alabama law and Alabama Forestry Commission regulations.

- The Contractor will be responsible for arranging and providing a venue, advertising, handouts, audio-visual equipment, instructor services, and all other expenses incurred unless otherwise specified.
- The Alabama Forestry Commission will be responsible for providing copies of the Alabama Prescribed Burning Guide, 2012, to participants.
- The Alabama Prescribed Fire Council will be responsible for meals, snacks, and registration and the collecting of all fees associated with the classes and workshops.
- All work proposed will be performed by Contractor personally or by subcontractors who are approved in advance by the AFC.

Contractor Requirements

Contractor should be highly experienced in forestry, prescribed burning, and wildland fire management. **Contractor is required to be an Alabama Registered Forester and Alabama Certified Prescribed Burn Manager and must have experience with teaching and instruction, preferably utilizing the above-referenced course materials.**

Proposal Requirements

- a) Contractor must clearly demonstrate that he/she meets all the Contractor Requirements stated above.
- b) Contractor must list a price for the four (4) certification courses and must submit a price for any additional courses in the event more are needed and authorized.
- c) Contractor must list a price for the two (2) certification courses that may be taught at the AFC Forestry Academy, in the event these courses are needed and authorized.
- d) Contractor must list a price for the four (4) recertification workshops and must submit a price for any additional workshops in the event more are needed and authorized.

Proposal Evaluation Process

The evaluation process is designed to award a contract to the vendor with the best combination of attributes based upon the RFP requirements and evaluation of criteria that constitutes the “best value” for the Alabama Forestry Commission. The criteria to be considered in the evaluation of proposals are shown below. Each category will be weighed as follows, and one hundred (100) points is the maximum total number of points that can be awarded to a proposal:

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| ▪ Qualifications/experience with prescribed burning | 40 |
| ▪ Qualifications/experience with instruction of the subject matter | 40 |
| ▪ Pricing/overall cost to the agency | 20 |

Proposal Submittals

Anyone interested in becoming the Contractor for this project must submit a formal proposal in writing to the Alabama Forestry Commission at the address below by the close of business on **Friday, February 2, 2024**. Proposals received after the deadline will not be considered. Please share this information with anyone you feel may be interested in bidding on this proposal. **The AFC reserves the right to refuse any or all proposals.**

Proposals must be submitted to:

Alabama Forestry Commission
Forest Protection Division
ATTN: John Goff
P.O. Box 302550
Montgomery, AL 36130-2550

For more information, contact John Goff or Marti Davis at the above address, by e-mail at John.Goff@forestry.alabama.gov or Marti.Davis@forestry.alabama.gov, or by telephone at (334) 240-9332.