



## Request for Proposals Curriculum Consultant

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### Introduction

Native Public Media (NPM) is a Native-led nonprofit leader in communications with a mission to promote the self-determination of Indigenous peoples through media access, storytelling, and ownership. In efforts to improve the response of Tribal broadcasters to emergencies, NPM created a customized emergency preparedness training program that has been used with great success. NPM's Emergency Communications Preparedness (ECP) Guidebook and training assists broadcast stations and community partners to prepare for public emergencies and natural disasters.

Using the "Emergency Preparedness Curriculum for Broadcasters serving Indian Country" as a foundation, NPM seeks to contract a Curriculum Consultant to design a lab to supplement the ECP curriculum. The Lab will delve deeper into emergency communications preparedness through the creation of hands-on activities that result in a toolkit and skillset for broadcasters to include writing and producing a seasonal catalogue of public service announcements ready for air, and a Station Operations Emergency Plan.

### Scope of Work

1. Provide a comprehensive review to develop and strengthen the curriculum.
2. Revise and write the curriculum to institute a uniform curriculum framework that ensures quality, consistency, and alignment.
3. Supplement with curricular resources such as visuals, graphs, etc. to support lessons and teaching objectives.
4. Deliverables:
  - a. Comprehensive review and recommendations.
  - b. Consultation meetings with NPM.
  - c. Submit to NPM drafts for review and input.
  - d. Provide a page-by-page presentation of the final draft to NPM.
  - e. Provide a print-ready final curriculum in a Word and PDF document.

### RFP Instructions

The total contract award of \$5,000 is a fixed price to cover all expenses including but not limited to preparation, draft plan, printing, staffing, travel, etc. The entire proposal is limited to five (5) pages and must convey an approach and methodology to perform the scope of work and deliverables.

### RFP Evaluation Criteria

1. Approach to Curriculum Development (50%): The consultant offers a concise, high-quality approach to revising and developing a comprehensive curriculum that best meets NPM's needs.
2. Demonstrates Previous Experience (30%): Consultant demonstrates prior experience assisting organizations with similar/comparable assignments.
3. Subject Knowledge: (5%): The consultant demonstrates expertise or general knowledge about the Emergency Preparedness.
4. Cost and Timeline (5%): The consultant presents a succinct process and timeline for the delivery of the work and competitive price.

### RFP Submission Instructions

Interested individuals or firms should submit one digital copy of their proposal in PDF format. The proposal must be emailed with a subject line: "2021 RFP for Curriculum Services" by noon (MST) on April 23, 2021 to [mbegay@nativepublicmedia.org](mailto:mbegay@nativepublicmedia.org).

### General Proposal Information and Instructions

1. RFP inquiries and questions contact Melissa Begay at [mbegay@nativepublicmedia.org](mailto:mbegay@nativepublicmedia.org).
2. Notification of selection and timeline: NPM reserves the right to cancel this RFP at any time.
3. RFP Released: March 22, 2021
4. Proposals Due: April 23, 2021 by noon MST (Late and mailed submissions will not be accepted)
5. Consultant Selection & Notification: May 7, 2021