**Request for Proposal**

**To Complete a Job Analysis and**

**Identify Core Competencies & KSAs for Emergency Managers**

1. **INTRODUCTION OF THE PROJECT**

The International Association of Emergency Managers maintains the Associate Emergency Manager (AEM) and the Certified Emergency Manager (CEM) Program. The IAEM Certification Program was launched in 1993 and IAEM has certified over 2,642 candidates since the program inception. Currently there are 2,180 emergency managers who hold either the Associate Emergency Manager (AEM®) or Certified Emergency Manager (CEM®) designation. This program elevates the professional standards in emergency management and serves as a benchmark for individual achievement of excellence.

The International Association of Emergency Managers (IAEM) is the non-profit organization representing comprehensive emergency management in all sectors and at all levels of government focusing on disaster issues. IAEM was established in 1952 to help its members protect property and lives and lessen the effects of disaster. Today, its membership roster includes about 5,000 professionals.

In 1988, the Federal Emergency Management Agency (FEMA) funded IAEM to establish and maintain standards for emergency management professionals. An advisory council of emergency management partner organizations (city managers, county officials, educational institutions, public works, fire, police, state EM, and others) determined that a certification program would be the best way to promulgate professional standards, and worked for five years with emergency management subject matter experts to assess current professional requirements in the field, conduct job analyses and identify knowledge, skills and abilities (KSAs) needed to perform key functions of emergency management. The certification requirements are based on these KSAs. The Certified Emergency Manager (CEM®) is the ultimate credential in the profession, and requires candidates to demonstrate a portfolio of knowledge, skills and abilities.

**II. SCOPE OF WORK**

**Conduct a job analysis, identify core competencies and KSAs of Emergency Managers** used as benchmarks in the IAEM Certification Program. Job analysis must be conducted using the Developing a Curriculum (DACUM) methodology, a standardized research-based methodology for job analysis. Produce a final DACUM job chart describing duties, tasks, knowledge, abilities, and skills of Emergency Managers. Conduct a validation survey to access frequency and importance of identified duties and tasks and use survey outcomes to update the current examination blueprint.

The scope of work for this contract is:

**Step 1: Job/Occupational Analysis**—Conduct job analysis workshop to identify duties and tasks and to delineate knowledge areas, abilities, and skills. The selected vendor will:

1. Collaborate with IAEM to identify and recruit up to 12 expert Emergency Managers to serve on an analysis panel. This panel will consist of expert workers of varying demographics (e.g., private, local (both large/small jurisdictions), healthcare-based, not-for-profit, military, campus, state, international).

2. Facilitate a job analysis workshop to develop duty and task statements that describe the essential duties and tasks associated with the target job.

3. Produce listings of knowledge and skills associated with the target job.

4. Identify ideal or necessary behaviors, tools, acronyms, and future trends for the target job.

5. Produce a preliminary DACUM research chart based on panel consensus.

**Step 2: Task Verification**—Obtain ratings on importance, difficulty, frequency, etc. and Task

Finalization/Selection—Complete validation based on verification data.

1. Design, construct, and administer validation survey to assess relevance of duty/task statements and knowledge/skill areas identified by the DACUM panel.

2. Analyze survey results and use them to refine duty/task statements and knowledge/skill areas.

3. Select final set of tasks as a result of verification information.

4. Produce final DACUM research chart.

5. Review certification requirements to ensure they align with knowledge, skills and abilities. Draft recommendations for changes, if needed.

6. Use the response data to calculate weights for an updated exam blueprint.

7. Create an exam specifications document (blueprint with weights, item types, psychometric model for form assembly and scoring, etc.)

1. **AVAILABILITY OF FUNDS**

**The amount of funding available for this project is $20,000.**

Funding is through a grant to IAEM from FEMA, DHS-20-NPD-131-00-01. The award is contingent upon the availability of those funds.

1. **PROPOSAL REQUIREMENTS**

Proposals should include descriptions of the following:

• Contractor’s expertise in Developing a Curriculum (DACUM) methodology;

• Contractor’s general experience including work with federal funding and/or emergency management-related content;

• A brief budget for this project;

• A proposed timeline to complete this project by July 31, 2021;

• Responsibilities/involvement of IAEM Staff;

• Client references including description of work performed and contact details.

1. **SUBMISSION PROCESS**

All proposals are to be submitted **by 5:00 pm Eastern on November 6, 2020** to:

International Association of Emergency Managers

Kate McClimans

Submitted electronically to KMcClimans@iaem.com

**Conditions for Submission**: Proposals must include a cover sheet that includes the applicant’s name, address, phone number, and e-mail, with a section for each area defined in Section IV Proposal Requirements.

**Time frames:**

• All questions need to be submitted in writing to Kate McClimans by October 23, 2020.

• Estimated date of award is early December 2020.

• Work to begin December 2020/January 2021. A workplan will be expected defining completion milestones and additional deadlines.

• Monthly reports in a prescribed format and satisfactory progress will be required for payment.

• Final report completed by July 31, 2021.

IAEM-USA/CEM/FEMA CEM Grant/Y1 2019-20/RFP Job Analysis – V4.docx @10-8-2020