



Request for Proposals - Technical Training Program Consultant

Program Overview/Background

The International Code Council (ICC) is a member focused association with over 64,000 Members and 390 Chapters. It is dedicated to developing model codes and standards used in the design, build and compliance process to construct safe, sustainable, affordable and resilient structures. ICC publishes the International Codes® (I-Codes®), a complete set of comprehensive, coordinated building safety, fire prevention codes and energy codes.

Building codes benefit public safety and support the industry's need for one set of codes without regional limitations. Fifty states and the District of Columbia have adopted the I-Codes at the state or jurisdictional level. Several U.S. federal agencies and numerous countries in the Caribbean, Central America and the Middle East enforce or reference the I-Codes for constructing facilities.

Vision: Protect the health, safety and welfare of people by creating safe buildings and communities.

Mission: To provide the highest quality codes, standards, products and services for all concerned with the safety and performance of the built environment.

Safety 2.0 is the International Code Council's signature initiative to welcome a new generation of members and leaders to the building safety profession. The Safety 2.0 portfolio of resources provides easy access to Code Council programs and materials produced for individuals interested in learning more about careers in building safety. Three Safety 2.0 programs - the High School Technical Training Program (HSTTP), College Technical Training Program (CTTP) and Military Families Career Path Program (MFP), will be consolidated and rebranded as the Code Council Technical Training Program.

The Technical Training Program (TTP) is designed to raise awareness of the importance of building codes among high school, college, trade organization, military, and other construction technology programs. The TTP provides a credential representing basic knowledge of building codes and their application in the construction process.

The Code Council is accepting proposals for a consultant to assist with the administration, promotion and oversight of its Technical Training Program. The consultant may be an individual, firm or organization. The TTP consultant will work directly with the Code Council to implement the TTP on a national scale.

Program Goals

- Rebrand the program
 - Consolidate the HSTTP, CTTP and MFP into one Technical Training Program
 - Develop new program fee structure
 - Develop an online instructor and student portal that will house new resources (lesson plans, curriculum, etc.), student work and exams
- Develop program curriculum that coordinates with the IRC to assist instructors with program implementation
 - Ultimately expand curriculum to include the commercial material found in the IBC
- Establish exam development process and host exams on PRONTO
- Create tools for instructors, empowering them to teach the IRC curriculum
- Increase awareness and knowledge of the program at the national level

Role of the Consultant/Deliverables

- **Administration**
 - Administer the TTP on behalf of the Code Council
 - Manage correspondence with participants through emails, phone calls, etc.
 - Distribute program forms, resources, and support materials to participants as required
 - Review program materials and TTP website content periodically to identify potential updates and improvements
 - Assist in transitioning HSTTP, CTPP and MFP documents to a single set of resource materials under the rebranded TTP
 - Provide regular updates to the Code Council
- **Promotion**
 - Identify opportunities for targeted and general promotion of the TTP
 - Assist and support Code Council Chapters, organizations and programs interested in promoting the TTP
 - Deliver promotional presentations at conferences and other events
 - Work with Code Council Chapters to develop national network of program ambassadors
 - Increase awareness of the TTP with organizations and programs focused on workforce development
 - Research opportunities for sponsorships and partnerships to sustain the program
- **Oversight**
 - Establish benchmarks and metrics for program success
 - Monitor revenue and expenses to ensure compliance with budget and program goals
 - Identify accomplishments and data that can be incorporated in marketing and recruitment materials
 - Gather feedback to identify program strengths, areas for improvement and overall participant satisfaction
 - Provide monthly reports to the Code Council

Proposal Content

Interested parties should submit a proposal that includes the following:

- **Consulting plan:** proposals must meet the scope and needs of the program and be presented in a clear, easy to understand, and organized manner, not to exceed five pages
- **Value and cost:** proposals will be evaluations on the cost of their services based on the work to be performed in accordance with the scope of the program
- **Program administration expertise:** proposals must include descriptions and documentation of staff expertise and experience
- **Previous work:** bidders will be evaluated on examples of their work pertaining to program management, as well as client testimonials and references
- **Contact information**

Timeline

Consultant proposals are due February 28, 2020.



Additional Information

- All questions regarding this RFP should be directed to the Code Council's primary point of contact, preferably via email. The primary point of contact at the Code Council is:
 - Name: Madi Dominescy
 - Address: 900 Montclair Road, Birmingham, AL 35213
 - Phone number: 205-908-5715 ext. 5228
 - Email address: mdominescy@iccsafe.org
- All information provided by the Code Council in this RFP is offered in good faith. The Code Council makes no guarantee that any item is without error and is not responsible or liable for any use of the information or for any claims asserted therefrom.
- This RFP does not under any circumstances commit the Code Council to pay any costs incurred throughout the proposal submission process. This is the consultant's responsibility.
- All materials submitted in response to this RFP shall become ICC's property on receipt.

Technical Training Program Resources

Information and resources related to the TTP can be found at the following links:

- [International Code Council website](#)
- [Safety 2.0 webpage](#)
 - [HSTTP landing page](#)
 - [Request for Quote or Invoice](#)
 - [Request for Final Exams](#)
 - [Request for Certificates of Completion](#)
 - [CTTP landing page](#)
 - [MFP landing page](#)