



REQUEST FOR PROPOSAL CAFM GUIDE DEVELOPMENT

NAFA Fleet Management Association seeks a Subject Matter Expert (SME) to develop an educational Resource Guide and Associated Study Guides for a Department of Transportation Module related to its Certified Automotive Fleet Manager (CAFM) certification program.

The DOT content should include the following areas: Intro to the DOT, NHTSA regulations, FMCSA regulations, NSC regulations in Canada and DOT program implementation. A full outline of content will be provided to the selected SME.

REQUESTED SERVICES *(Not limited to the following):*

- Coordination of a content outline with NAFA staff and committees.
- Creation of a timeline for draft and final Chapter drafts.
- Development of all associated content, with references (where appropriate).
- Deliver a final edited version of both a Resource and Study Guide to NAFA by **December 31, 2019**.
- Provide ongoing correspondence and updates in the first quarter of 2020 as the Guide is finalized in layout and review.

PROPOSAL REQUIREMENTS:

- Please provide a written response for the following questions:
 - Knowledge of the subject
 - Experience in NAFA Guide Development
 - Experience with NAFA Certification Program
 - Proven written communication skills
 - Estimated Time to complete drafts of each Chapter as well as a revision timeline.
 - Price

Questions can be directed to Kate Vigneau, CAFM, at KVigneau@nafa.org or Pam Nobles, at pnobles@nafa.org.

**All proposals should be sent to certification@nafa.org by July 1, 2019.
Selected SME(s) will be notified by July 21, 2019.**