



REQUEST FOR PROPOSAL CAFM GUIDE DEVELOPMENT

NAFA Fleet Management Association seeks a Subject Matter Expert (SME) to develop an updated educational Resource Guide (text book) and Associated Study Guide for the Maintenance Management Module of its Certified Automotive Fleet Manager (CAFM) certification program.

The Maintenance Module content should include the following areas: Vehicle Mechanics, Maintenance Programs, Shop Operations, FMC-Outsourced Maintenance and Performance Monitoring. A detailed outline and copies of the existing Guide and Study Guide will be provided.

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

- Coordination of a final content outline with NAFA staff and committees.
- Create a timeline to deliver draft and final versions of each Chapter.
- 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

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