

# REQUEST FOR PROPOSAL

## Revision of ASSE's Global Safety Management Certificate Program

**ASSE CONTACT:** Teri Laliberte  
Manager, Education  
ASSE  
520 N. Northwest Highway.  
Park Ridge, Illinois 60068

**Submission Deadline:** May 1, 2017

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### *Introduction*

The American Society of Safety Engineers is issuing this RFP for a subject matter expert or experts to revise the existing ASSE-owned Global Safety Management certificate program. The ASSE Professional Development Department offers a national curriculum of seminars and workshops covering a comprehensive range of topics in keeping with the diversity of ASSE members and the universe of safety professionals at large. Those selected to submit a final product would be expected to meet ASSE Professional Development departmental guidelines and templates.

### *Current Program Overview:*

Introduced in 2011 to provide globally focused safety management education to:

- ASSE Members from and working in locations outside of the United States - to provide a value add for international chapters
- Safety Professionals looking to increase their skills to include oversight of global operations
- Build awareness for ASSE's brand overseas
- Teach safety management practices that will enable safety professionals to establish and maintain safe work places anywhere in the world

This program was intended to provide safety management practices that will enable safety professionals to establish and maintain safe work places anywhere in the world. This is a 50-hour certificate program consisting of three required seminars (28 hours) and 22 hours of electives. Currently, the required seminars are:

- Managing Safety and Health - 1.4 CEUs (14 hours)
- Implementing a Safety and Health Management System - 0.7 CEUs (7 hours)
- International Standards and Legal Requirements for Safety Management - 0.7 CEUs (7 hours)

### *Revised Program concept*

The Global Program has been delivered to safety professionals at all levels of experience from a variety of locations. It is intended to prepare safety professionals who aspire to a global level safety management role in their organization and to meet the needs of a safety practitioner outside of the United States. These sometimes-conflicting audiences have caused confusion within the curriculum of the program.

**We are looking to make this into a two-track program. One track would be for Safety Professionals based in the United States with global responsibility and the other track would be for those safety professionals outside of the United States, who are not necessarily utilizing common best practices.**

**While we are seeking to update this program, we would also welcome suggestions that will lead this program toward those professional development topics that can best help the safety professional achieve advancement and recognition globally.**

1. The intent of this proposal is to engage a subject matter expert or experts knowledgeable in global safety management and can effectively implement that knowledge into this program. Please include how your suggested revisions will change the learning objectives.
2. In the proposal, please include the following information:
  - Learning objectives for the seminar(s)
  - Intended Audiences for each seminar
  - Brief overview of the seminar content
  - Broad outline of the seminar
  - Overview of the format of the seminar
  - Length of the seminar
  - Types of activities included in the seminar to further classroom participation

Emphasis will be placed upon materials that support all elements of instruction:

- Production of a participant workbook which is more than a reproduction of the slide deck.
- A corresponding facilitator workbook containing instructional notes/guidance/etc.
- A visual aid for instruction should not be the content

It is ASSE's preference that this program be designed for potential virtual and/or blended delivery. As such, consideration should be given to the following:

- Incorporation of a variety of social learning activities that take place through the discussion board feature on ASSE's Learning Management System (LMS).
- Working with ASSE staff to create supplemental eLearning resources.
- Development of potential micro-learning modules from the content

Reference and Source Material Listing

### *Products to be developed*

1. A Participant guide/workbook that supports the instruction and lesson plans developed
2. An Instructor guide tied to the participant book with detailed instructions on how to run activities and full notes to enable anyone to teach the course
3. A variety of Teaching Materials to include lesson plans (with clear objectives) for each module. The teaching materials would be video, case studies or other types of

instructional material supporting the overall objective of the seminar(s) and certificate program

4. Visuals to Support the classroom instruction
5. A Final Summative Assessment

#### *Criteria for Selection*

1. History of developing education and training seminars
2. Proven track record of creating courses that are engaging and interactive
3. Extent of professional experience and qualifications in providing this or similar education
4. Curriculum Vitae including education history, certifications, designations and experience in safety management and Global experience
5. Languages you speak and write (this will not be a disqualifier)
6. Quality of the proposed seminars or seminar modules in relation to the requirements stated in the Specifications
7. Cost for development of the seminar(s). The submitter's cost proposal will be evaluated in terms of its relative cost by comparison with other proposing individuals. The intent is to achieve the most beneficial mix of technical excellence and cost effectiveness.
8. The proposal must be received by ASSE on or before May 1, 2017
9. Provide at least three references that can support the above criteria

#### *Instructions for Submission*

1. Prior to final submission please send a letter of intent by April 20, 2017
2. Proposals shall be submitted in duplicate, indicating the proposal name on each page.
2. The cost estimate for this proposal shall be clearly presented and detailed in a separate accompanying document, identified as such.
3. Proposals are due on or before May 1, 2017
4. Proposals shall be sent to:

Teri Laliberte  
Manager, Education and Program Development  
American society of Safety engineers  
520 N. Northwest Hwy  
Park Ridge, Illinois 60068  
847-768-3429