

REQUEST FOR PROPOSAL: Development of a Managed Fall Protection Certificate Program

ASSE Contact

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Submission Deadline

Monday, May 1st, 2017

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Introduction

As falls continue to be one of the foremost causes of on-the-job injuries and fatalities, the American Society of Safety Engineers (ASSE) is planning to develop a certificate program for safety professionals seeking expertise in fall protection. This Request for Proposal (RFP) is for a subject matter expert or experts (SME) to develop a program that will comprehensively cover the ANSI/ASSE Z359.2-2017 standard regarding the requirements for a comprehensive managed fall protection program, as well as other relevant topics surrounding fall protection.

Note: this is not intended to be competent or qualified person fall protection training; the assumption is that certificate candidates will already have practical experience with fall protection.

Program Objectives

- Effective and efficient management of fall protection management programs
- Explore, in depth, the ANSI/ASSE Z359.2-2017 standard
- Provide guidance on fall protection program best practices
- Address current industry issues and/or trends
- Develop guided activities, case studies, exercises, etc. that will help learners understand complex and important concepts
- Help learners assess their knowledge, and provide the necessary resources for further study

- Follow the [ANSI/ASSE Z490.1-2016](#) standards regarding best practices for safety, health and environmental training programs

Program Vision

The Managed Fall Protection Certificate Program should be designed for an adult learner using proven instructional design methodology and, at a minimum, the ANSI/ASSE Z490.1-2016 training standard. The content must be based on the ANSI/ASSE Z359.2-2017 standard: Minimum Requirements for a Comprehensive Managed Fall Protection Program.

Educational Assets for Development:

- Managed Fall Protection Certificate Program workshop designed to deliver highly interactive education and contain all speaker notes, activities, workbook content, presentation materials, and all necessary assessments.
- A participant *workbook* for the workshop that will support all elements of instruction. The following elements should also be considered:
 - A corresponding facilitator guide containing instructional notes/guidance/etc.
 - A PowerPoint presentation as a *visual aid* for instruction
- The workshop should 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)
 - The creation of supplemental eLearning resources (i.e., short videos, microlearning reference materials, job aids, etc.)
- Certificate program structure and completion requirements
 - Delivery methodology
 - Learning assessment(s)
 - Complementary content and topic suggestions (i.e., electives, etc.)

Proposal Contents

1. Workshop details
 - a. Workshop description
 - b. Learning objectives
 - c. Outline
 - d. Format overview
 - e. Length
 - f. Types of activities (examples highly recommended)
2. Certificate program details
 - a. Target audience
 - b. Program structure
 - c. Completion requirements
3. Suggestions for additional content and resources
 - a. Elective topics
 - b. eLearning resources
4. Curriculum Vitae (CV) that includes:
 - a. Education history
 - b. Certifications/designations
 - c. Experience in safety management

- d. References (3) to support professional qualifications
5. Cost proposal
6. Development timeline/milestones

Selection Criteria

ASSE's goal is to achieve the most beneficial mix of technical excellence, cost effectiveness and speed to market for this program, not necessarily to select the lowest bidder or the quickest proposed development timeline. The following criteria will be used in reviewing proposals and SMEs: *

1. History of developing education and training seminars
2. Extent of professional experience and qualifications in fall protection
3. Working knowledge of the ANSI/ASSE Z359.2-2017 standard
4. Design of the workshop, instructional materials, and classroom activities
5. Quality of the learning objectives
6. Thoughtfulness and creativity of the certificate program design
7. Organization of the proposal

**Proposals must be received by or before below deadlines to be considered.*

Instructions for Submission

1. Prior to final submission, please send a letter of intent by **Thursday, April 20th, 2017**
2. Proposals shall be submitted electronically
3. Proposals are due by midnight on **Monday, May 1st, 2017**
4. Proposals shall be sent to Aleese Eckenrode, Manager of Education & Program Development (aeckenrode@asse.org)