



**California Fire Safe Council  
Request for Proposal (RFP)  
Resource Hub & Web Development Contractor  
April 14, 2026**

The California Fire Safe Council is accepting proposals for a Resource Hub & Web Development Contractor to build a password-protected Resource Hub for [Wildfire County Coordinators](#) and CFSC Staff, allowing two-way communication, shared calendars and resources, plus content and training libraries. We invite you to submit a proposal by EOD 8 May 2026 for consideration. A description of CFSC, the services needed, proposal requirements, and other pertinent information follows.

**OVERVIEW:**

The California Fire Safe Council (or “CFSC”), a nonprofit organization, is soliciting proposals for the services of a Resource Hub & Web Development Contractor to build a password-protected Resource Hub for Wildfire County Coordinators and CFSC Staff, allowing two-way communication, shared calendars and resources, plus content and training libraries. The Resource Hub will create a space for Wildfire County Coordinators to share feedback, tools and resources, and location-specific information in an adaptable and bidirectional manner. It will also serve as a County Coordinator skill and knowledge set connector, creating a platform where Wildfire County Coordinators may submit their experiences, including highlighting what has worked well and what has presented challenges, as well as exchange ideas and strategies that others can learn from as the program scales in connection with statewide initiatives.

**Who We Are:** CFSC was first established in 1993 as a project of the California Department of Forestry & Fire Protection (CAL FIRE) with the goal of streamlining the dissemination of federal funding to community projects for wildfire prevention and mitigation. CFSC was incorporated as a California nonprofit (501c3) in 2002 to continue administering funds to communities who need them most for wildfire resiliency in collaboration with our funding partners.

**What We Do:** CFSC, as a grant-funded agency, supports community-led efforts for wildfire prevention, mitigation, and resiliency across the state of California via funding, programmatic support, capacity building, training and technical assistance. CFSC’s current programmatic focus areas are:

- Community Outreach & Education
- Capacity Building
- Planning & Preparedness
- Fuels Mitigation & Vegetative Management
- Evacuation Planning
- Defensible Space
- Home Hardening

## **PURPOSE:**

CFSC is seeking a qualified and experienced Resource Hub & Web Development Contractor to build and maintain an online platform to support Wildfire County Coordinators via two-way resource sharing. The CFSC Wildfire County Coordinator Program, the specific program of focus for this Request for Proposal, is outlined below. This Program is administered in partnership with CAL FIRE and the California Climate Investments (CCI) Program.

### **Wildfire County Coordinator Program Overview:**

The objective of the Wildfire County Coordinator Program is to increase county-level wildfire mitigation coordination and collaboration across the state through the support of an administrative role/position in each county, referred to as a “County Coordinator.” The goals of the program are to:

1. Increase local capacity for community wildfire resiliency efforts;
2. Facilitate coordinated county-wide collaboration among wildfire mitigation groups;
3. Improve community outreach and engagement for local mitigation efforts; and
4. Assist counties with community risk reduction efforts and landscape-scale mitigation.

In 2025-26, 49 grantees across California were awarded \$151,500 to cover costs relevant to county-wide coordination efforts, including salary, support, and administrative costs for a designated County Coordinator. This 2025 funding builds on previous grant-funded work in 2021 and 2022.

More information regarding the County Coordinator Program can be found at:

<https://cafiresafecouncil.org/wildfire-county-coordinator-program/>

## **DESCRIPTION OF NEED:**

As the Wildfire County Coordinator network matures and as CFSC shifts into increased program delivery (a tenant of its 2026-2030 Strategic Plan), a need exists to create a web-based Resource Hub that directly serves past, present, and future Wildfire County Coordinators. This interactive, content-sharing platform would streamline communication, foster cross-pollination and peer-to-peer collaboration, and support CFSC’s goal of standing up a Wildfire County Coordinator Mentor-Mentee Program. The Resource Hub will be designed to interface with CFSC’s existing County Coordinator GIS Networking Portal, created with [Arc Hub Premium](#). In the short-term, the Resource Hub would be designed to primarily serve Wildfire County Coordinators and the organizations with which they are affiliated. In the long-term, the Resource Hub could be expanded to serve County Coordinator partner and stakeholder networks, thus scaling service and program delivery at the county-scale.

## **RESOURCE HUB DESIRED FUNCTIONS:**

- **One-Stop Shop:** Develop an online, one-stop shop platform for Wildfire County Coordinators (initially) and implementation partners and stakeholders (long-term) to foster collaboration, resource-sharing, and partnership in the wildfire mitigation space.
- **2-Way Communication:** Create a forum for Wildfire County Coordinators to share challenges, tools, and location-specific needs (e.g., rural communities) in an adaptable and bi-directional manner.

- **External Resource Matchmaking:** Connect Wildfire County Coordinators with contractors, technical experts, & service providers via integration with the WordPress-hosted [CFSC Fire Safe Business Directory](#).
- **County Coordinator Skill & Knowledge Set Connector:** Create a platform to facilitate communication and collaboration between Wildfire County Coordinators (e.g., list of Coordinators with self-identified skills and competencies coupled with a space to post needs).
- **Wildfire County Coordinator Experience Sharing/Reviews:** Foster a pathway for Wildfire County Coordinators to submit their experiences (e.g., highlight what has worked well, discuss challenges, and exchange ideas that others can build upon as the program scales).
- **Wildfire County Coordinator Program Content Library:** Create a space for CFSC to share materials (e.g., contractual outputs, guides, templates, outreach materials, checklists, and media/press examples).
- **Wildfire County Coordinator On-Demand Training Library:** Create a repository for recorded webinars, meetings, and other foundational Program materials to assist with County Coordinator onboarding and transitions.

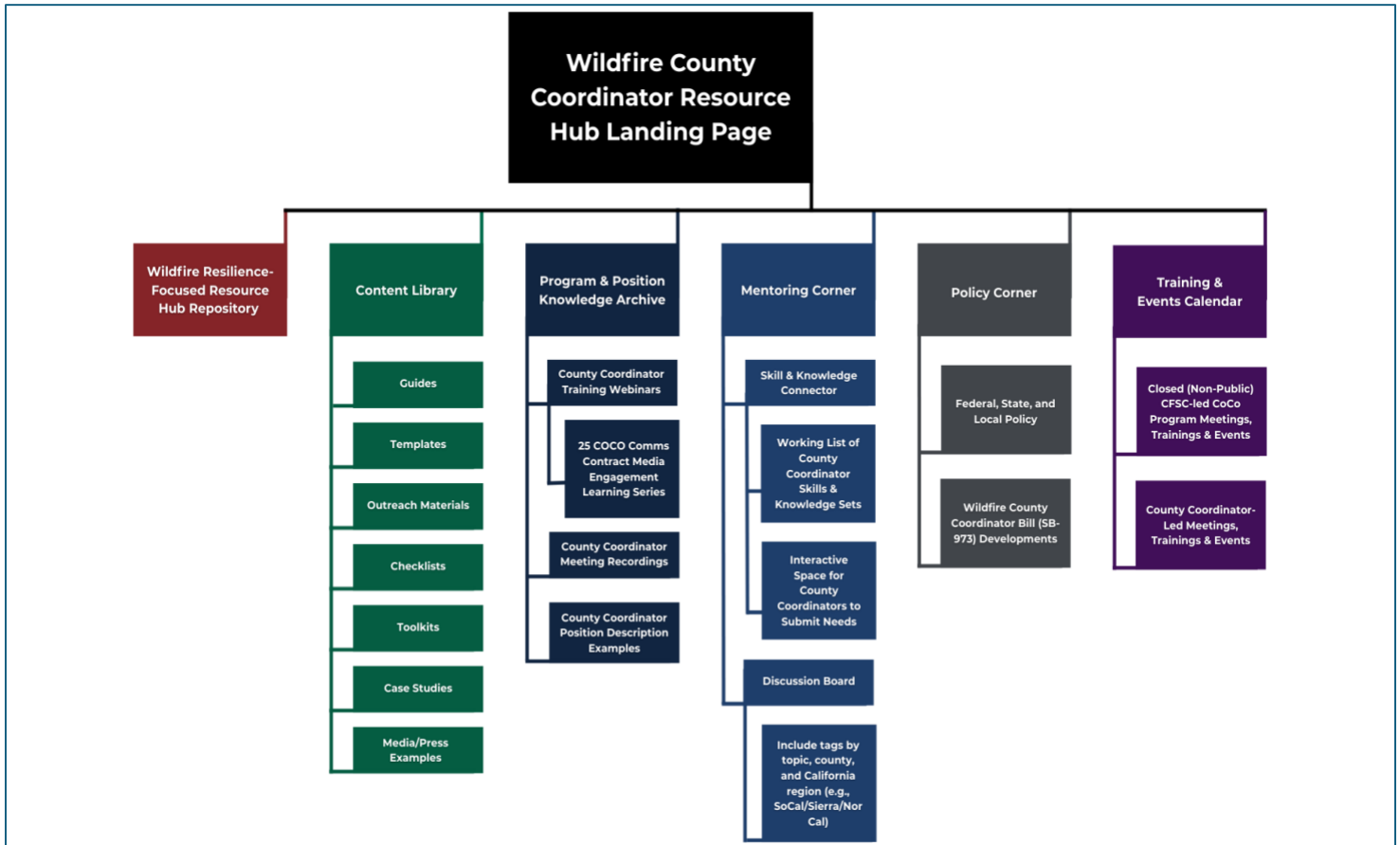
#### **PROPOSED RESOURCE HUB SECTIONS:**

- Wildfire Resilience-Focused Resource Hub Repository
- Content Library (Listed in Priority Order)
  - Guides
  - Templates
  - Outreach Materials
  - Checklists
  - Toolkits
  - Case Studies
  - Media/Press Examples
- On-Demand Training Library
  - County Coordinator Training Webinars
  - County Coordinator Meeting Recordings
  - County Coordinator Position Description Examples
- Mentoring Corner
  - Skill & Knowledge Connector
    - Working List of County Coordinator Skills & Knowledge Sets
    - Interactive Space for County Coordinators to Submit Needs
  - Discussion Board
    - Include tags by topic, county, and CA region (e.g., SoCal/Sierra/NorCal)
- Policy Corner
  - Relevant Federal, State & Local Policy (Pending & Enacted)

- Wildfire County Coordinator Bill (SB-973) Developments
- Training and Event Calendar – Interactive, All Can Post
  - Closed (Non-Public) CFSC-led Program Meetings, Trainings & Events
  - County Coordinator-Led Meetings, Trainings & Events

A **dynamic search** would be integrated to allow for filtering by topic, resource type, or CA region.

The following **Resource Hub “Site Map”** outlines the proposed architecture for this product:



**SCOPE OF WORK & TIMELINE:**

CFSC is seeking a Resource Hub & Web Development Contractor for at least 16 months (June 2026 through October 2027) with the potential to extend dependent on grant funding and project timeline extension. This grant-funded program has a budget of **\$205,000** for all Scope of Work Phases outlined below. There is a possibility of additional funding or project extension dependent upon grant funds.

The Resource Hub & Web Development Contractor will support the build-out and maintenance of the Wildfire County Coordinator Resource Hub. The Resource Hub will require the services of an experienced web development contractor to develop a password-protected, comprehensive, and easily navigable site for Wildfire County Coordinators and CFSC staff. This site may be built within the CFSC website or as a separate site with its own URL, as determined best by the contractor. The site must adhere to CFSC’s branding and style requirements, as outlined in the [CFSC Style Guide](#).

The work would be divided into four (4) phases as identified below.

Phase 1: June – July 2026 (2 months):

### **Project Planning & Design**

Refine the technical and structural design of the proposed Resource Hub, including:

- **Content Audit & Mapping:** Organizing existing data and planning for new content.
- **UX/UI Design:** Creating user journeys and wireframes that align with branding guidelines.
- **Technical Specifications:** Defining the technology stack, such as Content Management Systems (CMS), API integrations, and database architecture.

Phase 2: August – September 2026 (2 months):

### **Technical Development & Implementation**

Build-out the Resource Hub based on the approved design, including:

- **Platform Development:** Building the database, search, and user interface.
- **Content Migration/Creation:** Inputting and formatting resources.
- **Quality Assurance & Testing:** Conducting user testing across different roles and devices to ensure functionality.

Phase 3: October – November 2026 (2 months):

### **Final Approval & Handover**

Transition the completed Resource Hub to CFSC, including:

- **Training & Documentation:** Providing user guides or training sessions for Wildfire County Coordinators and CFSC staff.

Phase 4: December 2026 – October 2027 (10 months):

### **Ongoing Maintenance & Operations**

Provide ongoing support, including:

- **Technical Upkeep:** Maintaining security, hosting, and platform updates.
- **Monitoring Usage:** Reviewing analytics to improve the hub's performance.

### **CONTRACTOR QUALIFICATIONS:**

The Resource Hub & Web Development Contractor must have relevant and impactful experience in:

- **Web Development & Design:** Experience with UI/UX design, cross-browser compatibility, and Content Management Systems (e.g., Drupal, WordPress).
- **Security & Accessibility:** Knowledge of security best practices (session management, caching) and compliance with WCAG or Section 508 accessibility standards.
- **Industry Expertise:** Demonstrated experience in building, managing, and maintaining large-scale, information-dense platforms for entities in the wildfire resilience space.

- **Content Management:** Demonstrated experience and ability to structure large databases, resource libraries, and information hubs.
- **Project Management:** Ability to manage multiple, simultaneous, and often complex web development projects.

**RFP SUBMISSION REQUIREMENTS:**

Interested Contractors should submit the following information via email to [Info@cafiresafecouncil.org](mailto:Info@cafiresafecouncil.org). CFSC especially encourages bids from small businesses, minority-owned firms, and women’s business enterprises.

1. A description of you/your team, including qualifications and biographies.
2. A description of your experience and expertise in providing services requested in the Scope of Work to similar organizations and agencies.
3. Budget—include itemized cost estimates for meeting the objectives aligned above, including information about any hourly rates and/or monthly service charge for the proposed contractor(s) (and sub-contractors, if relevant) and any applicable fees.
4. Timeline describing anticipated milestones.
5. Please provide a description and/or 2-3 work samples similar to those outlined in the Scope of Work.
6. On a separate sheet, please provide the names and contact info for three client references, preferably agencies or organizations for which you have recently provided similar services.

**RFP Evaluation Criteria:**

CFSC will evaluate proposals based on the following criteria:

- Experience and expertise in Resource Hub & Web Development services
- Demonstrated success in working with nonprofit organizations in similar capacities
- Ability to provide the necessary services and meet deliverables
- Reasonableness of the budget and cost-effectiveness
- Design and clarity of the proposal
- Client references

**RFP SUBMISSION DEADLINE:**

Proposals are due via email by **EOD 8 May 2026** to CFSC at: [Info@cafiresafecouncil.org](mailto:Info@cafiresafecouncil.org).

**KEY CONTACTS:**

For more information you may require in preparation of your proposal, please contact:

California Fire Safe Council – General Inbox  
[Info@cafiresafecouncil.org](mailto:Info@cafiresafecouncil.org)

We look forward to receiving your proposal.