



*CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.  
CENTRE INTERSERVICES DES FEUX DE FORÊT DU CANADA INC.*

**REQUEST FOR PROPOSAL:**  
**Danger Tree**  
**Comprehensive Study**

July 8, 2025

## 1. Definitions

**CIFFC** means the Canadian Interagency Forest Fire Centre Inc.

**Agencies** refers to the federal, provincial, and territorial ministries or departments mandated with wildland fire response within their respective jurisdictions.

**RFP** means Request for Proposal.

**Participant** means anyone submitting a response to this RFP.

**Danger Tree** means a tree that is hazardous because of location or lean, physical damage, overhead hazards, deterioration of the limbs, stem or root system, or any combination thereof.

## 2. Request for Proposal

CIFFC is extending an invitation to interested parties to provide proposals for the Danger Tree Comprehensive Study project.

Wildland fire management personnel in Canada frequently encounter danger trees as a routine part of their work. This hazard exists nationwide at varying levels of severity, and despite ongoing, dedicated efforts to reduce the associated risks, danger trees continue to result in serious injuries and fatalities. Although some jurisdictions and roles offer specialized training, there is currently no national program aimed at addressing this hazard for all affected personnel across all of Canada.

This project aims to:

- Conduct an in-depth pan-Canadian study on danger trees to understand the risks posed by danger trees, the main causes of incidents, and recommend procedures to be followed to mitigate these risks in the various regions of Canada.
- Develop a one-year plan for CIFFC and its member agencies to incorporate the recommendations from the study, including developing best practices and recommending additional training for personnel as required.

**Note:** CIFFC shall not be responsible for any costs incurred by any Participant in preparing, submitting, and presenting proposals. All responses and accompanying documentation received under the RFP shall become the property of CIFFC and shall not be returned to the Participant. This RFP may not result in any contract awards, and contains no contractual offer of any kind. Any RFP and quote received will be treated as an offer by the Participant and not as an acceptance of an offer made by CIFFC. Responses received unsigned or after the RFP closing date and time will not be considered. If responses are ambiguous, unclear or unreadable, they may not be considered.

## RFP Submission

CIFFC is interested in the Participant's current abilities to conduct a national study using information and data from various sources, produce a comprehensive report including risk mitigation recommendations for CIFFC and its member agencies, and develop a one-year action plan to implement the recommendations in the report.

Participants must clearly highlight the merits of their submissions and particularly note that the following, though not necessarily exhaustive, are critical to CIFFC in its assessment of the submissions.

- i. Demonstrated background in forestry, including academic qualifications or equivalent field experience relevant to forest management, ecology, silviculture, or related disciplines.
- ii. Experience conducting national- or large-scale studies and/or gathering information from a variety of sources, including data sets, interviews, documents, and literature
- iii. Experience in stakeholder engagement, including conducting interviews, focus groups, or surveys
- iv. Ability to present findings clearly and effectively, both in writing (e.g., comprehensive reports) and through presentations
- v. Participants with a background in safety/risk analysis, and/or wildland fire management preferred

RFP submissions must include:

- i. A statement indicating the Participant's understanding of the project and proposed methodology to produce a report based on deliverables in Section 4.
- ii. A summary of products to be provided.
- iii. A complete resume indicating the Participant's experience as it relates to the requirements outlined above.
- iv. Contact names from three (3) clients for similar projects to be used as reference checks (if required).
- v. An indication of the earliest date that the Participant could begin the project.
- vi. A fixed cost quote for the total cost of the project.

Submissions must be received by **4:00 p.m. CT, July 25, 2025**. Submissions must be signed by a representative with the designated authority to bind the Participant to the terms, conditions, articles, and obligations of the proposal. Submissions shall be delivered by email to [leah.coulombe@cifff.ca](mailto:leah.coulombe@cifff.ca).

All submissions and any amendments thereto received after the closing date and time will not be accepted.

Participants may be required to make a virtual presentation to CIFFC representatives to further explain their proposal. Presentations are limited to no more than 45 minutes, with a 15 minute question period.

Participants are requested to submit any questions regarding this RFP, in writing, no later than **July 18, 2025** to the following individual. Enquiries and responses will be recorded and may be distributed to all Participants.

Leah Coulombe  
leah.coulombe@ciffc.ca  
204-784-2030

### 3. RFP Schedule of Events

RFP Issue Date:	July 8, 2025
Deadline for Participant Enquiries:	July 18, 2025
RFP Submission Closing:	July 25, 2025
Presentation Notifications (if required):	No later than July 28, 2025
RFP Presentation (if required):	Week of July 28, 2025

If, after analysis of the Submissions, CIFFC wishes to proceed with one of the proposals, the Participant will be required to enter into a contractual arrangement with CIFFC (CIFFC Consulting or General Services Contract). The tentative timelines for completion of the project are as follows.

Project Start Date:	August 4, 2025
Final Study Report Due:	October 31, 2025
Action Plan Due:	November 30, 2025
Presentation to CIFFC Committees:	December 2025
Creation of SOPs and other materials:	March 31, 2026

### 4. Project Scope and Deliverables

Deliverable(s) for this project include:

- i. Conducting an in-depth study to better understand danger tree incidents across Canada and how to avoid them using data from previous incidents, discussion with agency staff, and a review of existing agency training materials and policies
- ii. A final report on the results of this study that includes recommendations to CIFFC and its member agencies to reduce the risks associated with danger trees on a national scale
- iii. A one-year action plan to implement the recommendations from the study report in the 2026-2027 fiscal year
- iv. Presentation of the final report and action plan to CIFFC Committee and Working Group members
- v. Development of national best practices for danger trees including roles and responsibilities for various wildland fire management functions (i.e. crew member, crew leader, etc.)

CIFFC will entertain additional deliverables as recommended by the Participant that would contribute positively to the project.

Please note this RFP does not extend to the implementation of any recommendations for change.

## 5. Proposal Quote

Please provide the Fixed Fee Quotation in the following format.

Item	Fixed Fee	Tax	Total (incl. tax)
Information gathering including review of data from previous incidents, existing agency training materials and policies, and discussion with agency staff.			
Production of a final report that includes recommendations to CIFFC and its member agencies to reduce the risks associated with danger trees			
Production of a one-year action plan to implement the recommendations from the report in the 2026-2027 fiscal year			
Presentation of the final report and action plan to CIFFC Committee and Working Group members			
Development of best practices for danger trees including roles and responsibilities for various wildland fire management functions (i.e. crew member, crew leader, etc.)			
<b>TOTAL</b>			