

National Institute of Corrections

Solicitation for a Cooperative Agreement - National Sheriffs'
Institute Facilitation

AGENCY: National Institute of Corrections, U.S. Department of
Justice

ACTION: Solicitation for a Cooperative Agreement

SUMMARY: The National Institute of Corrections (NIC) is soliciting proposals from organizations, groups, or individuals to enter into a cooperative agreement for a 1 year period, with 2 additional option years, to begin at the date of the award. Work under this cooperative agreement will involve facilitation of 2 offerings per year of the week long National Sheriff's Institute beginning in FY'16. The successful awardee will have the resources to identify and select first term sheriffs, disseminate and collect pre-class assignments and testing, provide instructors for each offering and collect and evaluate participant feedback provided by NSI participants. This project will be a collaborative venture with the NIC Jails Division. NIC OPPORTUNITY NUMBER: 16JD01. This number should appear in the reference line in your cover letter, on Standard Form 424 in

section 11 with the title of your proposal, and in the right justified header of your proposal.

NUMBER OF AWARDS AND FUNDS AVAILABLE: Under this solicitation, 1 award will be made. The total amount of funds available under this solicitation for the first year is \$150,000.00. Funds awarded under this solicitation may only be used for activities directly related to the project as described herein unless otherwise amended in writing by NIC.

APPLICATIONS: All applicants must be submitted electronically via <http://www.grants.gov>. Hand delivered, mailed, faxed, or emailed applications will not be accepted.

DATE: Application must be submitted before midnight on March 1, 2016.

AUTHORITY: Public Law 93-415

ELIGIBILITY OF APPLICANTS: An eligible applicant is any public or private agency, educational institution, organization, individual or team with expertise in the described areas.

SUPPLEMENTARY INFORMATION:

Background: The NSI is the only national leadership program designed specifically for first-term sheriffs. It introduces first-term sheriffs to their leadership role, specifically as it relates to the sheriff's role in his/ her organization, local criminal justice system, and community. All leadership

concepts are taught within the context of the experience of the first-term sheriff. This program is critical to addressing the leadership-development needs of new sheriffs for 4 primary reasons: The first is the complexity of the leadership role which stems from the complexity of the Office of Sheriff. Secondly is the turnover of the office and the multiple complexities that accompany a change of command. Next there is a lack of preparation for the leadership role since in many cases, new sheriffs have no experience in any of the functions they are elected to oversee and many new sheriffs are assuming a leadership role for the first time. Lastly, there is a lack of leadership-development training available to newly-elected sheriffs even though many state associations offer orientation training to newly-elected sheriffs, the training typically deals with responsibilities and obligations under the state's constitution. Only the NSI addresses the leadership role, specifically as it relates to the role of sheriffs in their own organization, their local criminal justice system, and their community.

Scope of Work: The successful awardee will work closely with NIC Jails Division staff and must describe in detail how they will provide all of the facilitation duties for each program to include:

- Identification, recruitment and selection of 30 first term sheriffs for program participation.
- Hiring 4 instructors, per offering, with enough diversity of leadership knowledge in current government and criminal justice leadership issues to teach the course of instruction using NIC's curriculum, participant manuals and other NIC provided materials.
- Identification of 1 new invitational instructor per program to increase instructor selection for future classes. The invitational instructor will receive no fees but will be reimbursed for their travel, lodging and meal expenses. The invitational instructor may be used as a co-instructor for 1 module of the curriculum but will otherwise just observe the training.
- Distribution and collection of participants' pre-program expectations, strengths and challenges form.
- Coordination of the pre-program distribution, completion, and scoring of the participants' Myers-Briggs Type Inventory instrument and LPI.
- Identify, recruit and fund at least one experienced sheriff who will serve as a mentor to the students in the NSI.

- Assist with onsite program management.
- Provide certificates of training completion for each participant, to be co-signed by NIC's director.
- Provide comprehensive report of both the participants' module evaluations and their overall final evaluation.
- Conduct interviews of participants 90 days after the close of each class and provide a report of participants' progress on their Leadership Development Plan and their evaluation of the aspects of the class since returning to work.

Deliverables: 1. A written report to NIC within 30 days of the close of each program analyzing the module by module and overall final evaluation forms from each participant. 2. A written report to NIC within 120 days of the close of each program describing the progress of each participant regarding the Leadership Development Plan they developed over the course of the training period.

FOR FURTHER INFORMATION: All technical or programmatic questions concerning this announcement should be directed to Mike Jackson, Correctional Program Specialist, National Institute of Corrections who may be reached by email at mpjackson@bop.gov.

In addition to the direct reply, all questions and responses

will be posted on NIC's website at www.nicic.gov for public review (the names or affiliations of those submitting questions will not be posted). The website will be updated regularly and postings will remain on the website until the closing date of this cooperative agreement solicitation.

APPLICATION REQUIREMENTS: Application Requirements: Applications should be typed, double spaced, in 12-point font, and reference the project by the "NIC Opportunity Number" (16JD01) and "National Sheriffs' Institute Facilitation". The package must include: a cover letter that identifies the audit agency responsible for the applicant's financial accounts as well as the audit period or fiscal year that the applicant operates under (e.g., July 1 through June 30); a concisely written program narrative, not to exceed 30 numbered pages, in response to the statement of work, and a detailed budget with a budget narrative explaining projected costs. Applicants may submit a description of the project teams' qualifications and expertise relevant to the project, but should not attach lengthy resumes. Attachments to the proposal describing your organization or examples of other past work beyond those specifically requested above are discouraged. These attachments should not exceed 5MB. The following forms must also be included: OMB Standard Form 424, Application for Federal Assistance; OMB Standard Form 424A,

Budget information - Non-Construction Programs; OMB Standard Form 424B, Assurances - Non-Construction Programs (these forms are available at <http://www.grants.gov>) and DOJ/NIC Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and the Drug-Free Workplace Requirements (available at

<http://nicic.gov/Downloads/General/certif-frm.pdf>

Failure to supply all required forms with the application package may result in disqualification of the application from consideration.

Note: NIC will NOT award a cooperative agreement to an applicant who does not have a DUN and Bradstreet Database Universal Number (DUNS) and is not registered in the System for Awards Management (SAM).

A DUNS number can be obtained through the following website:

<http://www.dnb.com/get-a-duns-number.html>.

Registration in the SAM (System for Award Management) system can be accomplished at <https://www.sam.gov/index.html/#1>.

REVIEW CONSIDERATIONS: Applications received under this announcement will be subject to the NIC Review Process.

Proposals which fail to provide sufficient information to allow evaluation under the criteria below may be judged non-responsive and disqualified.

The criteria for the evaluation of each application will be as follows:

Programmatic (40%)

Are all of the project tasks adequately discussed? Is there a clear statement of how each task will be accomplished, to include the overall project goal(s), major tasks to achieve the goal(s), the strategies to be employed in completing the tasks, required staffing, and other required resources? Are there any approaches, techniques, or design aspects proposed that are new to NIC and will enhance the project?

Organizational (35%)

Do the proposed project staff members possess the skills, knowledge, and expertise necessary to complete the tasks listed under the scope of work? Does the applicant organization, group, or individual have the organizational capacity to complete all project tasks? Does the proposal contain project management and staffing plans that are realistic and sufficient to complete the project within the project time frame?

Project Management/Administration (25%)

Does the applicant identify reasonable objectives and/or milestones that reflect the key tasks, and measures to track progress? If consultants and/or partnerships are proposed, is there a reasonable justification for their inclusion in the

project, and a clear structure to ensure effective coordination?
Is the proposed budget realistic, does it provide a sufficient cost detail/narrative, and does it represent good value relative to the anticipated results?

SPECIFIC REQUIREMENTS: Documents or other media that are produced under this award must follow these guidelines: Prior to the preparation of the final draft of any document or other media, the awardee must consult with NIC's Writer/Editor concerning the acceptable formats for manuscript submissions and the technical specifications for electronic media. For all awards in which a document will be a deliverable, the awardee must follow the guidelines listed herein, as well as follow the Guidelines for Preparing and Submitting Manuscripts for Publication as found in the "General Guidelines for Cooperative Agreements," which can be found on our website at www.nicic.gov/cooperativeagreements.

All final documents and other materials submitted under this project must meet the federal government's requirement for Section 508 accessibility, including those provisions outlined in 1194 Subpart B, Technical Provisions, Subpart C, Functional Performance Criteria; and Subpart D, Documentation and Support, NIC's government product accessibility template (see www.nicic.gov/section508) outlines the agency's minimum criteria

for meeting this requirement; a completed form attesting to the accessibility of project deliverables should accompany all submissions.

The Catalog of Federal Domestic Assistance (CFDA) should be entered into box 10 of the SF 424. The CFDA number for this solicitation is 16.601, Training and Staff Development. You are not subject to Executive Order 12372 and should check box b under section 16.

James Cosby.

Director, National Institute of Corrections