

National Institute of Corrections

Solicitation for a Cooperative Agreement - Curriculum Review and  
Revision: Inmate Behavior Management

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 12-month period to begin no later than September 15, 2014. Work under this cooperative agreement will involve review and revision of the current Inmate Behavior Management (IBM) curriculum based on the Instructional Theory Into Practice (ITIP) model, including relevant language and concepts from NIC's Direct Supervision training curriculum, incorporation of two established NIC e-courses ("Objective Jail Classification: Assessing Inmate Risk and Needs" and "Assigning Inmates to Housing") as part of the pre-work for participants, identification of benchmarks for implementation of IBM in local jurisdictions, and development of a 4- to 5-day pilot training based on the revised curriculum. The awardee will develop an updated program description, detailed narrative lesson plans, a participant manual that

follows the lesson plans, and presentation slides for each lesson plan. A qualified awardee will demonstrate expertise and experience in the six elements of IBM developing curricula based on adult learning principles, specifically ITIP, the principles of Direct Supervision, and the purpose, functions, and operations of local jails. The awardee will work closely with NIC staff on all aspects of the project and collaborate with NIC-approved subject matter experts and a curriculum specialist as part of the curriculum revision/development team. This project will be a collaborative venture with the NIC Jails Division.

NIC OPPORTUNITY NUMBER: 14JD01. 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(s) will be made. The total amount of funds available under this solicitation is \$75,000. Funds awarded under this solicitation may be used only for activities directly related to the project as described herein unless otherwise amended in writing by NIC.

APPLICATIONS: All applications must be submitted electronically via <http://www.grants.gov>. Hand delivered, mailed, faxed, or

emailed applications will not be accepted.

DATE: Applications must be submitted before midnight on July 25, 2014.

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 most fundamental goal of every jail is to maintain a safe and secure environment for inmates, staff, and visitors. Effectively managing inmate behavior is critical to this goal. NIC's IBM program is based on previous work in two major areas: podular direct supervision and inmate classification. The IBM plan consists of six essential elements: (1) Assessing the risks and needs of each inmate at various points during his or her detention; (2) Assigning inmates to housing; (3) Meeting inmates' basic needs; (4) Defining and conveying expectations for inmate behavior; (5) Supervising inmates; and (6) Keeping inmates occupied with productive activities. These elements, once established, function as an ongoing, integrated process designed to generate positive inmate behavior -- that is, behavior that complies with staff's expectation of what is acceptable. Implementing these elements

puts control of the jail in the hands of the staff instead of the inmates. The purpose of this program is to educate and assist local jails in developing and implementing an IBM plan based on the elements listed above. Ideally, jurisdictions that attain identified benchmarks of progress can be supported with followup assistance.

SCOPE OF WORK: At a minimum the awardee will: (1) Review the current IBM and Direct Supervision lesson plans; (2) Attend one offering of the IBM program to observe the program's delivery, participant involvement, and delivery strategies; (3) Develop an updated program description; (4) Identify benchmarks (e.g., levels of progress toward attaining each element in IBM) for implementation of IBM in local jurisdictions; (5) Develop detailed narrative lesson plans in both hard and electronic copies. The lesson plans should be completed and submitted individually and compiled into a comprehensive instructor's manual; (6) Incorporate two NIC-established e-courses ("Objective Jail Classification: Assessing Inmate Risk and Needs" and "Assigning Inmates to Housing") as part of the curriculum and designate it as pre-work for participants to complete prior to attending training; (7) Develop a participant manual that follows the lesson plans to be submitted in both hard and electronic copies; (8) Develop presentation slides for

each lesson plan; (9) Develop a 4- to 5-day pilot training program based on the revised curriculum to be held at the National Corrections Academy in Aurora, CO; (10) Develop supplementary training materials based on curriculum review and revision; (11) Work with NIC staff to identify subject matter experts (SMEs) and a curriculum specialist; (12) Attend an initial planning meeting with the NIC project manager for a project overview and preliminary planning to be held tentatively at the NIC office in Washington, DC; (13) Budget and pay for all SME and curriculum specialist fees and expenses associated with this cooperative agreement; (14) Maintain communication monthly (or more frequently as the project necessitates) with the project manager; (15) Make necessary revisions to the curriculum and its materials after the pilot program; (16) Develop a training grid or spreadsheet identifying time frames allotted per module by time allotted for each topic.

DELIVERABLES: The final deliverables include, but are not limited to a comprehensive curriculum based on the ITIP model, including: (1) a program overview; (2) program agenda; (3) detailed narrative lesson plans (the format for lesson plans will be supplied by NIC) in both hard and electronic copies. The lesson plans should be completed and submitted individually and compiled into a comprehensive instructor's manual; (4)

participant manual that follows the lesson plans to be submitted in both hard and electronic copies; (5) presentation slides for each lesson plan; (6) supplemental materials including, but not limited to, posters, handouts, activities, etc. in both hard and electronic format; (7) a training grid in hard and electronic format.

FOR FURTHER INFORMATION: All technical or programmatic questions concerning this announcement should be directed to Panda J.

Adkins, Correctional Program Specialist, National Institute of Corrections who may be reached by email at (padkins@bop.gov). In addition to the direct reply, all questions and responses will be posted on NIC's website at [www.nicic.gov](http://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" (**14JD01**) and title in this announcement, "Curriculum Review and Revision: Inmate Behavior Management." 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 Central Contractor Registry (CCR).

A DUNS number can be received at no cost by calling the dedicated toll-free DUNS number request line at 1-800-333-0505 (if you are a sole proprietor, you would dial 1-866-705-5711 and select option 1).

Registration in the CRR can be done online at the CCR web site: <http://www.bpn.gov/ccr>. A CCR Handbook and worksheet can also be reviewed at the web site.

REVIEW CONSIDERATIONS: Applications received under this announcement will be subject to the NIC Review Process. Proposals that 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, including 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 on our website at [www.nicic.gov/plainlanguage](http://www.nicic.gov/plainlanguage).

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](http://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 16.603 - Technical Assistance/Clearinghouse. You are subject to the provisions of Executive Order 12372. The order allows states the option of setting up a system for reviewing applications from within their states for assistance

under certain Federal programs. You must notify the Single State Point of Contact in your state, if it exists, of this application before NIC can make an award. Applicants (other than Indian tribal governments recognized by the Federal government) should contact their State Single Point of Contact (SPOC), a list of which can be found at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc). Check the appropriate box in section 16 of the SF-424.

Robert Brown, Jr.

Acting Director, National Institute of Corrections

## **Attachment**

Note to D-POC's

This attachment has been adapted from a January of 2012 document which provides guidance to Administrative Staff preparing solicitations for publication in the Federal Register. It is not part of the RFP template.

### **Preparing an Announcement for Publishing Documents in the Federal Register**

All announcements should have been approved by the appropriate Division Chief and fund allotment identified before they are sent to Administration for processing. Administration will not assign an opportunity number to the solicitation without recognition and approval of appropriated funds.

The purpose of a Request for Proposal (RFP) is to generate responsive proposals that can be quickly reviewed and awarded without the need to (1) republish the RFP, (2) negotiate the award with the recommended applicant, or (3) add Special Conditions.

A good RFP should be concise (no more than 2,000 words) and have a clear statement of work and describe the deliverables expected at the end of the project in measurable terms. It should convey what needs to include in a responsive and fundable proposal without being overly directive. Including too much information can lead to proposals that mirror the solicitation without providing an indication of the applicant's capacity to complete the work.

## Formatting Guidelines

- Margins should be one inch at the top, bottom and right side. Left side margin should be 1.5 inches.
- Font: Courier New, 12 pt.
- Double-space the entire document, but do not double space between paragraphs. Do indent first line of paragraphs.
- **Do not bold, italicize, or place bullets, etc. in the document.** The headings and department name should be all caps per the sample, but otherwise, just straight typing.
- The number in the upper right-hand corner of the template is the NIC billing code, 4410-36M. Do not change this number.
- Be sure to include the Catalog of Federal Domestic Assistance (CFDA) number in the announcement. The CFDA numbers used by NIC are: 16.601 (Training and Staff

Development); 16.602 (Research and Policy Formulation); and 16.603 (Technical Assistance/Clearinghouse). See the instructions in red on page 5 of the template.

- Allow enough time. The Federal Register has gotten quite busy and it is now taking 4-5 days after delivery for publication. Depending on the complexity of the project, allow at least 30 days after publication for interested parties to apply. Forty-five to 60 days is better as notices in the Federal Register are picked up by other publications and republished, sometimes two to three weeks later.