

National Institute of Corrections

Solicitation for a Cooperative Agreement - NIC Service Delivery
Impact Initiative

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 developing a process that will guide the National Institute of Corrections (NIC) to demonstrate the program effectiveness and impact of NIC service delivery methods on the field of corrections. NIC service delivery methods include responsive technical assistance, cooperative agreements (including pilot programs or demonstration projects), partnership training programs with individual agencies, multi-agency training programs, and collaboration and resource sharing forums and focus groups. Ultimately, this initiative will enhance NIC's ability to contribute to the knowledge about what works in corrections and

evidence-based practices. This project will be a collaborative venture with the National Institute of Corrections.

NIC OPPORTUNITY NUMBER: 14AC08. 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, one (1) award will be made. The total amount of funds available under this solicitation is \$250,000.00. 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: Application must be submitted before midnight on Thursday, August 21, 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: In a typical year, NIC provides over 80 classroom events, 150 virtual instructor-led

trainings (VILTs) or webinars, 300 e-courses, 10 blended learning events, and 5 Internet broadcasts to federal, state, and local corrections agencies and their staff. In addition, NIC fulfills over 200 technical assistance (TA) requests per year and manages multiple cooperative agreements that focus on systems change initiatives.

NIC currently collects and stores information via a Technical Assistance Management Information System, a Learning Management System, the Information Center, and 3rd party survey tools. Staff who are responsible for these systems are located in Washington, DC, and Aurora, CO.

A proposal responsive to this solicitation should include, at a minimum, evidence of the applicant's knowledge, skills, and abilities in (1) training and initiative evaluation, research, data tabulation, and report writing in social science;(2) working with databases, statistical software, and other software applications that produce charts, graphs, tables, reports, presentations, and infographics to be consumed by broad audiences/stakeholder groups; (3) developing comprehensive data collection instruments, including individual and agency needs assessments, training and initiative evaluations, program effectiveness, and impact assessments; (4) project management, including the use of comprehensive management tools such as

management plans and Gantt charts; (5) curriculum development and/or assessment of curriculum as it relates to adult learning (6) organizational development and change management; (7) developing organizational action plans; and (8) knowledge of the field of corrections.

Scope of Work: The solicitation will result in recommendations and guidance describing how NIC could collect and analyze quantitative and qualitative information. The awardee will make recommendations and provide guidance on how to communicate and share information about program effectiveness and impact with key stakeholders. Reviews and/or recommendations should occur in at least five areas: (1) a comprehensive needs analysis of the agency and/or individual (i.e., Does the agency (or individual) need what it is asking for, and it is ready for the service delivery?) (2) content (i.e., Is the curriculum/content within the NIC service delivery evidence-based, current, and designed to meet the stated objectives?); (3) delivery (i.e., Are the performance objectives met within each delivery of service?); (4) outcome (i.e., Did individual and/or agency behavior change occur as a result of an NIC service delivery?); and (5) Program effectiveness and impact (i.e., Did significant and meaningful change occur within an agency? Did the NIC service delivery

result in statistically significant results that changed the field or discipline?).

The awardee will also recommend organizational strategies to ensure that the type of service delivered supports long-term success and should consider current NIC staff skill sets, an exploration of new staff and/or skill sets, and contractual avenues.

Tasks

Under this solicitation, the awardee will:

- 1) Review NIC service delivery methods including, but not limited to: responsive technical assistance; cooperative agreements (including pilot programs and demonstration projects); partnership training programs with a single agency; multi-agency training programs; and collaboration and resource sharing forums. This task could involve interviews with staff located in Washington, DC, and Aurora, CO, as well as other qualitative and quantitative data gathering measures identified by the awardee in consultation with NIC.
- 2) Review NIC's current strategies related to the evaluation of individual and agency readiness, content, delivery methods, outcomes, program effectiveness, and impact.

- 3) Examine data and information that is currently collected by NIC. Review NIC's information databases, including but not limited to the Technical Assistance Management Information System, the Learning Management System, the NIC Information Center, and 3rd party survey tools. This task may involve interviews with staff located in Washington, DC, and Aurora, CO, as well as other qualitative and quantitative data gathering measures identified by the awardee in consultation with NIC.
- 4) Explore data and information that has yet to be collected or developed by NIC that would demonstrate program effectiveness and impact.
- 5) Gain an understanding of the major stakeholders who will be the recipients of information regarding NIC's program effectiveness/impact and how they will use the information.
- 6) Explore partnerships with corrections and non-corrections agencies/organizations for the purpose of data collection and analysis.
- 7) Establish NIC's current ability to collect data, tabulate data, develop reports, and make presentations on the effectiveness and impact of NIC programs. This will include the review of position descriptions and interviews with staff located in Washington, DC, and Aurora, CO.

- 8) Coordinate and collaborate with the NIC Executive Team to establish the percentage of service delivery methods to be measured for effectiveness and impact each fiscal year.
- 9) Consider additional recommendations within the scope of this solicitation.

Deliverables:

- 1) Comprehensive analysis of current NIC processes related to the evaluation of individual and agency readiness, content, delivery methods, outcomes, program effectiveness, and impact.
- 2) Comprehensive assessment and gap analysis of NIC's current data collection processes.
- 3) Comprehensive analysis of current NIC processes related to demonstrating the effectiveness/impact of NIC service delivery methods to key stakeholders.
- 4) A template or model, including a step-by-step process, that will guide NIC in capturing data related to NIC's service delivery methods depending on the desired level of evidence (ranging from testimonials to rigorous scientific studies published in peer-reviewed journals).
- 5) Recommendations on how NIC can use data and information to demonstrate program effectiveness and impact. This may include recommendations on the use of reporting mechanisms

(e.g., dashboards, national reports, infographics, and presentations).

- 6) Identify necessary resources for the implementation of deliverables 4 and 5. This may include staffing recommendations, contractual vehicles, or a combination of both; software and database recommendations; and estimated annual funding level needed.
- 7) Recommendations and an action plan to implement deliverables 4 and 5.
- 8) Provide additional recommendations within the scope of this solicitation.

FOR FURTHER INFORMATION: All technical or programmatic questions concerning this announcement should be directed to Scott Weygandt, Management and Program Analyst, National Institute of Corrections who may be reached by email at (sweygandt@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" (14AC08) and title in this announcement, "NIC Service Delivery Impact Initiative." 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 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 16.602, Research and Policy Formulation. You are not subject to Executive Order 12372 and should check box b under section 16.

Robert Brown, Jr.

Acting Director, National Institute of Corrections