

National Institute of Corrections

Solicitation for a Cooperative Agreement - Strategic Essentials
for the Advancement of Organizational Knowledge and Expertise

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 13, 2014. Work under this
cooperative agreement will involve several deliverables,
including the production of a white paper that will review all
of the current research and publications on the implications of
the massive loss of individual and collective knowledge and
expertise due to generational retirements. This project will be
a collaborative venture with the NIC Prisons Division.

NIC OPPORTUNITY NUMBER: 14PR07. 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 \$50,000. 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 Wednesday, August 13, 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 NIC Workforce Initiative provides correctional agencies with training and resources that enhance and promote the development of a strong and effective leadership workforce. The need for such training grows as baby boomers reach retirement age. Through the retirement of this population, we are witnessing a loss of leadership throughout middle- and upper-management levels. Over the next decade, it is expected

that these conditions will only intensify. Given that staff departure is inevitable, it is impossible to stop the loss of institutional knowledge. Not all information can be captured. But optimal transfer can be achieved if organizations retain a culture of sharing. Through process sharing or teaching, expertise can be transferred, regularly reducing the risk of avoidable and costly errors.

Scope of Work: (1) The awardee will develop a white paper that will review the current research and publications on the loss of key employees and the resulting loss of workplace critical knowledge or "brain drain." The white paper must meet all requirements for publication and inclusion in the National Institute of Corrections Information Center. (2) In conjunction with the white paper, the awardee will draft a comprehensive strategic plan for knowledge retention, outlining the activities and processes that an agency would undertake to maintain knowledge that is paramount to a sustainable workforce in the wake of knowledge retention challenges. (3) The awardee will provide examples of three companies that have used a strategy to address the depletion of critical workforce knowledge. At least one of these companies must include a criminal justice agency's strategic approach to this issue. In direct coordination with the NIC project manager, the awardee will pay for travel,

lodging and per diem of an NIC approved , national focus group of practitioners in Washington, D.C., or Aurora, CO, for review and comment of the "draft" strategic plan for knowledge retention and recommendations mentioned above.(6) Prepare the plan using the research and feedback from the focus group, outlining the activities and processes that an agency/organization would undertake to retain knowledge that is paramount to a sustainable correctional workforce in the wake of massive retirement challenges.

Deliverables

Attendance and facilitation of a focus group meeting for review and comment of the "draft" strategic plan.

White paper, as detailed in the scope of the work, in electronic and hard copy formats.

Recommended strategic plan for knowledge retention, outlining the activities and processes that an agency would undertake to maintain knowledge that is paramount to a sustainable workforce in the wake of continuance loss of senior leadership.

A recommended training curriculum of the strategic plan implementation designed with the ITIP model.

FOR FURTHER INFORMATION: All technical or programmatic questions concerning this announcement should be directed to Evelyn Bush,

Correctional Program Specialist, National Institute of Corrections, who may be reached by email at elbush@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: Applications should be typed, double spaced, in 12-point font, and reference the project by the "NIC Opportunity Number" (14P12) and title in this announcement, "Strategic Essentials for the Advancement of Organizational Knowledge and Expertise." 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 website: <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.

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.

Robert Brown, Jr.

Acting Director, National Institute of Corrections