

**National Institute of Corrections
Solicitation for a Cooperative Agreement**

Direct Supervision Training Curriculum Development

Following are the responses to questions received as of July 16, 2009 in response to the above solicitation:

Question 1: What is the organization's standard federal rate or cost sharing requirements?

Answer: *Under a cooperative agreement, applicants are allowed to establish their own fees, based on their budget considerations. NIC does not have a standard rate for fees or cost sharing requirement.*

Question 2: Is there an agreement on targeted dollar amount – maximum?

Answer: *We do not disclose the allocated budget. The scope of proposed work should be reasonable for the requested funding level.*

Question 3: Can you provide a copy of a proposal that previously had been awarded under the direct supervision curriculum development solicitation?

Answer: *There was a solicitation announced in April 2009, however none of the proposals submitted were awarded. The last direct supervision curriculum development proposal was awarded 13 years ago and we no longer have that application as it is past the retention schedule.*

Question 4: Can I request to be part of the review panel for this solicitation?

Answer: *We (NIC) will select and use staff from within the Bureau of Prison as reviewers*

Question 5: In the solicitation it states the proposal must include a statement or chart of measurable project milestones and timelines for each. Are you able to tell me when you expect

the award to be made so that I may project dates for those milestones? If not, should I just assume that the award will be made at the beginning of the fiscal year and project from there?

Answer: *We will make an award decision in August and the start date for the project will be in September 2009. You may list dates based on a September start, or show milestones as "month one", "month two", etc.*

Question 6: Am I required to pay for the five members of the advisory committee identified by the NIC, and for curriculum writers, one of whom is from the NIC staff; how much do the five members and the one writer expect to be paid?

Answer: *Applicants should assemble a team capable of completing the scope of work as described in the solicitation. Applicants are not required to pay NIC staff. The awardee is to send the advisory committee lesson plans for review and comment. This activity will be paid for by the applicant. Under a cooperative agreement, applicants set their own rate of pay.*

Question 7: Will I be penalized if my proposal goes beyond the scope of work as described in the solicitation?

Answer: The solicitation provides the framework and requirements for the scope of work to be completed. Applicants may be creative in meeting the requirements and goals of this project.