

Questions for CI Directors Training Curriculum RFP

Q: The Supplementary Information references a DACUM that was completed. Is this document available? It is referred to within the Overview and Background, and could be helpful in developing the training curriculum.

- Would it be possible to view the position description and/or DACUM for the correctional industry director?
- What material currently exists? Are there organizational documents or templates on the key activities such as strategic planning?
- The RFP speaks to a "recent" DACUM, but the version recovered from their web site is dated 1992. Is there a more recent version?
- Is "the occupational documentation that includes a completed DACUM" for the curriculum already developed? Is this documentation (including the DACUM) available for viewing by bidders prior to February 12, and if so when/how?

A: The DACUM developed in 2007, the DACUM validation completed in 2009, and a general job description will be made available to the awardee.

Q: We understand, we will develop Dynamic Leadership, Financial Self-Sufficiency, Offender Workforce Development, Marketing Strategies, Staff Workforce Competencies; Stakeholder Network; Internal and External Customer Satisfaction; Reentry Services; Organizational Performance; Engaging in Legislative Processes, and Balancing Internal/External

- Environments modules, - Will course material for all the courses be provided by your organization? Or do we need to develop course outline, content and storyboard for all the modules?

A: Awardee will develop all course materials, based on research and resources provided by NIC.

Q: We believe this initial solicitation is about the process: to determine our area of expertise, the format we would follow in developing the curriculum (types of courses/online/classroom, etc.), the cost, the type of survey, etc. If awarded, the final product needed to be produced would be the curriculum including handbooks/manuals/a test pilot, implementing/analyzing the surveys, etc. Is this accurate?

A: In addition to outlining a process, by the end of the cooperative agreement, awardee must produce a complete curriculum with all necessary supplemental materials and tools.

Q: Is it best to format the proposed curriculum in the ITIP format?

A: Yes

Q: What is the anticipated award limit for development and piloting?

- I don't see a budget area. I seemed to have missed something. Any light you can shed on this for us.

A: By policy, NIC does not announce budgets in advance. The awardee will develop and justify a budget as required to meet the expectations of the solicitation.

Q: What is the anticipated award period? What is the anticipated award date and the full project period?

A: We anticipate work starting on the cooperative agreement in April, 2010. The award period will be one year.

Q: What is NIC's process for approving the curriculum?

A: Please refer to the solicitation, pp. 4 – 5, under "Review Considerations."

Q: At what stage in the award is the curriculum approved pre-pilot or post-pilot?

A: The cooperative agreement will be considered complete after the curriculum has been piloted, evaluated, and modified as necessary.

Q: What is NIC's role in the pilot-testing of the curriculum? What involvement does NIC expect to have at this phase?

A: NIC staff will provide oversight for the entire project. NIC expects to be partners during each stage of the process.

Q: What is the process for post-pilot curriculum administration? What will NIC do with the curriculum after it is developed/approved?

- After the curriculum is approved by NIC & after the pilot test period, what is the awardee's ability to continue implementing the training under their own organization as the joint author of the curriculum w NIC?

A: All materials developed for an NIC cooperative agreement become part of NIC's library and are public domain.

Q: Is it appropriate to request partnering with NIC to link into NIC on-line learning? What is the full process to obtaining this level of partnership?

A: It is appropriate to consider partnering with NIC. NIC's e-learning and Virtual Instructor Led Training (VILT) catalogues can be made available as part of this curriculum.

Q: What resources are available from NIC?

A: The full array of NIC resources will be available to the awardee, including staff, the library, e-learning and VILT courses, information about the DACUM and DACUM validation, etc.

Q: Will the program participants receive a certificate from NIC?

A: NIC usually provides a certificate of completion

Q: Is the program expected to be completely online or blended?

A: The curriculum development team will determine the appropriate training methods to ensure that learning objectives are met

Q: What are the funding/programmatic or DOJ/NIC restrictions, if any, of delivering the pilot curriculum across classroom and non-traditional classroom environments?

A: There are no restrictions in the application process. Applicants should propose a curriculum and delivery modalities that will help participants meet the learning objectives. See the solicitation for more information.

Q: How many participants/students do you expect to take the course on a yearly basis?

A: This number should be based upon what is reasonable according to the curriculum.

Q: Will most participants have a college degree or any college experience?

A: NIC has not surveyed the field on this question

Q: What is NIC's commitment to on-going support (after 12-month grant period) of the Corrections Director training delivery in any modality that the curriculum is delivered (classroom or on-line)?

A: NIC is committed to seeing this project completed with the utmost quality. NIC has demonstrated ongoing commitment to the corrections field and plans to continue that support.

Q: Is the awardee required to engage the NICA in sessions to initiate curriculum development? If collaboration with NICA is encouraged, in what ways will NICA work with the awardee to ensure that the curriculum is innovatively developed according to DOJ/NICA standards?

A: Applicants are welcome to collaborate with other entities to achieve the goals of the cooperative agreement.

Q: Will NIC provide subject matter experts, or do we need to arrange for that as part of our proposal?

- Will DOJ make subject matter experts readily available to the vendor?

A: A complete proposal will include subject matter expertise

- Q: We are considering working with a consulting team is this allowed? And are there any caps on consultant fees or any other type of curriculum development costs?
- A: You are allowed to include consultants in your application. There are no caps on fees or costs.
- Q: Does the DOJ/NIC have a daily pay or per diem limit for consultants that might be hired to assist with this project?
- A: While government employees have standard per diem rates, you are not bound to them in your application. You can access federal government per diem rates at gsa.gov
- Q: Are there required development tools to be used in the online learning portion or is it Developer's choice?
- A: Must collaborate with NIC staff to ensure compatibility with NIC resources and systems.
- Q: This announcement is a cooperative agreement which says 12-months for planning & development. In my experience with CDC/HRSA, cooperative agreements are multi-year. Is there multi-year opportunity? If so, how are you directing us to set up the budget if this is a multi-year project beyond the 12 month planning/development phase? If this is a cooperative agreement, how will funds in the budget be distributed over the full project period? If this is not a multi-year cooperative agreement, will the award come all at once or distributed over the 12month period?
- A: As indicated in the solicitation, this is a 12 month cooperative agreement.
- Q: Are all eleven modules mentioned under "Specific Requirements" to be developed by the vendor, or will the modules to be developed be determined as a part of the work following an initial analysis? If the modules are already identified, how many modules will be developed?
- A: The awardee, in consultation with NIC staff, will determine the appropriate number of modules, and will be responsible for developing them all.
- Q: If the modules are already identified, what is the estimated scope (seat time) of the modules to be developed?
- A: To be determined by learning objectives, adult learning theory, and lesson plan
- Q: On p. 1 in the SUMMARY section it states in part: ...for the development of a competency based, blended modality training curriculum that will provide Correctional Industries Directors with the knowledge, skills and abilities needed to set organizational priorities, identify strategic objectives, create measurable goals, establish collaborative partnerships, utilize current labor market information, and provide specialized services and programming that support the offenders' long term attachment to the labor force.
- And on p. 3, under SPECIFIC REQUIREMENTS, it states...
- The training curriculum will be based on a recently established needs assessment identified through the use of a DACUM for Correctional Industries Directors. Modules may address the following:
Dynamic Leadership; Financial Self-Sufficiency; Offender Workforce Development; Marketing Strategies; Staff Workforce Competencies; Stakeholder Network; Internal and External Customer Satisfaction; Reentry Services; Organizational Performance; Engaging in Legislative Processes, and Balancing Internal/External Environments.
- Given these two lists of topics, I am not sure which is the list of topics to be developed as modules in the training. Or, is it both? Can you please help clarify?
- A: The awardee should examine all available data and research to determine which modules are necessary to accomplish the learning objectives of the course
- Q: Will the vendor be responsible to deliver the pilot course offering(s)?
- A: As stated in the proposal, the pilot course is part of this cooperative agreement
- Q: We are assuming that the vendor will develop the evaluation protocol for the pilot offering. Will the vendor be responsible to administer the pilot evaluation?
- A: The awardee will work in collaboration with NIC staff to complete the evaluation.

Q: Will the vendor analyze the evaluation data?

A: Yes, in collaboration with NIC staff.

Q: Will the vendor be responsible to revise the courseware following the pilot offering(s)?

A: A post-evaluation revision of the curriculum is part of this cooperative agreement.

Q: Will this training be on your server?

A: If a portion of the curriculum is e-learning, it will be hosted on NIC's LMS, provided by Learn.com

Q: We understand, all the courses are blended learning and should run on Web-based environment (WebEx,) should all the courses run on LMS? Can you provide LMS details? Also can you confirm, developed courses should be compatible to SCORM 1.2 / 2.0 / 2.4 and also conforms to 508 COMPLIANCE

A: All web-based portions of the curriculum should be run on NIC's LMS, provided by Learn.com. The material should be compatible to SCORM 2.0 or higher. AICC-compliant is preferred but not required. All products must be 508 compliant.

Q: Will the training be offered for a period of time or ongoing?

A: To be determined. Once the curriculum is complete, it will become a permanent addition to the NIC Information Center library.

Q: Please confirm duration of each module.

A: This should be determined by the learning objectives and training modality.

Q: Can you confirm the Level of the course?

A: Correctional Industry Directors

Q: What should be the mode of delivery: Web Based Training (WBT)/Computer, Based Training (CBT) etc.?

A: Open to your proposal.

Q: Should all the courses be developed in 'English' language only?

A: English plus 508 compliant.

Q: Will each course consist of Case studies, Examples and Quiz?

A: Open to your proposal

Q: Should all the Courses have a final test for Certification?

A: There will not be a certification with this course.

Q: Any available demographics on the work force?

A: You may be able to find some of this information through the NIC Information Center at nicic.gov or the Department of Labor at dol.gov

Q: WebEx is cited in the RFP. We would like to know whether and how WebEx currently serves the NIC. Is equivalent web-conferencing technology under consideration, or specifically/only WebEx?

A: At this time, only WebEx is being used.

Q: What other software and hardware systems are currently in place to support professional development that we might build upon for design and delivery of training, the live web-based -learning aspect of the proposal in particular?

A: NIC currently uses WebEx and an LMS provided by Learn.com. The LMS can support many software packages or authoring programs for web-based design.

Q: Will you require a) web hosting and – or b) a Learning Management System to track delivery, progress, outcomes and results?

A: No. NIC provides both.

Q: Are there any types of technologies that are preferred to be tested by NIC?

A: Not enough information to respond to this question

Q: How many license agreements for the online training?

A: Not enough information to respond to this question

Q: Can they describe past and recent training initiatives in the organization of a similar nature?

A: Not enough information to respond to this question

Q: How long will your users need access?

A: Not enough information to respond to this question