

Awardee prepares complete shot list; Filming (locations) and interviews scheduled and coordinated with sites by NIC staff;

Awardee completes filming at various locations around the United States with assistance from NIC staff;

Awardee begins off-line editing; Screening of off-line edit and selection of shots to be used completed by awardee and NIC staff;

Graphics created by awardee reviewed and approved by NIC staff;

On-line narration completed by professional talent hired by awardee and approved by NIC;

On-line edit completed by awardee;

On-line screening by awardee and NIC staff;

Review and approval of final edit by NIC staff;

Final products delivered to NIC by awardee.

Applicants' Conference: An applicants' conference will be held on Friday, May 16, 2008 from 1 p.m. to 3 p.m. (EDT) at the NIC office, 500 1st Street, NW., Washington, DC, 7th Floor. The conference will give applicants the opportunity to meet with NIC project staff to ask questions about the project and the application procedures.

Attendance at the conference is optional and provisions can be made for telephone conferencing for those who will be unable to attend in person. Applicants who plan to attend or who would like to participate via telephone should call Cheryl Paul, NIC Jails Division, Correctional Program Specialist, at (800) 995-6423 x 69590 by Wednesday, May 14, 2008 to confirm attendance.

Application Requirements: The application package must include OMB Standard Form 424, Application for Federal Assistance and 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); and an outline of projected costs. The following additional forms must also be included: OMB Standard Form 424A, Budget information—Non-Construction Programs; OMB Standard Form 424B, Assurances—Non-Construction Programs (available on www.grants.gov) and DOJ/NIC Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and the Drug-Free Workplace Requirements (available at <http://www.nicic.gov/Downloads/PDF/certif-fm.pdf>.) The applications should be concisely written, typed double spaced and referenced to the project by the "NIC

Application Number" and Title in this announcement.

Applications can be submitted in hard copy, or electronically via www.grants.gov. If submitted in hard copy, there needs to be an original and six copies of your full proposal (program and budget narrative, application forms and assurances). The original should have the applicant's signature in blue ink.

The narrative portion of the application should include, at a minimum: a brief paragraph indicating the applicant's understanding of the purpose of the video and the issues to be addressed; a brief paragraph that summarizes the project goals and objectives; a clear description of the methodology that will be used to complete the project and achieve its goals; a statement or chart of measurable project milestones and time lines for the completion of each milestone; a description of the staffing plan for the project, including the role of each project staff, the time commitment for each, the relationship among the staff (who reports to whom), and an indication that all required staff will be available; a description of the qualifications of the applicant organization and a résumé for the principal and each staff member assigned to the project that documents relevant knowledge, skills and ability to carry out the project; a minimum of five references for which the applicant has provided a similar service; a budget that details all costs for the project, shows consideration for all contingencies for this project, and notes a commitment to work within the proposed budget; and a brief sample of a minimum of two video productions completed by the applicant. The applicant organization must specify its role in the production of the sample videos.

Authority: Public Law 93-415.

Funds Available: NIC is seeking the applicant's best ideas regarding accomplishment of the scope of work and the related costs for achieving the goals of this solicitation. The final budget and award amount will be negotiated between NIC and the successful applicant. Funds may only be used for the activities that are linked to the desired outcome of the project. No funds are transferred to state or local governments.

Eligibility of Applicants: An eligible applicant is any agency, educational institution, organization, individual or team with expertise in video production to implement a project of this size and scope.

Review Considerations: Applications will be reviewed by a team of NIC staff. Among the criteria used to evaluate the applications are: indication of a clear understanding of the project requirements; background, experience, and expertise of the proposed project staff, including any subcontractors; effectiveness of the creative approach to the project; clear, concise description of all elements and tasks of the project, with sufficient and realistic time frames necessary to complete the tasks; technical soundness of project design and methodology; financial and administrative integrity of the proposal, including adherence to federal financial guidelines and processes; a sufficiently detailed budget that shows consideration of all contingencies for this project and commitment to work within the budget proposed; indication of availability to meet with NIC staff, possibly at short notice, at key points in videotape production (at a minimum, those listed under "Project Description").

Number of Awards: One.

NIC Application Number: 08J63. This number should appear as a reference line in the cover letter, in box 4a of Standard Form 424, and outside of the envelope in which the application is sent.

Catalog of Federal Domestic Assistance Number: 16.601.

Executive Order 12372: This project is not subject to the provisions of Executive Order 12372.

Morris L. Thigpen,

Director, National Institute of Corrections.

[FR Doc. E8-9448 Filed 4-29-08; 8:45 am]

BILLING CODE 4410-36-P

DEPARTMENT OF JUSTICE

National Institute of Corrections

Solicitation for a Cooperative Agreement—Administrative Support for the NIC Learning Center

AGENCY: National Institute of Corrections, Department of Justice.

ACTION: Solicitation for a Cooperative Agreement.

SUMMARY: The National Institute of Corrections (NIC) has implemented Learn.com's Learn Center learning management system (LMS) to manage the NIC Learning Center. NIC has used this LMS for the past four years to manage its Web-based training (WBT). Through this cooperative agreement, services offered through the Learning Center will be expanded to bring access

to all NIC training opportunities available through this system.

DATES: Application must be received by 4 p.m. EDT on Tuesday May 20, 2008.

ADDRESSES: Mailed applications must be sent to: Director, National Institute of Corrections, 320 First Street, NW., Room 5007, Washington, DC 20534. Applicants are encouraged to use Federal Express, UPS, or similar service to ensure delivery by the due date.

Hand delivered applications should be brought to 500 First Street, NW., Washington, DC 20534. At the front desk, call (202) 307-3106, extension 0 for pickup.

Faxed or e-mailed applications will not be accepted. Electronic applications can be submitted via <http://www.grants.gov>.

FOR FURTHER INFORMATION CONTACT: A copy of this announcement and the required application forms can be downloaded from the NIC Web page at <http://www.nicic.gov>.

All technical or programmatic questions concerning this announcement should be directed to Steven Swisher, Correctional Program Specialist, National Institute of Corrections. Mr. Swisher can be reached by calling 800-995-6429 extension x 4416 or by e-mail at sswisher@bop.gov.

SUPPLEMENTARY INFORMATION:

Background: While NIC has effectively managed Web-based training (WBT) in the NIC Learning Center, current plans call the expansion of training and services available within the NIC Learning Center to include numerous other functions such as: management of NIC virtual instructor-led training and online registration for NIC instructor-led training. NIC does not presently have adequate in-house human resources and technical expertise to build out and administer the increased functional capabilities within the LMS. NIC requests a dedicated, off-site resource to provide needed administrative support to the NIC project manager to build out and manage new functionality within the LMS to complete project targets.

Purpose: Provide administrative support to build and manage NIC's virtual instructional led training integration, build and manage NIC online registration integration, and create and manage other advanced functionalities in the Learn Center.

Scope of Work: Specifically, this request calls for a dedicated off-site Systems Administrator to support and fulfill the day-to-day requirements of the Learn Center LMS. Within this proposal and associated tasks, the awardee shall provide System

Administrator support and project coordination in conjunction with, and as guided by NIC to support the Learn Center learning management system at the National Institute of Corrections.

NIC requires 32 hours of administrative support per week for 26 weeks, beginning with the effective date of the award. Work shall be performed off-site at a workplace provided by the awardee, Monday through Friday during normal business hours, except for official Government Holidays. The awardee, in cooperation with NIC, will establish a fixed weekly working schedule for these services.

Specific Requirements: The awardee shall perform the following administrative support tasks:

Provide excellent knowledge, experience and skills with all administrative functions of the Learn.com Learn Center.

Routinely provide guidance and suggestions to NIC regarding functional improvements to the NIC Learning Center.

Act as a functional liaison between NIC and Learn.Com. Provide daily status updates verbally to the NIC project manager (PM) of all ongoing projects and provide written input for the weekly written status report and project schedule.

Work directly with NIC's project management on current and future projects and develop a timeline project schedule to accomplish said tasks. (Tasks and actions to be defined by NIC)

Analyze current learning management system functionality. Review the NIC learning management system for capabilities and data structures.

Assist other key NIC/Learn.com staff wherever possible to populate the NIC Learning Center with content, working with the Learn.Com GUI/System Design team. Data may be populated through data export/import, manual key entry, or bulk data upload facilities. Specifically, the content should focus first on NIC Instructor-Led Training (ILT) offerings.

Coordinate with Learn.com project manager and other key Learn.com staff, as necessary, to ensure the successful completion of all NIC projects.

Address and/or coordinate the timely resolution of all technical questions before, during, and after implementation.

In collaboration with NIC project manager, assist in the development of training curricula and materials for NIC system users.

Provide additional administrative support not previously articulated in this agreement to assure the effective

function and success of the NIC Learning Center.

Application Requirements: The application package must include OMB Standard Form 424, Application for Federal Assistance and 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); and an outline of projected costs. The following additional forms must also be included: OMB Standard Form 424A, Budget information—Non-Construction Programs; OMB Standard Form 424B, Assurances—Non-Construction Programs (available on <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://www.nicic.gov/Downloads/PDF/certif-frm.pdf>). The applications should be concisely written, typed double spaced and referenced to the project by the "NIC Application Number" and Title in this announcement.

Submit an original and five copies. The original should have the applicant's signature in blue ink.

Authority: Public Law 93-415.

Funds Available: NIC is seeking the applicant's best ideas regarding accomplishment of the scope of work and the related costs for achieving the goals of this solicitation. The final budget and award amount will be negotiated between NIC and the successful applicant. Funds may only be used for the activities that are linked to the desired outcome of the project. No funds are transferred to state or local governments.

Eligibility of Applicants: An eligible applicant is any agency, educational institution, organization, individual or team with the expertise in the described areas.

Review Considerations: Applications received under this announcement will be subjected to a 3 to 5 person NIC Peer Review Process.

Number of Awards: One.

NIC Application Number: 08A48. This number should appear as a reference line in the cover letter, in box 4a of Standard Form 424, and outside of the envelope in which the application is sent.

Catalog of Federal Domestic Assistance Number 16.601.

Executive Order 12372: This project is not subject to the provisions of Executive Order 12372.

Morris L. Thigpen,

Director, National Institute of Corrections.

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BILLING CODE 4410-36-P

DEPARTMENT OF JUSTICE

National Institute of Corrections

Solicitation for a Cooperative Agreement: Update and Expansion of Civil Liabilities Guidebook for Probation/Parole

AGENCY: National Institute of Corrections, Department of Justice.

ACTION: Solicitation for a Cooperative Agreement.

SUMMARY: The National Institute of Corrections (NIC) is soliciting proposals from qualified organizations or individuals who would like to enter into an 18-month cooperative agreement with NIC. It is intended that the following three products will be delivered by the awardee during the 18-month time period:

Revision and updating of the NIC document entitled *Civil Liabilities and Other Legal Issues for Probation/Parole Officers and Supervisors, Third Edition*, U.S. Department of Justice, National Institute of Corrections; Rolando V. del Carmen and Maldine Beth Barnhill, Gene Bonham, Jr., Lance Hignite, & Todd Jermstad, Sam Houston State University, 2001;

Development of an Executive Supplement for directors and chiefs of probation, parole and other community corrections agencies that identifies legal issues and responsibilities unique to their chief executive level positions;

Development of various adult learning vehicles for training and dissemination of the material in the Fourth Edition of the core document as well as the new Executive Supplement.

DATES: Applications must be received by 4 p.m. EDST on Thursday, May 22, 2008.

ADDRESSES: Mailed applications must be sent to: Director, National Institute of Corrections, 320 First Street, NW., Room 5007, Washington, DC 20534. Applicants are encouraged to use Federal Express, UPS, or similar service to ensure delivery by the due date.

Hand delivered applications should be brought to 500 First Street, NW., Washington, DC 20534. At the front desk, call 202-307-3106, extension 0, for pickup. Faxed applications will not

be accepted. Electronic applications can be submitted via <http://www.grants.gov>.

FOR FURTHER INFORMATION CONTACT: A copy of this announcement and the required application forms can be downloaded from the NIC Web page at <http://www.nicic.gov>.

All technical or programmatic questions concerning this announcement should be directed to Dot Faust at dfaust@bop.gov or to George Keiser at gkeiser@bop.gov.

SUPPLEMENTARY INFORMATION: Copies of the Third Edition *Civil Liabilities and Other Legal Issues for Probation/Parole Officers and Supervisors* can be obtained by contacting NIC's Information Center Librarian, Eileen Conway, at 303-365-4422 or at e-mail econway@nicic.org. The document is also available through NIC's Web site at <http://www.nicic.gov>.

Project Goal: The overall goal of the project is to inform probation and parole executives, managers and staff about civil liabilities as they apply to their various decision making levels in the organization. It is expected that new and updated information will supplement the third edition (see above cite) contents. The third edition 2001 NIC document is due for updating and possible refining in light of legal actions and legislation that have application since the last printing. NIC is also interested in the identification of critical legal issues that CEO-level officials need to address through policy, training or management within their agencies. Finally, NIC is seeking creative and effective approaches to disseminate the information to the target audiences.

Credentials: Please note in your application any technical skills, experience or credentials that make you or your organization distinctly qualified to deliver the specified products.

Applicants Conference: A telephone conference will be conducted for persons receiving this solicitation and having a serious intent to respond on May 13th at 12 noon EDST.

In this conference, NIC project managers will respond to questions regarding the solicitation and expectations of work to be performed. Please notify Dot Faust electronically (dfaust@bop.gov) by 12 p.m. noon EDST on May 9th regarding your interest in participating in the conference. You will be provided with a call-in number and instructions. In addition, NIC project managers will post answers to questions received from potential applicants on its website while the solicitation is open.

Application Requirements: Please prepare a cooperative agreement proposal and limit the program

narrative text to no more than 10 double spaced pages, excluding statements of organizational or individual capacity and summaries of the experiences and capabilities of key project staff and/or the individual applicant. Please submit summaries of experience and expertise and not full curricula vitae.

The proposal should include a description of the project objectives, methodologies and management plan for achieving the completion of all three deliverables within an 18-month time period. A budget narrative should also be included, with breakdowns for the three separate deliverables, a list of all persons who will be involved in each of the three deliverable-segments, and complete contact information for all those involved.

Give examples of your experience in delivering legal training, lesson plans or curriculum to criminal justice and corrections practitioners at the executive, management and line levels. Please give examples of relevant publications you have produced and/or written, as well as any multi-media approaches you have used successfully in training or informing criminal justice/corrections practitioner audiences.

Submit an original and five copies. The original should have the applicant's signature in blue ink.

Application format: The application should reference the "NIC Application Number" and Title provided in this announcement. The application package must include: OMB Standard Form 424, Application for Federal Assistance; 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); an outline of projected costs; and the following forms: OMB Standard Form 424A, Budget Information—Non Construction Programs; and OMB Standard Form 424B, Assurances—Non Construction Programs; (These forms are available on <http://www.grants.gov>.) Other forms: You will also need to attach the completed DOJ/NIC Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and the Drug-Free Workplace Requirements (available at <http://www.nicic.gov/Downloads/PDF/certif-fm.pdf>.)

Authority: Public law 93-415.

Funds Available: NIC is seeking the applicant's best ideas regarding accomplishment of the scope of work and the related costs for achieving the goals of this solicitation. The final budget and award amount will be negotiated between NIC and the