



Technical Resource Provider Policies

Standards of Conduct

In accepting an NIC assignment, you do so with the understanding that you are expected to conduct the assignment in a professional, responsible manner. Further, by agreeing to this assignment, you also agree to not intentionally use the assignment as a means to enhance or create an unfair advantage with respect to future work from the requesting correctional agency for yourself or for personal or professional associates. This does not prohibit you from later being a competitor on other non-related work with the agency receiving assistance.

Technical Resource Provider (TRP) Fees

Regardless of the number of hours authorized, NIC will pay only for the hours worked *up to* the number authorized. If your assignment or any component of your assignment requires less time, NIC will pay only for the actual time (hours) reported on your invoice.

Please note that NIC will not compensate you for more than 8 hours work, including travel time, performed within any 24-hour calendar day. For example, it is possible for a technical resource provider who has been authorized ½ day for preparation time, 1 day travel time, and 1 day on-site time to prepare for the consultation during travel to the site, then perform the consultation and return home all within the same 24-hour calendar day. While NIC does not recommend condensing the assignment in this manner, the technical resource provider is the best judge of his/her effectiveness under such conditions. However, in this example, NIC will compensate the technical resource provider for only 8 hours (e.g., 1 day at \$400, although a total of 2½ days time was originally authorized).

If a technical resource provider is authorized 1 day (8 hours) but only works for 4 hours, the technical resource provider will be reimbursed for only 4 hours.

Reimbursement Procedures

Enclosed are the forms you must complete for payment of all expenses. Please submit your expense claim within two weeks after the training program. For technical assistance, please send your claim form with your final report.

Technical Resource Provider Fee

Payment of your technical fee and all miscellaneous (non-travel related expenses), if authorized, will be made upon receipt and approval of your completed technical resource provider fee voucher and report, if required.

Please send your fee voucher (enclosed form) to the NIC office that coordinated your TA event:

National Institute of Corrections
320 1st Street NW Room 5002
Washington, DC 20534
(800)995-6423

or National Institute of Corrections
11900 East Cornell, Suite C
Aurora, CO 80014
(800)995-6429

Travel and Per Diem Expenses

Payment of travel and per diem expenses will be made upon submission of the completed claim form (enclosed) to:

**Administrative Services Inc. (ASI)
7101 Wisconsin Avenue, Suite 1400
Bethesda, MD 20814
(800) 250-3754**

NIC has contracted with this firm to manage the financial paperwork connected with our events. They have a copy of this letter and have encumbered the necessary funds. They cannot pay in excess of the expenses authorized. In addition to submitting receipts for lodging and all other expenses exceeding \$75, your submission must include:

- Completed travel and per diem claim form.
- Expense receipts.
- Itinerary issued by travel agency.

If you need an additional copy of your flight itinerary, please contact the travel agency directly.

NIC Travel

By Common Carrier

In accordance with Federal Travel Regulations (FTR) Section 301.50, all airline reservations must be made through the Travel Management Center (TMC) – Carlson Wagonlit Travel. ***You may not purchase your own ticket.*** All arrangements for travel by common carrier (airlines, railroad, bus, etc.) must be made through Carlson Wagonlit Travel. They are authorized to make all travel arrangements for NIC technical resource providers.

Omega will issue you an electronic ticket and e-mail or fax you a copy. The ticket is charged directly to NIC. ***It is advisable to call Carlson Wagonlit Travel at 1-866-530-0062 upon receipt of this letter to make arrangements.*** If you need to change your reservations after your ticket has been issued, call Carlson Wagonlit Travel. You are responsible for any fare increase resulting from the change. Any savings will be credited to NIC.

Unless specifically authorized by the division chief or division technical assistance manager (prior to purchase), you will not be reimbursed for any airline ticket which you purchase yourself. You are authorized a refundable ticket. If you purchase a non-refundable ticket and the event is cancelled or postponed, you will be responsible for the cost of the ticket.

Rental Cars

If you have been authorized a rental car, you may use only an economy class car unless specific written authorization is given for another class. NIC cannot reimburse the cost of automobile rental contract insurance.

Use of Privately-Owned Vehicle (POV)

When a privately-owned vehicle is used to travel to the site, NIC will reimburse mileage expenses at the government authorized rate up to the cost of a round-trip flight at the government fare or at the actual miles at the current mileage rate, whichever is less. Your fees and per diem for driving time will be reimbursed only up to the amount of time it would have taken to travel by air. Federal Travel Regulations require that you provide actual odometer readings before your claim can be processed.

For Technical Assistance Only

Technical Assistance Reports

Content and Format

Following your technical assistance assignment, you are required to submit a report that reflects the activities specified in the statement of work and addresses specific content requirements contained in the cooperative agreement. Reports will vary in size and depth of analysis. You should feel free to add sections and subjects according to the specific assignment. The report shall include the following:

- The circumstances that led to the request—a brief overview generally obtained from the initial request and discussions.
- The name of the person who contacted you and what you were asked to do.
- Description of the problem after you arrived and what you were asked to do.
- An overview of the technical assistance activities, both preparation and on-site. Include the dates and locations of your on-site activities. Also, give the names of the persons you contacted during the technical assistance event.
- If the technical assistance involved training, include copies of your lesson plans, training materials and the participant list. If the trainees were asked to complete evaluation forms, also include these in your report.
- Your analysis and specific recommendations and supporting documentation, when appropriate.
- General comments and observations.

Report Guidelines

The report and related materials used in providing your services must be printed *on plain bond paper*. Any information that would suggest advertisement of services (i.e., company or organization name, address, telephone number, business card) may not be included in any materials related to the technical assistance event. Each copy of the report must be accompanied and prefaced by the attached *disclaimer* statement form on NIC letterhead.

Information regarding, and reports resulting from NIC's technical assistance, are restricted to the Institute and the correctional agency that requested the technical assistance, with exception to the following:

- The correctional agency for which the technical assistance was provided approves in writing further release of the report, and/or
- Requests for such reports under the Freedom of Information Act.