

## Questions and responses regarding the NIJ Solicitation “Criminal Justice Technology Centers of Excellence”

(Posted June 21, 2007)

[View the full solicitation \(pdf\)](#)

The deadline for all applications remains July 3, 2007, 11:59 p.m. eastern time.

For further questions or clarification on the requirements of this solicitation, contact George Tillery, Associate Deputy Director for Science and Technology, 202–305–9829 or [George.Tillery@usdoj.gov](mailto:George.Tillery@usdoj.gov).

For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1–800–518–4726.

### ***Questions and Answers***

1. In order to estimate hosting costs for the TWGs and Focus Groups, will you please provide additional details on what costs a Center is expected to cover? Specifically, are we to propose salary, travel, or per diem expenses for TWG members? Are venue costs to be estimated? What are the durations (number of days) for each TWG and Focus Group; specifically, for the Communications, Information-Led Policing, Geospatial, Modeling and Simulation, and Electronic Crimes TWGs and for the Courts and Operations Research Focus Groups? How many members are in each of the above TWGs and Focus Groups?

**The number of members varies from TWG to TWG and focus group to focus group. Venues and duration of meetings will also vary. Only travel and per diem (including lodging) are to be proposed, not wages. Venue costs are to be estimated. Applicants are expected to use their best judgment and make supportable assumptions.**

2. In order to adequately cost hosting and managing the CAPRAD System, will you please provide additional details on its operating environment, including current hardware, software, and communications? (Page 10, second bullet under Communications Technologies Center)

**NIJ looks to the potential applicant to demonstrate an understanding of CAPRAD, what it is and how it operates, and to propose a concept for its hosting and management and consequent costs based on supportable assumptions. The applicant may propose to assume hosting the existing system or propose a new approach.**

3. The specific scope and requirements of the pilot projects has not been provided in the solicitation. What assumptions should we make when it comes to pricing these projects, particularly for infrastructure, equipment, and software? Are offerors expected to propose the scope for each pilot? Are we to cost software, hardware, and other equipment needs based on our scope assumptions?

**Applicants are expected to propose the scope for each pilot and base their costs on supportable assumptions. The range of the estimated awards for fiscal year 2007, cited in the solicitation, should provide a bench mark for a center's overall level of effort and so a basis to make reasonable assumptions concerning the number of pilots.**

4. The fourth task listed for the Information and Geospatial Technologies Center refers to evaluating "the efficacy of CrimeStat and research and evaluation of new approaches to crime series analysis." Does the reference to "CrimeStat" refer to the CrimeStat spatial statistics program for the analysis of crime incident locations that was developed under NIJ auspices or is this term being used generically to refer to tools that support geographic profiling?

**The reference is to the specific tool developed for NIJ.**

5. Are there a minimum number of pilot programs expected to be established involving practitioner agencies that respond to the needs of the GLOBAL Justice Information Sharing Initiative. (Page 12, last bullet under Information and Geospatial Technologies Center)

**No. The range of the estimated awards for fiscal year 2007, cited in the solicitation, should provide a bench mark for the overall level of effort that a center will be expected to perform and so a basis for the total number of pilots.**

6. The required Budget Detail Worksheet does not contain a section in which to include fee.

**Organizations receiving OJP grant (or cooperative agreement) awards must agree not to make a profit as a result of an award and not to charge a management fee for the performance of an award. However, if a grant or cooperative agreement award includes a portion of the work that will be performed by subcontract, and the cost for services provided via subcontract includes a fee, that fee is a legitimate contract cost under the grant (or cooperative agreement). For additional details regarding terms**

**specifically impacting for-profit organizations, see the Financial Guide, referenced in the solicitation.**

7. Can figures, tables, and other graphics be embedded as part of the Program Narrative as long as the text portion of the Narrative does not exceed 30 pages?

**Figures, tables, and other graphics may be embedded in the Program Narrative so long as the resultant document does not exceed 30 pages. They can also be referenced and included as an attachment. Otherwise, the government will have no way to know if the text portion of the narrative exceeds 30 pages.**

8. Is the \$400,000 project maximum intended only for additional projects requested by offerors or is \$400,000 the maximum funding for each of the anticipated projects listed on pages 10 through 12?

**For additional costs only.**

9. Can the closing date be extended?

**The closing date (July 3, 2007) is fixed by the Office of Justice Programs' FY07 budget cycle and cannot be extended.**

10. Is a cooperative agreement the only type of award vehicle that can be used?

**It is NIJ's intent to award cooperative agreements.**

11. Are there small business set-asides? This is not a small business set-aside.

**Set-asides for small business are usually determined when the agency is planning to enter into contracts as the funding instrument. Since this solicitation is for a cooperative agreement as the funding instrument, a set-aside does not apply.**

12. If you propose to operate more than one center, is a separate application required for each?

**There is no requirement for separate applications, per se; however, the limited page count will make it difficult to do justice to an organization's capabilities in more than one area.**

13. What is a focused study?

**As an example, in 1997, NIJ conducted an assessment of law enforcement technology needs to combat terrorism. One of the needs identified was for "better" bomb robots with no amplification as to what is entailed in a "better" bomb robot. To address this, NIJ conducted a focused study of law enforcement robot requirements. That study can be found at <http://www.nlectc.org/jpsg/robotassessment/robotassessment.html>**

14. Does the phrase "ongoing technology assistance activities" refer to the six areas on pages 6 and 7?

**Yes**

15. Does the sentence requesting information on "ability to scale" refer to the same activities?

**Yes**

16. Is the term Budget Narrative simply a heading, or is there a more explicit description?

**It is a heading in the solicitation, but also part of your application packet. An example of a budget narrative can be found at [www.ojp.usdoj.gov/ccdo/ws/fy08appendix8.pdf](http://www.ojp.usdoj.gov/ccdo/ws/fy08appendix8.pdf)**

17. Will NIJ consider potential economies of scale resulting from operation for multiple centers in its evaluation?

**Total cost, appropriateness of the budget relative to the level of effort, and use of existing resources to conserve costs are selection criteria.**

18. When is work to begin?

**Please use the November 1, 2007 start date as requested on page 10 of the Solicitation.**

19. How much was available or awarded the last time this program was solicited?

**This is the first time it was solicited.**

20. Are FFRDCs eligible?

**NIJ has funded FFRDCs in the past that had the authority to receive grant awards as non-for-profit entities.**

21. On page 10, under the Program Narrative heading, it indicates that applicants should structure the narrative around a core program addressing ongoing technology assistance and the anticipated projects as listed for each Center of Excellence. Some of the projects listed are very specific and pre-existing in some cases. An example of this might be the TWG support. Other projects are more generally stated and, to my knowledge, new projects (at least formally). An example of this might be some of the technology demonstration and evaluation programs. What level of detail does NIJ expect in the program narrative regarding these projects? Does the applicant need to demonstrate the capacity to deliver work in these areas in a general sense (to be detailed later via NIJ direction) or should applicants propose specific tasks with detailed description, scope, and budget?

**An applicant's response to these questions will indicate how well it understands the tasks in question. The applicant's concept for how it would conduct a technology demonstration and evaluation program will drive their budget. How many items and what kind of items will be tested? How will they be tested? What kind of proving range - if any - will be required, etc. In part, the government is looking for efficiencies and new ideas through this solicitation. So tell us how you would do it, your underlying assumptions, and the associated costs.**

22. On page 13, under the Budget Detail Worksheet heading, it indicates that in the "Other Costs" portion of the worksheet applicants may include a request for funding for additional projects to be defined by NIJ during project period as the need arises. I'm not sure how to approach this and perhaps you can offer some assistance. Since the scope and budgets for these projects are to be determined in the future how do I figure out how much money to request? I understand that individual projects, once defined, will cap out at \$400,000. Am I missing something or do I just enter a large number in Other Costs for now and the details are worked out once NIJ determines that they want to pursue a "special project"? Is it appropriate to propose projects in this area?

**You should state what specific tasks or kinds of tasks you anticipate, and how much those tasks will cost and the rational underlying those costs.**

23. What Other Program Attachments are required?

**Of the required forms, the *SF 424* and the *Standard Assurances* are separate mandatory items included as part of the online application and do not need to be attached under "other" attachments by the applicant.**

**The most important ones that need to complete are as follows: *Budget Detail Worksheet; Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Disclosure of Lobbying Activities* (if applicable); *Protection of Human Subjects; Privacy Certificate and Confidentiality Requirements*. If the applicant is a first-time applicant to the Office of Justice Programs, they would also need to fill out *Accounting System and Financial Capability Questionnaire*.**

**Applicants do not need to fill out *Geographic Areas Affected; Employment Eligibility Verification; or OMB Tracking Form Survey*.**

24. How many corrections technology working groups (TWGs) are there?

**Two. An institutional corrections TWG and a community corrections TWG.**