



**TECHNICAL ASSISTANCE POLICIES**  
for  
**(Technical Resource Providers)**

**STANDARDS OF CONDUCT**

In accepting an Institute technical assistance 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 as established in the Fees section of your Authorization Letter requires less time, we will pay only for the actual time (hours) reported on your invoice.

Please note that the Institute will not compensate for more than eight hours work, including travel time, performed within any 24-hour calendar day. For example, it is possible for a TRP who has been authorized one-half day for preparation time, one day travel time, and one day on-site time, to prepare for the work during travel to the site, perform the work, and return home all within the same 24-hour calendar day. While NIC does not recommend collapsing the assignment in this manner, the TRP is the best judge of his/her effectiveness under such conditions. However, in this example, NIC will compensate the TRP for only eight hours, e.g., one day at \$400, although a total of two and one-half days time was originally authorized.

If a TRP is authorized one day [8 hours], but only works for four hours, they will only be reimbursed for four hours.

**TRAVEL BY COMMON CARRIER**

In accordance with Federal Travel Regulations (FTR) Section 301.50, all airline reservations must be made thru the Travel Management Center (TMC)- Carlson Wagonlit Travel. Unless specifically authorized by the Division Chief or Division TA Manager (prior to purchase) of the division sponsoring the TA event 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 technical assistance event is canceled or postponed, you will be responsible for the cost of the ticket.

If you need to change your reservations after your ticket has been issued, please call Carlson Wagonlit Travel at **1-866-530-0062**. If you need to cancel or postpone a trip, you must notify Carlson Wagonlit Travel and your NIC Program Specialist. Please notify Carlson Wagonlit Travel of any unused airline tickets.

Should you need to reach Carlson Wagonlit Travel while you are on travel, they can be reached after hours or on weekends at the same number above.

## **USE OF A PRIVATELY OWNED VEHICLE**

When a privately owned vehicle is used to travel to the technical assistance 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 for the actual mileage (at 50 ¢ per mile), whichever is less. TRP 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.

## **TECHNICAL ASSISTANCE REPORT**

### **Content and Format**

All TRP's will submit a report following their TA work which reflects the activities specified in the statement of work and addresses specific content requirements contained in the Authorization letter. It is recognized that reports will vary in size and depth of analysis. The TRP should feel free to add sections and subjects according to the specific assignment. The report should include the following:

1. The circumstances that led to the request - a brief overview generally obtained from the initial request and discussions.
2. The person who contacted you and what you were asked to do.
3. Description of the problem after you arrived and what you were asked to do.
4. 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.
5. If the technical assistance involved training, include copies of your lesson plans, training materials, the participant list and the **total number trained**. If the trainees were asked to complete evaluation forms, also include these in your report.
6. Your analysis and specific recommendations and supporting documentation, when appropriate.
7. General comments, observations, etc.

### **Report Guidelines**

The report and related materials used in providing your services must be printed **on plain bond paper**. Any information that would suggest the advertisement of services, i.e., company or organization name, address, telephone number, business card, etc. will 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.

It is NIC's policy that information in regards to, and reports emanating from our technical assistance efforts be restricted to the Institute and the correctional agency that originated the request for technical assistance with only the following two exceptions:

1. the correctional agency for which the technical assistance was provided approves in writing further release of the report; and/or
2. requests for such reports under the Freedom of Information Act.

## **REIMBURSEMENT OF EXPENSES**

### **FEEES AND MISCELLANEOUS EXPENSES**

Payment of your fee, if authorized, and all miscellaneous expenses will be made upon receipt and approval of your technical assistance report and a completed National Institute of Corrections Voucher (two-part form). Please complete Part I to submit your claim for fees and Part II to submit your claim for all miscellaneous expenses. Your **NIC Fee Voucher** should be submitted to the NIC Technical Assistance Manager designated in your Authorization Letter. **NOTE:** It is recommended that you *DO NOT* send your Travel & Per diem Claim form to NIC since this will slow down payment of your travel expenses.

NIC will not reimburse you for costs and amounts other than those described in the authorization letter unless you receive written authorization by NIC prior to incurring such unauthorized expenses. Should your assignment require less time than authorized, you will be paid for the actual time reported on your invoice. For example, if the TRP is authorized 2 days on-site and 1 day report writing time and spends 2 days on-site and only 6 hours report writing, they will be paid for 2 days and six hours.

**TRAVEL AND PER DIEM EXPENSES** - Payment of travel and per diem expenses will be made upon submission of the completed NIC Travel and Per Diem Claim Form (form enclosed) to:

Harris Group Services, Inc.  
P.O. Box 2244  
Alpharetta, GA 30023-2244

Phone: 1-404-243-5600

NIC has contracted with this firm to manage the financial paperwork connected with our technical assistance efforts. 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 \$75.00 your submission ***must include:***

- **Completed Travel and Per Diem Claim Form;**
- **Odometer Readings for any POV mileage claimed;**
- **Original Expense receipts; and**
- **Airline receipt (if available).**