Wor-Wic Community College

Request for Proposals
External Evaluator of PREA Grant

Proposals Due: prior to 3:00pm on September 25, 2015

Section 1: Instructions to Proposing Firms

A. Wor-Wic Community College was awarded a FY 14 PREA Program: Demonstration Projects to Establish “Zero Tolerance” Cultures for Sexual Assault in Correctional Facilities grant from the United States Department of Justice Office of Justice Programs in October of 2014. Through this program, Wor-Wic’s Eastern Shore Criminal Justice Academy (ESCJA) will work with an external contractor, The Moss Group, Inc. (TMG), to develop training to address PREA compliance among correctional facilities and law enforcement agencies in eight Maryland counties. Attachment 1 provides additional detail on the goals and strategies of Wor-Wic’s project. The external evaluator will work with the ESCJA and TMG throughout the project for data collection, analysis and reporting. The project period of performance currently has an end date of September 30, 2016, but a no-cost extension request may be submitted to the U.S. Department of Justice for up to one additional year. The evaluation processes will include formative and summative evaluation techniques for ongoing monitoring of project activities and assessment of outcomes. In addition, qualitative and quantitative data will be collected. The maximum budget for the evaluation of this project is $27,000.

B. This solicitation implies no obligation on the part of the College. Wor-Wic Community College reserves the right to accept or reject any and all proposals in whole or in part, or to waive any technicality it deems in the best interests of the College.

C. The sole point of contact for this solicitation is: Allison Canada, Director of Purchasing and Auxiliary Services. Phone: 410-334-2918, email: acanada@worwic.edu Under no circumstances are firms, including third party firms or their staffs, to contact other College staff, faculty, The Moss Group, or any related constituency for purposes associated with the RFP, including but not limited to, obtaining or providing information unless specifically noted in the Scope of Work. Firms failing to comply with this requirement may be disqualified.

D. Prospective bidders who have received this document from a source other than Wor-Wic Community College’s Director of Purchasing and Auxiliary Services, shall contact Allison Canada at 410-334-2918 or acanada@worwic.edu and provide their name and email address in order that amendments to the Request for Proposals or other communications can be sent to them. Any prospective bidder who fails to notify the Director of Purchasing and Auxiliary Services with this information assumes complete responsibility in the event that they do not receive communications from the College prior to the RFP due date.
E. Should any bidder be in doubt as to the meaning of the scope of work, or should any discrepancy or omission be found, he/she shall submit all questions and requests for clarification in writing via email to acanada@worwic.edu on or before 3:00pm on September 18, 2015. No oral questions will be answered.

a. All bidders will be notified in writing by means of addenda of any responses to questions. The College will not be responsible for any oral or telephone explanations of contract documents.

b. It is the Bidder’s sole responsibility to ensure receipt of all Addenda. It is highly recommended that the Bidder check the College’s website and eMaryland Marketplace for all posted Addenda prior to submitting their proposal. All Addenda shall become part of the contract documents.

F. Proposals (an original plus three (3) copies) shall be submitted, signed, sealed and endorsed “RFP - External Evaluator of PREA Grant” to Allison Canada, Director of Purchasing and Auxiliary Services at Wor-Wic Community College, Room BH-108, 32000 Campus Drive Salisbury, MD 21804. Proposals will be received until Friday, September 25, 2015 no later than 3:00pm. Proposals received after this date and time cannot be accepted and will be returned to the firm unopened. Any Proposals may be withdrawn prior to the Proposal’s submittal date and time; however, all Proposals are considered final after the date and time for receipt of Proposals. Final Proposals may not be altered, withdrawn, or canceled, for a period of 90 days after the time and date designated for receipt of final Proposals.

G. Errors in Proposals

a. Withdrawal of a Proposal after the deadline for receipt of Proposals will not be permitted, except as follows: in those cases where, in the sole judgment of the College, based upon clear and demonstrable evidence, the proposing firm has made a bona fide error in the preparation of the Proposal and such error will result in substantial loss to the firm, in this instance, an exception may be made by the College.

b. Negligence on the part of the firm in preparing its proposal confers no right of withdrawal, modification or cancellation of the Proposal after the deadline for receipt of Proposals.

c. Firms are responsible for the accuracy of their proposed prices. In the event of a discrepancy between a written number and a rendered figure, the written figure will be judged as predominant.

d. The College reserves the right to contact any and all firms to verify information included in their Proposal and to clarify any questions regarding the information submitted in the Proposal, in order to ascertain whether the Proposal received is both responsive and responsible. The College also reserves the right to waive any formalities, informalities and technicalities in evaluation of the Proposals as are deemed appropriate, necessary and in the College’s best interest.

H. Evaluation Criteria

a. The College will specifically evaluate proposals to determine the most responsive, responsible firm, as determined by the following criteria:

   i. Adherence to mandatory requirements
   ii. Evaluator qualifications and experience
   iii. Evaluation Plan
   iv. Cost
   v. References, both provided and discovered
vi. Participation of small business and businesses owned by women and minorities

b. A College Screening Committee will utilize information submitted to evaluate Proposals. Each submission will be reviewed for responsiveness.

c. The College may make such investigations as are deemed necessary to determine the ability of a firm to provide the work as specified herein.

d. Qualified proposals shall be evaluated in accordance with the specifications and evaluation criteria contained herein by the Screening Committee. Respondents whose proposals are classified by the Screening Committee as non-responsible shall be notified.

e. Screening Committee reserves the right to request additional information, presentations and/or demonstrations (either live or via web conference) for clarification in order to understand the Offeror’s proposal.

f. Award shall be recommended for the firm which is judged to be best qualified and provide the best value to render the services.

g. The College reserves the right to clarify information submitted in a Proposal to determine whether an error has been made or whether a waiver of formality, informality or technicality is appropriate. Firms shall furnish the College all such information and data necessary for the College to determine if the Proposal is responsible and responsive to the College’s requirements as stated herein.

h. The College reserves the right to solicit best and final offers only from a short list of respondents receiving the highest evaluated scores. If short listing occurs, best and final offers shall be solicited from not less than two of the highest evaluated scores.

i. The College reserves the right to negotiate or modify any element of the proposal to ensure that the best possible arrangement for achieving the stated purpose is obtained.

I. If the firm, to whom an award is made, shall fail to execute the contract as specified, the award may be annulled and the contract awarded to the second most responsive and responsible firm, and such firm shall fulfill every stipulation included herein, as if the firm were the original party to whom the award was made, or again, the College may at that point reject any and/or all of the Proposals as its best interest may require.

J. Any contract negotiated as a result of this RFP will be governed by the laws of the State of Maryland. The successful firm shall at all times observe and comply with Federal, State of Maryland and local laws, ordinances, orders, codes and regulations and the articles and provisions of the Building Code(s) existing at the time of or enacted subsequent to the execution of a contract which in any manner affects the firm’s ability to perform contractual requirements.

K. Termination for Convenience of the College: The performance of the work or services from this Request for Proposal may be terminated, in whole or in part, whenever the President of the College shall deem that termination is in the best interest of the College. In such event, the College shall be liable only for payment in accordance with the payment provisions of this Contract for work or services performed or furnished prior to the effective date of termination, plus reasonable costs of termination, if any, which costs shall be specifically approved by the College in writing. The Offerer shall not be reimbursed for anticipatory profits. Termination hereunder shall become effective by delivering to the Offerer a written notice of termination upon which date the termination becomes effective.

L. Termination for Default: The performance of the work or services from this Request for Proposal may be terminated by the College, in whole or in part, from time to time, effective upon receipt of notice,
whenever the Offerer shall default in the performance of this Contract and fails to make progress in the prosecution of the contract work or endangers such performance and shall fail to cure such default within ten (10) calendar days period after receipt of written notification from the College specifying the default. Should the Contract be terminated by the College for failure to perform on the part of the Offerer, no additional compensation shall be paid.

M. In the event the performance of work or services from this Request Proposal are delayed by causes beyond the control of and without the fault or negligence of the Offerer, the College shall have the option to:
   a. Terminate the Contract, or
   b. Allow the President of the College or his designee to extend the time of the performance.
   c. No financial compensation will be awarded for the time extension.

N. Any changes made to this Request for Proposal as a result of time delay shall be in writing. In the event that the time for performance on this Contract is extended beyond the term provided for, all the other terms and conditions shall remain in full force and effect.

O. The Proposal, addenda and submittals required as a part of the Proposal evaluation process, will become an integral part of the final contract.

P. The contract shall be in the form of a purchase order(s) and any and all related contract documents, to include, but not limited to, the College’s RFP, the firm’s Proposal, any and all subsequent correspondence; all required submittals, i.e., certificate of insurance, bonds, etc. as well as any other documents which may be required and mutually agreed upon and negotiated by the College and the successful firm.

Q. Contract Type and Payment Schedules
   a. Precise payment date(s) will be finalized during contract negotiations.
   b. The College expects to pay only the primary firm for all work performed as a result of this RFP. Thus the primary firm will be obligated to appropriately compensate any and all consulting firms, if applicable.
   c. Payment of fees and expenses, not to exceed the maximum proposed, will be made upon satisfactory completion of the required services, and contingent upon funding from the U.S. Department of Justice.

Section 2: Format and Outline for Proposals

All Proposals are expected to be prepared in accordance with the format listed below. Furthermore, four (4) copies of the qualifications based Proposal (an original and three (3) copies) should be submitted, signed, sealed and endorsed with the statement “RFP - External Evaluator of PREA Grant” clearly marked on the front of the proposal. The original copy should be clearly identifiable and annotated as such. Proposals should be mailed or delivered in person as indicated above under the time frame and location for firm selection, et al. Your Proposal should address each section as outlined below in order for the Screening Committee to make a proper and complete evaluation of your capabilities and response. Proposals not in conformance with or responsive to the stated requirements may be rejected at the discretion of College officials.
The proposal shall be clear and concise. The title page accompanying the proposal shall be signed by the person or persons required and authorized to legally bind the firm to the proposal and shall specifically state that the firm shall complete all services set forth in the proposal within the proposed time limits to the satisfaction of the College. Any justification or explanatory materials relevant to the Proposal shall be set forth in this letter. The letter shall be concise and need not repeat any of the detailed information set forth in the Proposal. Proposal shall be on 8½” x 11” papers only. Proposals shall be in Times New Roman for Arial font with a font size of 12, single-spaced. Margins shall be 1” on all sides. Exclusive the Title Page, Evaluator Qualifications, Company Experience, Expertise Documentation, Cost Proposal, Conflict of Interest Statement, and Ethics Statement, the Evaluation Plan (RFP Submittal Information, item A.e.) shall not exceed eight (8) pages.

**RFP SUBMITTAL INFORMATION**

A. Firm Overview and Plan

a. Title Page - At a minimum, the title page shall be on company letterhead and shall include the name and working address of the firm submitting a Proposal, the name and telephone number of the primary company representative to be contacted with reference to the Proposal, email address for said contact and the date of submission. In addition, the page should contain the following statement: “RFP - External Evaluator of PREA Grant”.

b. Please relate how many years the firm has been in business, including the management structure and brief history of firm. Additionally, please note your firm’s capabilities and features, which distinguish you from your competitors. Include a description of the qualifications and experience of the lead evaluator and any other evaluators, not to exceed two (2) pages per evaluator.

c. The external evaluator must have extensive knowledge of research principles and methodologies; experience with data collection and analysis.

d. Experience of the company: Specify the number of years the firm has been in business, history of the firm, and capabilities. Please note experience and knowledge of PREA regulations, guidelines and best practices. Additionally, specify capabilities and experience as they relate to grant evaluation, specifically any projects involving curriculum validation.

e. Include an evaluation plan which addresses the grant strategies, as outlined in the attachment. The plan shall include: (1) an overview of the principles and methodologies that will be used to complete the work; (2) a summary of the data collection procedures; (3) a list of proposed measures and variables; (4) a summary of the data analysis procedures; and (5) a timeline for conducting and completing the evaluation project that includes dates for deliverables.

f. The summative evaluation is expected to include training and facility audit-readiness outcomes to evaluate the development of the curriculum, participation of entry-level and current officers and supervisors in the training, and participation of individual facilities in the PREA readiness audits. However, the summative evaluation is not expected to include estimates of impact/PREA compliance at the individual facility level.
B. Expertise Documentation
   a. Please furnish, for both your firm and any partner firms, documentation of the following:
      i. Number and description of similar projects completed by your firm in the past five (5) years
      ii. Evidence of accomplishing high quality projects with challenging schedules
      iii. Provide no less than three (3) references including business name, address, contact, phone number and fax number on the form provided (Proposal Form 2)

C. Cost Proposal
   a. Provide a fee and expense proposal tied to each major deliverable identified in the evaluation plan. Include all travel costs for site visits. Your proposal will be considered a final, fixed price for services rendered.

D. Conflict of Interest Statement
   a. In compliance with the State Public Ethics and Conflict of Interest Law, Annotated Code of Maryland, Section 15-101, etc. acquisitions from a business in which the trustee or employee has an interest are prohibited. Interest is deemed present if the trustee or employee or a spouse, parent, child, brother or sister of the trustee or employee has an interest and the trustee or employee knows of the interest.

   b. A copy of the Conflict of Interest Statement is attached as Proposal Form 3; this form must be completed and returned with the firm’s Proposal package.

E. Ethics Statement
   a. In compliance with the Public Ethics Law contained in the Maryland Annotated Code, Section 15-101, etc. it is illegal for any officer or employee of an agency conducting the procurement to solicit or obtain any proprietary or source selection information regarding the procurement prior to the award of contract.

   b. A copy of the Ethics Statement is attached as Proposal Form 4; this form must be completed and returned with the firm’s Proposal package.

STATEMENT OF COLLEGE REQUIREMENTS

A. General Provisions
   a. Nondiscrimination Clause: The successful firm agrees (a) not to discriminate in any manner against any employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employment; (b) to include a provision similar to that contained in subsection (a) above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause
subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

b. If the successful firm or its consultant(s) willfully fails to comply with the nondiscrimination provision, the College may, where the contract is still executory in part, compel continued performance of the contract, but it shall be liable only for the reasonable value of services performed and materials supplied from the date that the Breach of Contract was discovered or should have been discovered, and any sums previously paid by the College under the contract shall be set off against sums to become due as the contract is performed.

c. Should there be any conflict between these specifications and the final contract document, the specifications contained herein shall take precedence.

d. The original copy of the Proposal must be signed in ink by the firm’s authorized representative, with the signature in full. When the corporation is submitting a Proposal, the person signing shall state under the laws of what State the Corporation was chartered and the names and titles of the Officers having the authority under the by-laws to sign contracts. Post Office address, County and State must be given after the signature. Failure to sign the Proposal Form may render the Proposal to be non-responsive.

e. No employee of the College whose duties as such employee includes matters relating to or affecting the subject matter of this contract, shall, during the term of this contract and while so employed, become or be an employee of the firm or any entity that is a subcontractor on this contract.

f. By submitting a response to this solicitation, the firm shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits and that it shall not become so in arrears during the term of the contract if selected for contract award.

B. Special Provisions
   a. Notice to Proceed: After the contract has been executed and all required documents received, the College will issue to the firm a “Notice to Proceed”. The specified contract time shall begin on the date of the “Notice to Proceed”. The Notice to Proceed may be in the form of a College purchase order.

b. Time Frame: The successful firm is expected to immediately begin the representation of Wor-Wic Community College for the services expressed in this RFP. Pending Board of Trustees approval of the contract, it is expected that the Notice to Proceed will be issued on September 14, 2015.

C. Warranty and Guarantee
   a. In general, the firm and ultimately the successful firm awarded the contract, shall be responsible for the accuracy or validity of information provided to the College either directly from the firm or as obtained from others.
PROPOSAL FORM 1 – PROJECT PROPOSAL

To Whom It May Concern:

I/We ___________________________________________________________

of      ____________________________________________________________

The undersigned, after having examined the RFP prepared by Wor-Wic Community College, do/does hereby offer to provide External Evaluating Services in accordance with RFP - External Evaluator of PREA Grant including addenda issued prior to date of receipt of Proposals which is/are acknowledged via signature below.

A. SUBMITTAL OF PROPOSAL

By submitting a Proposal, the undersigned also hereby agrees that from its review of the RFP and the attachments, the firm fully understands the intent and purpose of the documents and conditions of submitting a Proposal. Claims for additional compensation and/or extensions of time because of the firm’s failure to follow the foregoing procedure, and to familiarize itself with the contract documents and all conditions which might affect the work, will not be allowed.

B. ACCEPTANCE OF PROPOSALS

The undersigned agrees that this Proposal may be held by the College for a period not to exceed 90 days from the date stated for opening of Proposals. If written notice of acceptance of this Proposal is mailed, telegraphed or delivered to the undersigned within the time noted above, after the date of the opening of Proposals, or at any time hereafter before this Proposal is withdrawn, the undersigned agrees that it will execute and deliver a contract in the form prescribed by the College in accordance with the Proposal as accepted. It is understood and agreed that the College reserves the right to award the contract in its best interests, to reject any and all Proposals, to waive any informalities in the Proposals, and to hold all Proposals for the period above noted.

C. TIME FOR COMPLETION OF WORK

The undersigned agrees, if awarded the contract, to complete the contract work within the time frame specified within the RFP.

D. DECLARATIONS

We/I the undersigned firm, declare that the only person, firm, or corporation, or persons, firms or corporations, that has or have any interest in the Proposal, or in the contracts proposed to be taken, is or are the undersigned. The undersigned also certifies that this Proposal is made without previous understanding, agreement or connection with any person, firm or corporation submitting a Proposal for this same project and is, in all respects, fair and without collusion or fraud.

We further maintain that we (both firm and principal employees) are in good standing with both Federal and State agencies, as no contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549.

We acknowledge by signing below that if awarded the bid, we will give the U.S. Department of Justice, the Maryland Higher Education Commission, and/or the Legislative Auditor, through any authorized representative, the right of access to, and the right to examine all records, books, papers, or documents related to the evaluation of the grant, if requested.

E. ACKNOWLEDGEMENT OF ADDENDUM(S)

We acknowledge receipt of the following Addendum(s):

No. _______, Dated ___________     No. _______, Dated ___________

No. _______, Dated ___________     No. _______, Dated ___________

SIGNATURE OF FIRM

If submitted by an individual, partnership or non-incorporated organization:

_______________________________     By _________________________________

Firm Name                                   Signature of Firm Representative

_______________________________     _________________________________

Business Address                             Title of Firm Representative

Names and Addresses of Members of Firm

Dated this ______day of ____________, 2015.
**IF SUBMITTED BY A CORPORATION:** (Please sign and attach the previous two pages of Proposal Form I that contains the terms and acknowledgements.)

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<th>Firm Name</th>
<th>By _________________________________</th>
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<tr>
<td></td>
<td>Signature of Individual Representing Corporation</td>
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<tr>
<th>Business Address</th>
<th>Title of Individual Representing Corporation</th>
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| County __________________________| State of Corporation ____________________ |
|                                   |                                            |

**Names and Addresses of Officers:**

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<tr>
<th>Business Address</th>
<th>President</th>
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<th>Business Address</th>
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Dated this _____ day of ____________, 2015.

Small Business ____                FEIN: __________________________

Female Owned Business ____          DUNS: __________________________

Minority Business ____              Approved Minority DOT #: __________
PROPOSAL FORM 2 – REFERENCES (duplicate as needed)

Wor-Wic Community College may contact references as it deems necessary to determine the ability of the firm to meet all the terms of the stated specifications described herein.

Include the following information of no less than three (3) clients per RFP requirements.

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<td>Date Service Began</td>
<td>Completed</td>
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Brief scope of services provided:
PROPOSAL FORM 3 – CONFLICT OF INTEREST STATEMENT

The undersigned hereby affirms and attests that to the best of my knowledge, no trustee, employee, spouse, parent, child, brother or sister of the trustee or employee, own assets in this business, and as of this date are also employed by Wor-Wic Community College.

Company

_____________________________________

Authorized Signature

_____________________________________

Date

_____________________________________
PROPOSAL FORM 4 – ETHICS STATEMENT

In compliance with the Public Ethics Law, et al., contained in the Maryland Annotated Code, Section 15-508, I hereby affirm that no employee of or representative for our company assisted the College in the drafting of specifications, Invitation for Proposal or a Request for Proposal for this procurement, nor did any employee of or representative for our company assist or represent another person, directly or indirectly, who is submitting a Proposal or Proposals for this procurement.

Company

_____________________________________

Authorized Signature

_____________________________________

Date

_____________________________________

Attachment 1

**Wor-Wic Community College’s**

**Eastern Shore Criminal Justice Academy’s PREA Initiative: Building on Success to Achieve Compliance with PREA Standards**

**U.S. Department of Justice Grant**

**Award Number: 2014-RP-BX-0067**

**Introduction**

Wor-Wic Community College received a two-year FY 14 PREA Program: Demonstration Projects to Establish “Zero Tolerance” Cultures for Sexual Assault in Correctional Facilities grant from the U.S. Department of Justice on October 1, 2014. The grant will end on September 30, 2016, unless the college opts to submit and receives approval for a no-cost extension from the funding agency. The college is seeking an external evaluator for the project. Project details appear below.

**Project Description**

Wor-Wic’s Eastern Shore Criminal Justice Academy (ESCJA) is a regional police and correctional officer academy, providing law enforcement and corrections training to more than 60 agencies in eight counties on Maryland’s largely rural Eastern Shore. The historical culture of corrections and law enforcement personnel has not been supportive of PREA due to a number of reasons. One of the contributing factors to the challenge of achieving officer buy-in has been little outreach or resources dedicated to rural local facilities and law enforcement compared to larger agencies. As a result, many local counties and law enforcement personnel are having difficulties in becoming PREA-compliant. Police Chiefs in surrounding counties have expressed concern that PREA contains requirements applicable to them but they have little information or targeted resources to assist in implementation efforts.

The ESCJA, in coordination with The Moss Group, Inc. (TMG), has developed a comprehensive approach to better educating local agencies on PREA requirements. In addition to general PREA training, the project includes the development of in-service training to address priority areas of concern. The project will also provide specialized training to enhance leadership, investigations, and victim services. Finally, the project will work with local agencies, specifically jails, to support them in PREA audit preparation.

**Project Goals**

The project has five primary goals, which are to:

1. ensure that law enforcement and correctional officers have the knowledge necessary to fulfill their responsibilities in accordance with PREA standards;
2. provide leadership with an awareness of PREA standards and the opportunities within law enforcement, jails and correctional facilities (adult and juvenile) to utilize the standards, especially those for youthful inmates, coordinated responses and cross-gender supervision, as a vehicle for attaining best practices;
3. provide a model for incorporating PREA standards into training for basic entrance-level certification, specialized training courses and in-service course offerings;
4. provide a model in-service training course on cross-gender supervision that specifically addresses female officers working with male inmates; and,
5. provide a support network to local facilities for PREA audit preparation.
**Project Strategies and Timeline**
The project strategies and timeline are taken directly from the funded proposal, which has a 24-month period of performance (10/01/2014 – 09/30/2016). Due to unforeseen delays, the project did not commence until July 2015. As a result, the team may consider a no-cost extension request to the funding agency.

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<tr>
<th>Strategy 1: Develop a First-Responder and Coordinated Response Team Manual/Toolkit.</th>
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**Strategy 2: Review and Revise Staff Training Curriculum to Enhance Sexual Safety**

| **Month** | **Activities** |
| 1-3 | Document Review: TMG will conduct a review of the current curriculum for all entrance-level certification courses to identify gaps and inconsistencies with PREA standards. TMG will also conduct a review of all related curriculum released by the PREA Resource Center and National Institute of Corrections during the last year to insure that there is not duplication of effort. Conduct Interviews and Focus Groups: In conjunction with the interviews and focus groups conducted for Strategy 1, TMG will meet with the Wor-Wic Criminal Justice Advisory Committee and the Maryland Police and Correctional Officer Commissions for input on the supervisor/administrator course curricula. |
| 4-6 | Revise Curriculum: TMG will work collaboratively with ESCJA staff to revise the entrance-level certification courses. Document Review: TMG will conduct a review of two supervisor/administrator course curricula for compliance with PREA standards and opportunities for incorporating best practice. |
| 7-9 | Incorporate First Responder Manual and Toolkit into Basic Training Curricula. Deliver Training of Trainers for Revised Basic Entrance-Level Certification Training Document Review: TMG will conduct a review of the current sexual assault/rape training course curriculum and the child abuse specialized training course curriculum. TMG will also review the current in-service refresher course in sexual assault, child abuse and victim rights curriculum. |
| 9-12 | ESCJA Instructors Deliver Training |
Revise Curriculum: TMG will work collaboratively with ESCJA staff to revise the specialized course curriculum and the in-service refresher course in sexual assault, child abuse and victim rights curriculum.

| 13-15 | Training of Trainers/Knowledge Transfer: TMG will provide a training of trainers and/or utilize other strategies to ensure a knowledge transfer to ESCJA instructors for the delivery specialized courses in sexual assault/rape and child abuse as well as the in-service refresher course in sexual assault, child abuse and victim rights.
Design Curriculum: TMG will design the curriculum on cross-gender supervision.

| 16-18 | Design Curriculum: TMG will complete the design of the curriculum and course materials on cross-gender supervision.

| 19-21 | Training of Trainers/Knowledge Transfer: TMG will provide training of trainers and/or utilize other strategies to ensure the knowledge transfer to ESCJA instructors for the delivery of the cross-gender supervision in-service training course.

Strategy 3: PREA Audit Preparation

| 1-3 | Form Facility Network: TMG will work with ESCJA staff and the Wor-Wic Criminal Justice Advisory Committee to establish the network of support for regional and local agencies. Training will be provided on how to maximize “Self Assessment” tools for audit readiness.
Identify Sites for Readiness Assessment: TMG will work with ESCJA staff and facilities that committed to participating in an audit readiness assessment to select two sites for the assessment.
Document Review: TMG will conduct a document review on the agencies selected for audit readiness assessment.

| 4-6 | Conduct Readiness Assessments: TMG and consultant teams will conduct audit readiness assessments for the identified sites.
Facility Network: TMG and ESCJA staff will perform limited document review to Facility Network representatives.
Readiness Assessment Reports: Audit readiness assessment reports and recommendations for action will be provided to the selected sites.

| 7-9 | Strategic and Action Planning: TMG and ESCJA staff will work with facilities to develop strategic plans for audit readiness and sustained compliance with PREA standards.
“Lessons Learned”: Training will be provided to the network on the lessons learned during the audit readiness assessments and best practices for action planning.

| 10-12 | Provide Network Support: TMG and ESCJA staff will provide on-going support to network representatives for audit readiness and corrective action planning.

| 13-18 | Provide Coaching and Training: Provide coaching and training to network representatives in up to three subject areas identified by the Wor-Wic Criminal Justice Advisory Committee as necessary for PREA standard compliance.

Evaluation Requirements and Deliverables

1. Presentation of an evaluation plan that will effectively assess the achievement of program goals and strategies.
2. Development and administration of appropriate qualitative and quantitative assessment tools to support formative and summative evaluation of the project.
3. On campus attendance for an initial project meeting with the project director and other personnel. Participation in monthly meetings with the Director of Criminal Justice and other grant implementation team members by way of conference call. Additional on-site meetings or conference calls, as proposed in the submitted evaluation plan, to gauge project effectiveness.
4. Quarterly data analysis of evaluation results to be reported to Wor-Wic’s Director of Criminal Justice and the Director of Grants. Quarterly reports should include documentation and feedback on the stated strategies and goals of the project.