

hours of satellite/Internet training split over two days. The remaining two training programs are content-driven programs, one 24 hours in length and the other 32 hours in length. For the 24-hour program, there will be 12 hours of live-broadcast satellite/Internet training over three days (supplemented by 12 hours of off-air activities directed by previously trained site coordinators). For the 32-hour program, there will be 16 hours of live-broadcast satellite/Internet training over four days (supplemented by 16 hours of off-air activities directed by previously trained site coordinators). There will be a total of 56 hours of broadcast time in FY 2004.

DATES: Applications must be received by 4 p.m. on Tuesday, September 30, 2003. They should be addressed 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 insure delivery by the due date. Hand delivered applications can be brought to 500 First Street, NW., Room 5007, Washington, DC 20534. The security desk will call (202) 307-3106, and 0 for pickup. Faxed or e-mailed applications will not be accepted.

FOR FURTHER INFORMATION CONTACT: A copy of this announcement and the required application forms can be downloaded from the NIC web page at www.nicic.org (click on "partnering with NIC" and then "cooperative agreement.") Hard copies of the announcement can be obtained by calling Rita Rippetoe at 1-800-995-6423, ext. 44222, or by e-mail at rrippetoe@bop.gov. Any specific questions regarding the application process should be directed to Ms. Rippetoe.

All technical and/or programmatic questions concerning this announcement should be directed to Ed Wolahan, Corrections Program Specialist, at 1960 Industrial Circle, Longmont, Colorado 80501, or by calling 800-995-6429, ext 131, or by e-mail at ewolahan@bop.gov.

SUPPLEMENTARY INFORMATION:

Background

Satellite/Internet Broadcasting is defined as training/education process transpiring between trainers/teachers at one location and participants/students at other locations via technology. NIC is using satellite broadcasting and the Internet to economically reach more correctional staff in Federal, State and local agencies. Another strong benefit of satellite delivery is its ability to

broadcast programs conducted by experts in the correctional field, thus reaching the entire audience at the same time with exactly the same information. In addition, NIC is creating training programs from its edited 24- and 32-hour satellite/Internet training programs for dissemination through the NIC Information Center.

Purpose

The purpose for funding this initiative is to:

(1) Produce four three-hour satellite/Internet broadcasts, disseminating current information to the criminal justice community;

(2) Product two eight-hour training sessions for site coordinators/facilitators. These sessions will train facilitators from each registered site concerning the outcomes expected and the knowledge and skills needed to facilitate the broadcast and off-air activities for the two training programs described in paragraph (3) below;

(3) Produce two satellite/Internet training programs (one 16 hours in length and one 12 hours in length) that respond directly to the needs identified by practitioners working in criminal justice. The 16-hour satellite/Internet training will be delivered four hours each day from Monday through Thursday and the 12-hour training will be delivered for four hours each day from Tuesday through Thursday.

Scope of Work

To address the scope of work for this project, the following will be needed:

1. *Producer Consultation and Creative Services:* The producer will: (a) Consult and collaborate with NIC's Distance Learning Manager on program design, program coordination, design of field segments and content development; (b) work with each consultant/trainer to develop their modules for delivery using the satellite/Internet format and/or the teleconference format; (c) help develop scripts, graphic design, production elements and rehearsals for each module of the site coordinators' training and the satellite/Internet training programs; and (d) use their expertise in designing creative ways to deliver satellite teleconferencing. The producer will also be responsible for attending planning meetings and assisting in the video of testimonials at conferences.

2. *Pre-Productive Video:* The producer will supervise the production of vignettes to be used in each of the three-hour satellite/Internet broadcast, as well as the 12- and 16-hour satellite/Internet training programs. NIC presenters (content experts) will draft outlines of

the scripts for each vignette. From the outlines, scripts will be developed by the producer (script writing expert) and approved by NIC's Distance Learning Manager. Professional actors will play the parts designated by the script. Story boards for each production will be written by NIC's Distance Learning Manager.

The producer will supervise camera and audio crews to capture testimonials from leaders in the correctional field at designated correctional conferences. The producer will coordinate all planning of the production and post-production for each of the eight satellite/Internet broadcasts.

Video Production: Video production for each teleconference will consist of videotaping content-related events in the field, editing existing video, and videotaping experts for testimonial presentations. It will also include voice-over, audio and music for each video, if necessary. Blank tapes and narration for field shooting will be purchased for each site. The format for all field shooting will be either Beta Cam, DV Pro Digital and/or Mini DVD.

Post Production (Studio): Innovative and thought-provoking opening sequences will be produced for each teleconference. In addition, graphics will be utilized to enhance the learning in each module. The producer will coordinate art direction, lighting, and set design and furniture for all teleconference segments. (Set design should change periodically throughout the award period). The producer will organize and supervise the complete production crew on rehearsal and production days, per the schedules below.

3. *Production:* The production group will set up and maintain studio lighting, adjust audio, and have a complete production crew for the days and hours set forth below. A production crew shall include the following: Director, Audio Operator, Video Operator, Character Generator Operator, Floor Director, Four (4) Camera Operators, Teleprompter Operator, On-Line Internet Coordinator, Make-Up Artist (production time only), and Interactive Assistance Personnel (fax, e-mail, and telephone).

(1) Site Coordinators' Training for Foundation Skills for Trainers (8 Hours)

Production Dates: December 10-11, 2003

Rehearsal: December 9, 2003—8 hours

Production On-Air and Rehearsal:

December 10, 2003—9 hours

Production On-Air: December 11, 2003—5 hours