



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
ACQUISITION AND PROCUREMENT OFFICE
1700 N MOORE ST SUITE 1425
ARLINGTON VA 2209



15 July, 2008

Institute of International Education, Inc
ATTN: Steven Steigleder
1400 K Street
Washington DC 20005

Dear Mr. Steigleder,

Washington Headquarters Services, Acquisition and Procurement Office, on behalf of the Defense Language Office (DLO) in the Office of the Under Secretary of Defense, has been assigned responsibility to negotiate and award a Cooperative Agreement to the Institute of International Education, Inc. The authority for agreement is under the David L. Boren National Security Education Act of 1991, as amended. The purpose of the proposed agreement is to provide assistance to the National Security Education Program (NSEP) to develop, establish and/or improve programs available to Reserve Officer Training Corps (ROTC) Cadets at selected colleges and universities in languages critical to national security. The program description is attached.

This letter serves as notice of intent to award a Cooperative Agreement for this purpose. The agreement amount shall not exceed \$11,227,000; other terms and conditions will be determined and negotiated upon receipt of the Application for Federal Assistance, Standard Form (SF) 424, and supporting documentation from the Institute of International Education, Inc..

In order to negotiate the terms and conditions of this award, please prepare and submit the Application for Federal Assistance including the required documentation to support the service effort to be funded under the proposed agreement. The pre-award documentation and requirements are detailed on the enclosed *Information and Instructions to Federal Assistance Applicants*. For your convenience, the full complement of SF424 interactive forms are available at www.apply.grants.gov and look under the opportunity number **HQ0034-08-2-0024**. Please fill out the forms in the non-construction grants application package and follow the other application instructions. You may submit the completed package electronically through the Grants.Gov site or by hard copy to:

Thomas Bordone
1700 North Moore Street, Suite 1425
Arlington VA 22209

Your completed application including all forms and addenda is due in this office no later than July 23, 2008 in order to allow for internal review, negotiations, administrative completion of award documents, approval, and award of the grant on or about August 29, 2008.

If you have questions, do not hesitate to email Nadean Johnson at Nadean.Johnson.ctr@whs.mil, or Thomas Bordone at thomas.bordone@whs.mil, or call at 703-588-1109.

Sincerely,


Richard Selby
Grants Officer

Enclosures:

1. Program Description for ROTC Language Program
2. Information and Instructions to Federal Assistance Applicants.

Program Description

C.1. Background: The purpose of this cooperative agreement is to provide assistance in the execution of a program under the David L. Boren National Security Education Act of 1991, as amended (Section 1901-1910, Section 50, United States Code). The ROTC Language Grants Program under the National Security Education Program (NSEP) Grants to Institutions of Higher Education are to develop, establish and/or improve programs available to Reserve Officer Training Corps (ROTC) Cadets at selected colleges and universities in languages critical to national security. NSEP funds institutions to increase and enhance the study of languages and cultures critical to U.S. national security and to develop and expand a cadre of professionals and future leaders with substantial knowledge of languages and cultures who can use this ability to deal more effectively with global issues.

The Department of Defense Language Transformation Roadmap outlines an important series of steps to ensure that foreign language capability and regional area expertise are developed and maintained as strategic assets. The Quadrennial Defense Review in an effort to support the need for more officers to have language training focused on officers acquiring language skills prior to accession. Beginning in 2006-07, ROTC programs have been directed by the Under Secretary of Defense, Personnel and Readiness to begin addressing this essential requirement. The ROTC Language Grants Program will provide leading edge funding for model programs at selected colleges and universities.

The NSEP will administer this program on behalf of the Defense Language Office (DLO) in the Office of the Under Secretary of Defense, Personnel and Readiness. NSEP will work closely with DLO to ensure success of this important effort.

C.2. Description of Work: Under this agreement, the recipient will perform administrative and programmatic functions to execute a new program of grants to U.S. Institutions of Higher Education to develop and implement foreign language curriculum in the less commonly taught languages as an integral part of existing ROTC Programs. The recipient will oversee all activities in regard to ROTC Language Programs with the substantial involvement of the NSEP and DLO.

C.2.1 Strategies for ROTC Language Grants. The recipient will work directly with the NSEP Office and DLO to develop a set of goals consistent with the objectives of this program as well as those qualifications and criteria necessary to achieve the goals. Based on available grant funding for each fiscal year, the recipient will develop and submit a plan to NSEP for the number of and types of grants to be awarded.

C.2.2 Develop and Disseminate Grant Solicitation. The recipient will work directly with the NSEP Office and DLO to develop a Request for Proposals (RFP). The RFP will be disseminated to all U.S. colleges and universities with ROTC programs. The recipient will develop a list of all such colleges and universities.

C.2.3 Evaluate Proposals. The recipient will identify and convene merit review panels to evaluate all proposals and will make recommendations to the NSEP and DLO Offices. Panelists will be selected in close coordination with the NSEP and DLO Offices.

C.2.4 Program Awards. The recipient, in close coordination with the NSEP Office and DLO will identify programs for grant awards. The recipient shall anticipate up to 15 new program awards for the base period, up to 25 for option year one, and up to 15 for option years two – four.

C.2.5 Manage, Monitor, Distribute and Report on Program Funds. The recipient will be responsible for preparing and managing the grants to each selected institution. The recipient will provide NSEP with a quarterly disbursement schedule, which will include the following information:

- a. Name of each grant award recipient;
- b. Schedule for payments during the respective quarter

Once the schedule is approved, the Government Technical Representative will authorize an advance disbursement to the recipient. The advance reimbursement shall be: (1) limited to the minimum amounts needed consistent with the payment schedule; (2) within the total amount obligated for the sub-grants under the agreement; and (3) comply with the payment provisions of the agreement. The recipient will manage the distribution of funds to each grant recipient based on the funds received.

C.3. Period of Performance: The period of performance is for one year from the date of award.

The agreement may be extended for up to an additional four, one year option periods.

C.4. Place of Performance: The work under this contract shall be performed at the recipient's facilities.

C.5. Deliverables: The deliverables are as follows:

C.5.1. Request for Proposal. The recipient shall complete a Request for Proposal, as outlined in C.2.2 on or before October 1.

C.5.2. Funding Plan. The recipient shall provide a plan for grants awards for the coming year based on estimates of available grant funds. This report is due on or before October 1.

C.5.2. Proposal Evaluation Report. The recipient shall provide a report with recommendations summarizing the merit review evaluation of all proposals no later than 120 days after agreement award.

C.5.3. Monthly Progress Reports. The recipient shall provide a monthly status report including the identification of any problems or issues and status of funds

distribution. The status reports should include recommendations for strategies that might enhance the performance of each grant project.

C.6. Substantial Involvement: Substantive involvement by the NSEP is inherent in the cooperative agreement award. Accordingly, NSEP will have substantial involvement in the program activities funded by the cooperative agreement. Substantial involvement includes, but is not limited to, the following:

1. The recipient will collaborate with the NSEP and in the establishment of goals consistent with the objectives of this program as well as those qualifications and criteria necessary to achieve the goals.
2. The recipient will collaborate with NSEP Office and DLO to develop a Request for Proposals for Language Grant awards, and in the selection of Panelists to evaluate the proposals;
3. The recipient will collaborate with NESP and DLO in the evaluation and award of Language Grant awards.

C.7. Government Technical Representative (GTR): The GTR is responsible for the technical and financial oversight and evaluation of the recipient's performance. The following are examples of the areas of responsibility of the GTR:

1. serve as the mandatory control point of record for all official communication that would constitute an amendment to the award;
2. review copies of all performance and financial status reports for adequacy and responsiveness;
3. provide for the continuing oversight of the financial management aspects of the award;
4. keep the Grant Officer informed on recipient performance;
5. request or arrange for special audits, when deemed necessary;
6. request the Grant Officer take necessary action where reports are not received, are determined to be inadequate, or a problem is apparent;
7. monitoring and evaluating the recipient and the recipient's performance during the award by:
 - a) maintaining contact including site visits and liaison with the recipient;
 - b) reviewing and analyzing all performance and financial reports, as well as verifying timely delivery; assuring compliance with the terms and conditions of the award;
 - c) promptly notifying the Grant Officer of any developments which could have a significant impact on the award; and
 - d) preparing internal documents to support amendments to the award.

The GTR does not have the authority to issue any direction which:

1. constitutes an assignment of additional work outside the Program Description;

2. in any manner causes an increase or decrease in the total estimated cost or the time required for Cooperative Agreement performance;
3. changes any of the terms, conditions, or specifications of this Cooperative Agreement; or
4. unreasonably interferes with the Recipient's performance of the terms and conditions of the Cooperative Agreement.

C.8. Grant Officer: The Grant Officer is the individual designated to execute and modify grant awards, and bears the legal responsibility for the award. Therefore, only the Grant Officer can take action to enter into, change or terminate the award on behalf of the Department. The following are examples of the areas of responsibility of the Grant Officer:

1. ensuring that the Department exercises prudent management over grant funds;
2. executing the award and maintaining contact with the relevant grant team, and the recipient for proper award administration.
3. preparing and executing amendments to awards as necessary.
4. initiating actions when terminations or suspensions are necessary.
5. maintaining the official Agency files for each grant or cooperative agreement.

**WASHINGTON HEADQUARTERS SERVICES/ACQUISITION AND
PROCUREMENT OFFICE
INFORMATION AND INSTRUCTIONS TO FEDERAL ASSISTANCE
APPLICANTS
Non-Construction Grants**

The Department of Defense (DoD) Grant and Agreement Regulations are published at Chapter I, Subchapter B, Title 32 of the Code of Federal Regulations (CFR). These regulations provide the uniform policies and procedures for the award and administration of grants and other assistance instruments negotiated and awarded by the Washington Headquarters Services/Acquisition and Procurement Office (WHS/A&PO). These regulations can be viewed on the internet as follows:

<http://www.dtic.mil/whs/directives/corres/html/32106r.htm>

- **32 CFR Part 32 – Educational Institutions and Non-Profit Organizations**
- **32 CFR Part 33 – State and Local Governments**
- **32 CFR Part 34 – For-Profit Entities**

The Applicant must provide the following documentation prior to initiation of discussions regarding the terms and conditions of the proposed award. The Application forms listed below, are available on the Grants .Gov apply website under the Announcement number **HQ0034-08-2-0024** www.apply.grants.gov. Active fillable forms may also be accessed from the Grants.gov website: www.grants.gov under For Agencies, and Forms Repository.

1. Application for Federal Assistance (Standard Form (SF) 424). The SF424 incorporates pertinent identification information of the Applicant. The SF424 will be incorporated as an attachment to the award instrument.

Required **Not Applicable** **May be required prior to award**

2. Budget Information – Non-Construction Programs (Standard Form (SF) 424A). This form provides for a macro-level of the proposed budget for the initial proposed term of the award and subsequent funding periods. Additional supporting data should be included to detail specific proposed expenditures for (a) the acquisition of significant equipment, (b) identification of subcontractors, (c) travel, (d) and other significant cost categories. The SF424A will be incorporated as an attachment to the award instrument.

Required **Not Applicable** **May be required prior to award**

3. Assurances – Non-Construction Programs (Standard Form (SF) 424B). This form provides for the Applicant's duly authorized representative to certify that the Applicant will comply with all applicable Federal statutes and regulations.

Required **Not Applicable** **May be required prior to award**

4. **Concept Plan.** This is a narrative of the proposal detailing the effort contemplated under the award. The Applicant should detail the proposed technical effort, curriculum vitae of the principal investigator(s) (if applicable), and a general description of proposed subcontracts, travel, acquisition and use of supplies and equipment. The Concept Plan will be incorporated by reference in the award document. It is recommended that this documentation be provided in both hard copy and on computer diskette (Microsoft Word).

Required **Not Applicable** **May be required prior to award**

5. **Revised Concept Plan.** This is a revised narrative of the proposal detailing the effort contemplated, when the recommendations for award include reduction of technical scope and/or budget.

Required **Not Applicable** **May be required prior to award**

The Applicant must complete the following actions prior to conclusion of discussions regarding the terms and conditions of the proposed award.

1. **Data Universal Numbering System (DUNS) Number.** If the Applicant does not have a DUNS number, it should contact Dun and Bradstreet to obtain one at no charge. Applicants within the United States may call 1-800-333-0505. The Applicant may obtain more information regarding the DUNS number, including locations of local Dun and Bradstreet Information Services offices for Applicants located outside the United States, from the Internet home page at <http://www.customerservice@dnb.com/>. The Applicant must have a DUNS number prior to initiating registration in the Central Contractor Registration (CCR) database (see below). If the Applicant already has a DUNS number, the WHS/A&PO Grants Officer should be advised as soon as possible.

Required **Not Applicable**

2. **Central Contractor Registration (CCR).** It is the policy of the Department of Defense and the Defense Contracting Command-Washington that Recipients of Federal Assistance awards be registered in the Central Contractor Registration (CCR) database as a condition of award. Registration will facilitate DoD Grant and Agreement Regulations requirements for Electronic Funds Transfer (EFT). If the Applicant is already registered in the CCR, the WHS/A&PO Grants Officer should be advised of the Applicant's DUNS and CAGE Codes as soon as possible. The CCR registration process can be accomplished via the Internet at: <http://www.ccr.gov/>.

Required **Not Applicable**

3. **Independent Audit.** If checked, the proposed Applicant should submit one (1) copy of its most recent independent audit.

Required **Not Applicable** **May be required prior to award**

4. **Indirect Cost Rate Agreement.** If checked, the Applicant should submit one (1) copy of its most recent Predetermined Indirect Cost Rate Agreement (negotiated with the Federal Government Agency having cognizance over the Applicant (i.e., Department of Health and Human Services, Office of Naval Research, etc.).

Required **Not Applicable** **May be required prior to award**

5. Procurement Procedures. If applicable, the Applicant should submit one (1) copy of the Applicant's organizational procedures for the award for subcontracting support of the contemplated effort.

Required **Not Applicable** **May be required prior to award**

6. Commercial and Government Entity (CAGE) Code. If the Applicant does not have a CAGE code, one will be assigned as part of the CCR registration process. If the Applicant's CAGE code is known, the Applicant should provide it to the WHS/A&PO Grants Officer as soon as possible.

Required **Not Applicable**

The Applicant shall forward the completed Application for Federal Assistance (and all other documentation and information specified herein) to the WHS/A&PO Grants Officer at the address below or you may submit it electronically through the Grants.gov Apply site.

WHS Acquisition & Procurement Office
ATTN: Nadean Johnson
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Rosslyn, VA 22209
E-Mail: Nadean.Johnson.ctr@whs.mil
Phone: (703) 588-1329
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