

THE GENERAL SERVICES OFFICE OF THE EMBASSY OF THE UNITED STATES IN BOGOTA:

The U.S. Embassy in Bogotá (ICITAP) has a requirement of services of an instructor/developer to develop the "Role of Prosecutor and Judiciary Module" as per the following SOW:

STATEMENT OF WORK

I. INTRODUCTION

The International Criminal Investigative Training Assistance Program (ICITAP) helps strengthen the investigative capabilities of law enforcement agencies through training, technical assistance, and mentoring. ICITAP target audience includes law enforcement officers, investigators, prosecutors and judges. ICITAP is currently working with the Colombian Military Criminal Justice Division (JPM) to provide limited training, technical assistance, and to develop a program strategy based on institutional and systemic development that focuses on the sustainable development of JPM's investigative, criminal analysis, crime scene processing/forensic capacities, and to improve the coordination and communication capabilities among investigators, prosecutors, and judges to improve the investigation and analysis of criminal cases.

II. PURPOSE

ICITAP will contract the services of an instructor/developer to develop the "Role of Prosecutor and Judiciary Module" and co-teach the Overview of Investigative Techniques course for Colombian JPM prosecutors, judges, and senior investigators in a time of change. The Colombian Military currently functions under both the old inquisitorial (Ley 522) and a new accusatory system (Ley 1407 de 2010) but has not trained its criminal justice functionaries to operate under the accusatory system which they will begin to implement in 2016. Moreover, the JPM have not trained cohesively its functionaries (prosecutors and judges) and investigators, who are assigned from the Colombian National Police/DIJIN. In 2016, the Colombian Military will need to develop an inter-institutional strategy for the recruiting, hiring and training of investigators, crime scene technicians, and forensic specialist which is required under the new accusatory system. ICITAP has tentatively scheduled the two pilot courses to take place in September and will present the courses in a one-week format.

ICITAP will also contract the services of the instructor/developer to provide a report to ICITAP outlining a recommended program strategy based on institutional

and systemic development practices that focuses on the sustainable development/improvement of JPM's investigative, prosecutor, and judiciary communication and coordination while they function and transition between the inquisitor and accusatory systems. Specifically the contractor must identify those changes of practices, protocols, and standards that will assist the JPM not replicate the poor practices that the Colombian Attorney General's Office today functions under.

III. SCOPE OF WORK

Contractor will develop the training materials for the Role of Prosecutor and Judiciary Module and will co-teach the Overview of Investigative Techniques course for Colombian JPM prosecutors, judges, and senior investigators in a time of change. Contractor will submit all materials to ICITAP who will be responsible for final review and edit of all course materials into the ICITAP course and curriculum format. Contractor will teach the course in-coordination with an ICITAP instructor who will present the criminal investigator module which will include the role of the criminal investigator and will also provide an overview of different criminal investigation techniques.

Contractor course materials will include the following topics:

- a. Role of Prosecutor and Judiciary
- b. The role of the Prosecutor, Judiciary, and Investigator in the Accusatory system
- c. Introduction to Comparative Law Concepts
- d. Review of current Colombian Criminal Law
- e. Review of New JPM
- f. Comparison of Colombian Justice System
- g. Model Moot Court Exercise

ICITAP will also contract the services of the instructor/developer to provide a report to ICITAP and JPM Senior Management outlining a strategy based on institutional and systemic development practices that focuses on the sustainable development/improvement of JPM's investigative, prosecutor, and judiciary communication and coordination while they function and transition between the inquisitor and accusatory systems. Specifically the contractor should identify those changes of practices, protocols, and standards that will assist the JPM not replicate the poor practices that the Colombian Attorney General's Office today functions

under. This report will be in first drafted in English and then after review by ICITAP the Spanish version of the report will be generated.

IV. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

It is imperative that the course developer/instructor has substantial knowledge in the following areas:

1. Has substantial working knowledge of the U.S. Accusatory system. Has worked on significant criminal cases including murders, drugs offenses, major offenses, and organized crime. Has experience working on federal cases including international narcotics trafficking, international terrorism, and public corruption cases. Has substantial experience working with investigators from different law enforcement agencies on complex investigative cases.
2. Has working knowledge of the old Colombian Inquisitor System and has substantial knowledge of the current Colombian Semi-Accusatory System.
3. Has substantial knowledge on Comparative Law and the Transition from Inquisitorial to Accusatory Systems.
4. Has published articles and has taught on Transition from Inquisitorial to Accusatory Systems on the above in English and Spanish.
5. All course materials will be produced in Spanish. Reports will be written in English and Spanish. Consultant must be bilingual in both English and Spanish and can conduct technical level meetings and training in either language.

V. WORK LOCATION

Due to the nature of the project, the contractor must handle sensitive law enforcement information and will be required to meet with high level GOC JPM and ICITAP representatives therefore he/she must be available for consultation in Bogota, Colombia. The training will take place in Bogota Colombia. No travel related expenses will be reimbursed.

VI. PERIOD OF PERFORMANCE/DURATION

August to September 2015. Extension granted would be provided in time and frequency according with the availability of funds and continuity of the program.

VII. DELIVERABLES

The Contractor shall deliver a written curriculum and other training material which includes the items listed below as part of the content of the course.

Instructor Guide	Full lesson plan
Participant Guide	Full participant guide/manual that follows the course
Viewgraphs	PowerPoints
Other Material	Manuals, Supporting Material

The Contractor shall conduct the project under the guidance of ICITAP. The Contractor shall teach the two 40 hour training sessions. The contractor must produce at the end of each training session an instructor report that outlines his/her observations of the course. A copy of the ICITAP Instructor Report Form will be provided to the consultant before teaching he/she will teach the course. Deliverables will be reviewed and approved by ICITAP for each phase of this project. All materials developed for this program will become the property of ICITAP and cannot be used by the contractor/developer/instructor/technical advisor without written authorization from ICITAP.

VIII. ACCEPTANCE

The ICITAP Assistant Program Manager will act as Contracting Officer Representative for this contract and will verify that the training materials and all reports have been completed and accepted and that documentation is functioning according to specifications without deficiencies within the first five days of each session and the submittal of the final report.

Deliverable:	Acceptance and Final Payment
Services that are Required	
Contractor Tasks:	<p>Complete contract obligations.</p> <p>The contractor will develop the "Role of Prosecutor and Judiciary Module".</p> <p>He/she will Co-teach the Overview of Investigative Techniques course for Colombian JPM prosecutors, judges, and senior investigators in a time of change.</p> <p>He/she will present curriculum of "Overview of Criminal Investigation for JPM. He will present the courses to 30 participants per course. Tentatively scheduled the week of Sep 14 and week of 21, 2015. If the course is postponed for any reason the consultant will make himself available the</p>

	<p>October – December 2016; first quarter of 2016 to teach the course. Assess participants understanding after presenting the curriculum in all the courses.</p> <p>Prepare and submit training reports at the end of each training session. Prepare and submit final report at the end of the contract that addresses the performance and result of the courses.</p> <p>Prepare and submit the strategic planning report in English and then Spanish.</p>
Agency Tasks:	<p>Reconcile contract deliverables and payments.</p> <p>Process final payment.</p>
Outcomes:	<p>Training delivered at 2 sessions for approx. 30 participants each.</p> <p>Accepted final strategic planning report</p>
Acceptance Criteria:	<p>All deliverables provided and contract obligations satisfactorily met.</p>

IX. CONTRACTOR'S AVAILABILITY

The Contractor agrees that s/he will be available for the entire project. Subcontracting or substituting the proposed Contractor with another, contractor not identified will not be allowed. ICITAP may, at its sole discretion, without cause, and at any time during the term of the Agreement terminate services for the convenience of the government.

X. STATEMENT OF CONTRACTOR RESPONSIBILITIES

The Recipient shall be responsible for:

1. Preparing agenda for the topics listed in the scope of work.
2. Delivery of two one-week courses using adult learning principals.
3. Assessing student understanding of training via testing, and/or other means.
4. Preparing a report on the training delivery successes, required enhancements/improvements, and outcomes.
5. Provide other information regarding the training delivery and administration, as requested by the U.S. Government
6. Prepare and submit a valid invoice for training services
7. The contractor will submit a report to ICITAP outlining a recommended program strategy based on institutional and systemic development practices that focuses on the sustainable development/improvement of JPM's investigative, prosecutor, and judiciary communication and coordination

while they function and transition between the inquisitor and accusatory systems. Specifically the contactor must identify those changes of practices, protocols, standards, and laws that will assist the JPM not replicate the poor practices that the Colombian Attorney General's Office today functions under.

The Contractor agrees that ICITAP shall not be responsible for any additional costs or expenses incurred by Contractor in the performance of work described in this Agreement, which include but are not limited to any kind of salary benefits, and other miscellaneous expenses otherwise incurred by the Contractor. The contractor/consultant accepts responsibility for any taxes assigned to fees paid under this agreement. Further, the contractor acknowledges that s/he is not entitled to any benefits or other compensation. The contractor, at its own expense, shall be responsible for obtaining medical and employment expenses, as required by Colombian Law. The contractor shall acknowledge that he or she is neither employed by the U.S. Department of Justice nor entitled to any rights or benefits of the U.S. Government, i.e., Department of Justice, or U.S. Embassy Bogota.

XI. EXTENSION CONTINGENCY

If the course is postponed for any reason the consultant will make him/herself available the October – December 2016; first quarter of 2016 to teach the course. An extension shall be at the exclusive option of ICITAP and shall be affected by ICITAP upon thirty (30) days advance written notice of extension. No change in terms and conditions shall be permitted during these extensions unless specifically set forth in the contract.

XII. TERMINATION

Either party may terminate this statement of work at any time upon thirty (30) days advance written notice to the other party. Upon termination of this statement of work, the Contractor shall immediately cease performing any services and ICITAP shall pay any payments due for services actually rendered upon receipt of a valid invoice which must include the name of the vendor, the period of performance, the total amount, the deliverables, marked as final, purchase order number, dated and duly signed.

PRICES IN COLOMBIAN PESOS, DELIVERY IN BOGOTA.

Please note that this is a combined synopsis/solicitation for a commercial item, prepared in accordance with the format FAR 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; offers are being requested and a written solicitation will not be issued. The solicitation number is **PR4628067** and is issued as a Request for Quotation. The solicitation/contract will include all applicable provisions and clauses in effect through FAC 2005–45 Items to be acquired as stated in the above list.

Offers are due by **September 7, 2015 at 5PM** via e-mail to RiveraS@state.gov All responsible sources may submit an offer that shall be considered. If there are any questions regarding please write to RiveraS@state.gov

NOTE: 30 calendar day payments will be made upon receipt and acceptance of delivery.