

**DEPARTMENT OF HOMELAND SECURITY (DHS)
SCIENCE AND TECHNOLOGY (S&T)
MISSION AND CAPABILITY SUPPORT (MCS)
PUBLIC SAFETY AND VIOLENCE PREVENTION (PSVP)**

STATEMENT OF WORK

**MANAGING THE EXIT OF INCARCERATED VIOLENT EXTREMISTS IN THE
COMMUNITY HANDBOOK**

**CONDUCTED BY NATIONAL CENTER OF EXCELLENCE FOR NATIONAL
COUNTERTERRORISM, INNOVATION, TECHNOLOGY, AND EDUCATION
(NCITE) CENTER, UNIVERSITY OF NEBRASKA AT OMAHA (UNO)**

I. BACKGROUND

The University of Nebraska at Omaha leads the U.S. Department of Homeland Security's (DHS) National Counterterrorism, Innovation, Technology, and Education (NCITE) Center. This Center was established to conduct a range of activities including basic and applied research, and education and training initiatives to support and enhance DHS analytic efforts. DHS seeks research that explores the nature of countering terrorism operations from multiple perspectives including the adversaries' (threat) and that of Homeland Security stakeholders. The Center is a federally funded academic consortium based in Omaha, Nebraska that brings in 50+ academics from 18 universities that are focused on research in terrorism prevention.

A pressing threat in the United States is how to best manage the release of those charged with violent extremism-related offenses. There is concern that violent extremists may reoffend, or recidivate, after their release from prison sentence. The Department's Strategic Framework for Countering Terrorism and Targeted Violence (September 2019) further amplifies this narrative as it states, "people convicted of crimes related to terrorism and targeted violence pose a unique risk during and after incarceration." This activity is in support to Objective 3.4: Working with DOJ and SLTT partners, develop and implement recidivism reduction programming to address individuals convicted of crimes related to terrorism and targeted violence. S&T aims to support the Strategic Framework by developing a handbook to assist with managing the exit of incarcerated violent extremists back into the community.

The knowledge product developed under this research will be shared with DHS Center for Prevention Programs and Partnerships (CP3) as a resource that shall be made available to domestic prevention programs that aim to reintegrate previously incarcerated individuals back into the community. CP3 oversees the Targeted Violence and Terrorism Prevention (TVTP) Grant Program which provides funding for state, local, tribal, and territorial governments, nonprofits, and institutions of higher education with funds to establish or enhance capabilities to prevent targeted violence and terrorism. The knowledge product will also be shared with Office of Intelligence and Analysis (I&A), specifically the National Threat Evaluation and Reporting

Office which equips homeland security partners with tools and resources to identify and mitigate threats of terrorism and targeted violence. Knowledge products developed under this research shall be shared with this community of interest and the Homeland Security Enterprise to help improve our resilience to terrorist and targeted violence threats.

II. SCOPE

To develop the handbook for managing the exit of federally incarcerated extremists to the community, the contractor shall identify a network of stakeholders and subject matter experts who hold knowledge and work experiences pertinent to the supervision of violent extremists. S&T will work with CP3 and previous participants of the TVTP Grant Program that focus on reintegration and rehabilitation programming to identify appropriate practitioners to participate in the research study. This shall include community corrections officers, supervisors, mental health experts, treatment specialists, social workers/case managers, and reentry navigators. The contractor shall consult with subject matter experts both domestically and abroad who are familiar with these community supervision practices; hold working groups and host a panel discussion about interim findings and current practices. These activities will culminate in a handbook about addressing violent extremist offenders throughout each stage of the criminal process and emphasize management after their release from correctional facilities.

As part of this activity, DHS S&T will collaborate with CP3, I&A and inter-agency to identify subject matter experts that can inform the expert working groups. Data collected under the expert working groups shall not be made publicly available unless authorized by the DHS COR/PM. Data collected from the expert working groups, if sufficient, shall assist in the creation of a preliminary risk assessment using measures gathered from the analysis. This risk assessment shall be included in the development of the handbook. All deliverables will need to be approved in writing by DHS S&T, prior to any dissemination of findings.

III. TASKS

1. Project Management Plan (Deliverable 1)

The contractor shall deliver a Project Plan. The Project Plan shall include, at a minimum:

- Project Schedule
- Spend Plan
- Identification of Key Personnel
- Key Milestones and Deliverables
- Risk Assessment
- Research Approach and Methodology
- Data Collection and Protection Plan
- Transition Plan

2. Monthly Status Reports (Deliverable 2)

The contractor shall provide monthly Status Reports on the 15th to DHS for the duration of the period of performance. The report shall include:

- Technical progress
- Schedule performance (actual vs. planned)
- Cost performance (actual vs. planned)
- Technical level risks and issues
- Accomplishments

Each monthly report shall update the projected delivery dates of future deliverable and milestones. For each projected delivery date that has changed from the previous month, an explanation shall be provided of the cause of the change. The Monthly Status Report shall also track action items assigned to all parties (DHS included) and identify events in the next 30 days (i.e. key meetings).

3. Contract Kickoff Meeting (Deliverable 3)

A Contract Kick-Off meeting will be held within 14 days of award to refine and assess the Project Plan and identify Key Personnel roles and responsibilities.

4. Compliance Requirements (Deliverable 4)

DHS S&T requires the contractor provide submission of the Institutional Review Board (IRB) application package and decision memorandum to the NCITE IRB of record. To ensure that the IRB has all the necessary information and documentation to make a thorough determination, the IRB review/application package should include: the entire project (all phases) and clearly describe what data will be collected; the type of data to be collected; where the data will be stored; how the data will be collected, analyzed, and fed into each subsequent phase; who will have access to the data; the final disposition of the data; and whether the data or final report will be used by entities external to DHS. If there is a change impacting the information and documentation originally submitted to the IRB, DHS requires a subsequent review of those changes prior to implementation. The contractor shall also assist the DHS S&T Program Manager with application development of any privacy related requirements (e.g., Privacy Threshold Assessment) for approval.

5. Stakeholder Analysis (Deliverable 5)

The contractor shall conduct research to fully understand and support current and potential concerns regarding the investigation and supervision of extremist offenders. The contractor shall hold expert working groups over the course of a nine-month period to identify current practices and challenges faced by each stakeholder type (e.g., community corrections officers, mental health experts, treatment specialists, social workers/case managers, and reentry navigators). All questions for these structured interviews with experts will be approved by DHS PM/COR, and any reports generated from these sessions will be approved by DHS PM/COR prior to any release of the analysis.

6. Expert Working Groups (Deliverable 6)

The contractor shall meet with officials who are responsible for violent extremist community supervision procedures abroad. To complement the knowledge offered by US-based experts and stakeholders, the contractor shall identify a group of 10-12 experts in the areas of ideologically motivated violence, radicalization and deradicalization, incarceration, and recidivism to attend at least two working group sessions hosted by NCITE facilities. The contractor shall facilitate discussions with the goal of understanding and identifying 1) new and emerging recidivism threats, 2) effective offender management strategies in use globally, 3) information on radicalization and mobilization, and 4) best practices in prevention and intervention. Any information generated from these sessions will be approved by DHS PM/COR prior to any release of the knowledge product.

7. Summary of State of Practice Report (Deliverable 7)

The contractor shall compile a report summarizing findings based on stakeholder analysis and expert working groups. The report shall be approved by DHS PM/COR prior to any release of the knowledge product.

8. NCITE Panel (Deliverable 8)

The contractor shall host a panel of academic experts to discuss interim findings. The panel will be recorded and made available for webinar content development.

9. Handbook Development (Deliverable 9)

The contractor shall employ a mixed-method approach to create a handbook on handling extremist offenders through the tenure across the criminal justice system, to include post-release supervision. The handbook will be informed by an analysis of qualitative data from expert working groups, as well as quantitative information derived from open-source materials (e.g., court records, news media, correctional records; however, no social media sources will be used) on extremist arrest, court processing, sentencing, time in correctional facilities, and post release. The handbook will contain information on

- a. Overview of violent extremist ideologies, including racially and ethnically motivated extremists (RMVE), anti-government and anti-authority extremists (AGAAVE), Salafi-jihadists, and single-issue actors (e.g., Animal Liberation, anti-abortion, and involuntary celibates).
- b. Review current management strategies for extremist offenders in United Nation affiliated countries.
- c. Guidelines on specific behavioral indicators linked with increases in risk for violence that can be recognized by supervisory officials.
- d. Information on the flow of extremist cases through each stage of the criminal justice system, available prevention and intervention tools at each stage and

across local, state, and federal stakeholders and best practices for addressing the unique needs presented by extremists at each stage.

c. Preliminary risk assessment for the supervision of violent extremists by key stakeholders

A draft of the handbook will be circulated to a subset of stakeholders and representative from DHS for initial feedback and review.

10. *Dissemination of Handbook (Deliverable 10)*

The Managing of the Exit of Incarcerated Violent Extremists in Community Handbook shall be disseminated and presented to relevant stakeholders. The contractor shall develop at least one peer-reviewed academic article and presentation at academic conferences aimed at relevant audiences in terrorism and security studies and criminology and criminal justice. The contractor shall create companion briefs aimed at practitioners to accompany each academic article, as directed by the DHS S&T PM/COR. Briefs will be limited to one page and focus on key findings and implications in a way that is accessible to a broader audience with clear implications and recommendations listed. The contractor shall develop online training modules from the handbook to codify expert knowledge in a durable and sustainable way that is easily accessible and broken down for practitioners to digest. Costs for publication of these knowledge products shall be borne by the contractor.

11. *Contract Close-Out Meeting (Deliverable 11)*

The Government and the Contractor will hold a Contract Close-Out meeting. The contractor shall assemble final project deliverables and present a detailed overview of findings to the DHS S&T COR/PM, up to 30 days before the end of the period of performance.

Project Deliverables/Technical Milestones

Deliverable	Description	Recipient POC	Completion Date
D1	Project management plan	DHS PM and COR	Award + 2 weeks
D2	Monthly status report	DHS PM and COR	15 th each month
D3	Contract kickoff	DHS PM and COR	Award +1 week
D4	Compliance requirements (e.g. IRB, PTA, etc.)	DHS PM and COR	Award +3 weeks
D5	Stakeholder Analysis – Knowledge product that identifies current practices and challenges faced by each stakeholder type participating in the analysis	DHS PM and COR	Award date + 6 months

D6	Expert Working Groups – Knowledge product that synthesizes findings from SMEs participating in at least two working group sessions hosted by NCITE facilities	DHS PM and COR	Award date + 12 months
D7	Summary of State of Practice Report – Knowledge product that summarizes findings based on stakeholder analysis and expert working groups	DHS PM and COR	Award date + 14 months
D8	NCITE Panel	DHS PM and COR	Award date + 18 months
D9	Handbook Development – Knowledge product that provides guidance to stakeholders on handling extremist offenders through the criminal justice system. Handbook shall include a preliminary risk assessment if the data collected is sufficient.	DHS PM and COR	Award date + 21 months
D10	Dissemination of Handbook – Knowledge product to be submitted to peer-reviewed outlets or pre-determined conference as appropriate. Handbook shall also include the development of an online training module that shall be provided to DHS components and SLTT partners.	DHS PM and COR	Award date + 23 months
D11	Contract Close-Out Meeting	DHS PM and COR	Award date + 24 months

IV. Other Contract Details

A. **PERIOD OF PERFORMANCE:** The period of performance is 24 months from date of task order award.

B. **PLACE OF PERFORMANCE:** NCITE will perform the work under this SOW at the contractor's facility in 6708 Pine Street Omaha, Nebraska 68182.

C. **TRAVEL:** Travel may be required in the performance of duties listed herein. The DHS S&T Contracting Officer's Representative (COR) must approve all travel. All travel costs associated with the execution of the tasks indicated in this SOW will be reimbursed in accordance with the limits set forth in the Federal Travel Regulations, provided the performer provides appropriate supporting documentation.

D. **GOVERNMENT FURNISHED PROPERTY:** DHS property will not be provided to NCITE under this statement of work.

E. SECURITY REQUIREMENTS. DHS has and will exercise full control over granting, denying, withholding, or terminating unescorted access to DHS facilities, DHS systems, and/or sensitive DHS information for government/contract employees. Access will be based upon the results of a DHS fitness/suitability investigation. DHS may, as appropriate, make favorable entry of duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the government/contract employee to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full DHS fitness/suitability authorization will follow. The granting of a favorable EOD decision or a full DHS fitness/suitability authorization determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by DHS, at any time during the term of the contract/task order. No employee of the government/contractor shall be allowed unescorted access to a DHS facility, access to any sensitive DHS information, or access to DHS Systems without a favorable EOD decision or DHS fitness/suitability determination by the DHS HQ Office of Security. Government/contract employees assigned to the contract/task order not needing access to sensitive DHS information, DHS systems, or access to DHS facilities will not be subject to DHS fitness/suitability screening.

Government/contract employees waiting on an EOD decision may not begin work on the task order. Limited access to DHS facilities is allowable prior to the EOD decision if the government/contract employee is escorted by an approved DHS employee. This limited access is to allow government/contract employees to attend briefings, nonrecurring meetings, and begin transition work. During one's limited access the government/contract employee will not have access to sensitive or classified DHS information. Classified information is Government information which requires protection in accordance with Executive Order 13526, National Security Information (NSI) as amended and supplemental directives. If the Government/Contract Employee has access to classified information at a DHS owned or leased facility, it shall comply with the security requirements of DHS and the facility. If the Government/Contract Employee is required to have access to classified information at another Government facility, it shall abide by the requirements set forth by the agency.

F. PRIVACY COMPLIANCE: Activities under this effort that include information and/or data covered by the Privacy Act (5 U.S.C. 552a) may require the Contractor to provide additional information and/or artifacts to the Government related to deliverables and work activities. This may include the development of compliance- related documentation and meeting privacy requirements before the project or activity shares, receives, collects, accesses, stores, uses, or maintains any data. This may include the Contractor providing information to the Government that is required for the completion of a Privacy Threshold Analysis (PTA) to be adjudicated by the DHS Privacy Officer.

F.1. The Contractor must include the DHS Contracting Officer and COR in all conversations or exchanges with any representatives from the DHS Privacy Office.

F.2. No direction provided by representatives from the DHS Privacy Office shall be construed as constituting changes to this Contract, nor direction for the Contractor to alter or delay the efficient and prompt conduct of its work.

SOFTWARE DELIVERABLES FOR USE UNDER GOVERNMENT CONTRACTS –

This contract either requires the contractor to first produce computer software or the first production of computer software will be integral to the performance of the contract.

1. Design of Computer Software. The Contractor will design the computer software under the following bases:

a. Computer Language. The Contractor shall design and produce the software using one of the following languages: Python, Java, or C++. If the Contractor recommends the use of any other language, it may request the permission of the Contracting Officer.

b. Open Source Software Components. To the extent that the Contractor intends to incorporate open source content into the computer software, it may use open source content subject to an open source license that either requires only acknowledgement of the source or the source and a disclaimer of liability. Prior to incorporating open source content subject to any other license conditions, the Contractor must request and receive the prior written approval of the Contracting Officer.

c. Commercial or Proprietary Software Components. The Contractor shall not incorporate into the computer software content that is subject to either commercial or proprietary license conditions without the prior approval of the Contracting Officer.

d. Server Compatibility. To the extent that the computer software is to be designed for loading on a server, the Contractor shall design the computer software to be operated on at least one of the following server operating systems: FedRAMP compliance (e.g., Microsoft Office 365).

2. Computer Software Deliverables. Upon conclusion of contract performance and at any times specified by the contract during contract performance, the Contractor shall provide the following deliverables associated with that computer software.

a. Operable Source Code. The Contractor shall deliver at the conclusion of contract performance one computer disc containing the complete, compilable, and operable source code in the DHS approved language.

b. Executable Code. The Contractor will deliver at the conclusion of contract performance one computer disc containing the complete and operable executable code.

c. Software Documentation. The Contractor shall create and deliver software documentation, containing any programmer notes and describing the software, its operation, its organization, and any significant characteristics of its design so that a computer programmer skilled in the art of programming according to the approved language may operate, maintain, update, modify, and perform all operations necessary to perpetuate the utility of the computer software.

d. Description of Third Party Licenses Used. To the extent that the Contractor has included in the computer software either DHS approved open source content or software content subject to proprietary licenses, the Contractor shall provide each of those licenses and incorporate those licenses in a text file in the discs delivered.

Other issues for consideration:

1. Definitions.

a. "Open Source Software" for the purpose of this statement of work means computer software that is made generally available under a copyright license in which the user is granted the rights to use, copy, modify, prepare derivative works and distribute, in source code or other format, the software, in original or modified form and derivative works thereof without remuneration of any kind.

b. "Server" means a computer system designed to provide the capability of use by multiple users. A server may be the combined operation of hardware and software or software only.

2. Independence of Cloud Based Software. The Contractor must ensure that cloud-based software is capable of running on non-Contractor based servers. Any cloud-based software must be capable of running on equivalent DHS or third-party servers. This attribute must be an aspect of the software's underling design.

3. Interoperability of Related Data. Data derived from the created software must be capable of being transferred to other software in a machine legible format with a minimal level of outside intervention when consistent with standard industry practice. This attribute must be part of the software's underling design.

4. Testing of Software.

(1) *Software Testing Required.* Any software created under interagency agreement or contract prior to delivery must undergo software testing. Software testing must be conducted using industry standard tools.

(2) *Timing of Software Testing.* Software testing should occur once executable software has been created.

(3) *Software Testing Requirements.* Software testing should determine the following:

(a) That the software is capable of serving the purpose of its creation and meets the requirements.

(b) That the software is stable and performs correctly to all inputted information.

PIID #: 70RSAT23FR0000024

(c) The software is usable and performs its functions within a time frame appropriate for the nature of the operation.

(4) *Installation Testing*. Installation testing that identifies what will be necessary for a user to install and successfully run the software will be required prior to delivery.