

**ATTACHMENT A – SCOPE OF SERVICES
Modification 001 to Contract #WFF08-PAYNE-0109
PMWC and PAYNE & ASSOCIATES, INC.**

**Integrated Regional Training Model for Tribal Nations
Pacific Mountain Alliance for Innovation geographical area**

Proposed Deliverables:

The development of an Integrated Regional Training Model that strengthens new and emerging Tribal Nation enterprise needs as well as builds a regional approach to workforce training and advancement that promotes value and benefit from collaborative engagement with tribal economic development, education and workforce development. Significant outcomes are:

- 1) to promote self-awareness and career development of tribal enterprises' talent pool;
- 2) to help the talent pool see what core and specific transferable skill sets are needed for internal job opportunities and advancement;
- 3) to provide tribal enterprises with a method of mapping essential functions/tasks to proficiency level of skills at entry;
- 4) to provide the region's Tribal enterprises the electronic capability to monitor enterprise training needs and priorities, training development and improvements, and training dissemination and application.

Work Plan Item	Proposed Actions and Steps	Progress Toward Goal	Timeframe Actions	Projected Hours/Amount	Current Status Nov 30, 2009
1. Regional Advisory Team	<p>Keep regional advisory team informed of progress on project and incorporate input as received. Tribal Nation enterprise representatives include personnel from human resources, training development, business and economic development</p> <p>Purpose: to guide and evaluate the development and implementation of an Integrated Regional Training Model</p> <ul style="list-style-type: none"> • Strengthen new/emerging Tribal Nation enterprise needs • Build regional approach to workforce training and advancement • Foster collaborative engagement 	<p>First Meeting – 3/4/2009</p> <p>Identification of Advisory Team</p> <p>Information sent out periodically in June, July, August & September</p>	<p>Ongoing throughout contract</p> <p>05/15/09 – 12/31/09</p>	50 hours	<p>Ongoing</p> <p>Hours used – 20</p> <p>Emails have not generated any responses for participation; Quinault HR director briefed and Lucky Eagle HR Director active</p>

Work Plan Item	Proposed Actions and Steps	Progress Toward Goal	Timeframe	Projected Hours/Amount	Current Status Nov 30, 2009
2. Integrated Regional Training Model	<p>Develop components of an Integrated Regional Training Model based on Tribal Nation enterprises pre-assessed needs.</p> <p>Using Lucky Eagle Casino as the lead enterprise, perform the following:</p> <p>Identify and assemble essential functions/tasks of each of the basic levels of security guard positions</p> <p>Identify required knowledge, skills, abilities or competencies required to perform essential functions/tasks of each of the basic levels of security guard positions</p> <p>Validate training needs critical to each position/essential functions identified; identify existing internal training</p> <p>Research external training available, training models and available curriculum</p> <p>Prioritize development of non-existent training</p> <p>Present data to Lucky Eagle Casino</p>	<p>Preliminary assessment work completed</p> <p>Researching standards of training for levels of security guard positions</p> <p>Match with framework and application to Lucky Eagle Casino through subject matter experts provided by human resource contact and casino</p>	05/15/09 – 10/30/09	210 hours	<p>61 hours used</p> <p>Highlighted is completed in draft form – waiting for LE validate; remaining items are in progress</p>

Work Plan Item	Proposed Actions and Steps	Progress Toward Goal	Timeframe	Projected Hours/Amount	Current Status Nov 30, 2009
3. Develop Specific Requested Training	<p>Working with Lucky Eagle security personnel validate training shortfalls including culture and tribal laws</p> <p>Develop training modules with already existing materials/tools as well as new materials/tools</p>	Preliminary assessment completed	06/15/09 – 10/15/09	40 hours	Sequential based on products developed in #2
4. Electronic Version of Integrated Regional Training Model	<p>Outline electronic needs for hosting training modules so other Tribal Enterprises can access if desired</p> <p>Present request and coordinate with Regional Education & Training Center</p> <p>Develop electronic format in concurrence with needs/protocols</p> <p>Design user-friendly career lattice/matrices for electronic implementation including:</p> <ul style="list-style-type: none"> • Essential functions and tasks of security guards • Knowledge, skills, abilities and competencies • Training modules available <p>Develop information manual for dissemination to Tribal Enterprises</p>	Beginning research started for process	07/15/09 – 10/15/09	60 hours	Sequential based on products developed in #2
5. Dissemination	<p>Electronically disseminate the Integrated Regional Training Model using the Regional Education & Training Center platform</p> <p>Provide user training and support; update and revise as needed</p>		10/15/09 – 11/30/09	20 hours	Sequential based on products developed in #2

Work Plan Item	Proposed Actions and Steps	Progress Toward Goal	Timeframe	Projected Hours/Amount	Current Status Nov 30, 2009
6. Sustainability and Training Expansion	Based on the availability of security guard training, identify short- and long-range opportunities for training development through federal apprentice programs, the Regional Education & Training Center, adult education activities, and postsecondary institutions With Lucky Eagle guidance create certification protocols and benchmarks for training completion		07/15/09 – 11/30/09	25 hours	Sequential based on products developed in #2
7. Final Evaluation and Replication Recommendations	Based on the final products and Tribal Advisory Team input, evaluate Integrated Regional Training Model, training and framework for training development to ensure replicability throughout the region in order to address other training and workforce needs, both tribal and non-tribal Administrative functions		11/15/09 - 12/31/09	15 hours 15 hours	Sequential based on products developed in #2

Total contract hours 435 @\$125 hour = 54,375

Total hours spent 81 @\$125 hour = 10,125

Hours remaining 354 = \$44,250 remaining

Tribal Gaming Industry Certification – Regional Certificate