

**EXHIBIT A
SCOPE OF WORK**

GOAL 4: REGIONAL OPERATIONS, CONTRACTOR TRAINING AND SPECIAL EVENTS - Under the direction of State Staff, provide coordination, logistical support, registration, assessment, evaluation, course development and strategic planning for *Network*-sponsored capacity building training and the annual *Network* Conference, to move toward the development of a state of the art nutrition and physical activity training institute. These activities may include the following:

Activity/Methods	Evaluation Measures	Timeframe	Responsible Staff
1) <u>TRAINING NEEDS ASSESMENT: Assess the knowledge and skills that <i>Network</i> Staff and local partners need to do their work.</u>	Needs assessment report	Bi-Annually Biennially report due in March	
a) Using the public health core competencies as a model, the assessment may include: educational background; knowledge; skills; attitudes; perception of training needs; other factors (including public health core competencies); and utilize the results of the <i>Network</i> Program Compliance and Review Team’s project reviews.		Bi-Annually Biennially report due in March	
b) Collect other workforce assessments from other states, local and regional partners and review to determine applicability.	Summary of assessments and recommendations for application	Bi-Annually Biennially report due in March	
c) Collect previously completed workforce assessments from local and regional partners. Review to inform development of the training needs assessment.	Summary of assessments and recommendations for application	Bi-Annually Biennially report due in March	
d) Prepare assessment tool for review with <i>Network</i> staff	Draft assessment tool	Bi-Annually Biennially report due in March	

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**Network for a Healthy California
RFP No. 08-85554**

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e) Prepare launch plan for assessment in collaboration with the Regional Networks and <i>Network</i> staff.	Launch plan accompanying assessment tool	Bi-Annually Biennially	
f) Implement launch plan/training needs assessment	Provide a copy of assessments Evaluation tool	Bi-Annually Biennially	
g) Analyze findings		Bi-Annually Biennially	
h) Summarize findings and make recommendations for training institute program direction, topics to cover, skills to train to, etc.	Summary Report	Bi-Annually Biennially	
2) <u>Document gap between the requirements of <i>Network</i> jobs, <i>Network</i> management long-term vision/program direction and capabilities/knowledge of the people who perform the work.</u>	Summary	Annually	