



## **SCOPE OF WORK for ENHANCED TRIBAL ID PROJECT CONTRACTOR**

DEPARTMENT: Swinomish Enrollment Department

CONTRACT TERM: January to September, 2015

CONTRACT AMOUNT: \$48,000

### **GENERAL FUNCTION**

The project contractor will develop and implement a new enhanced tribal identification program for the Swinomish Indian Tribal Community in compliance with the Western Hemisphere Travel Initiative (WHTI) of the U.S. Department of Homeland Security. This position reports to the Enrollment Officer. (Additional support will be provided by the Grants Department.)

### **REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Assist Swinomish Enrollment Department staff with selecting and procuring an enhanced tribal identification system.
- Coordinate the installation and testing of the identification system.
- Work with the Swinomish Legal Department to establish a memorandum of agreement with the U.S. Customs and Border Protection.
- Work with the Swinomish IT Department to establish a Service-Level Agreement.
- Collaborate with the Swinomish Police Department regarding security matters.
- Develop protocols and templates for the enhanced tribal identification system.
- Interface with regional tribal contacts that have new and established enhanced tribal identification systems.
- Provide training to Swinomish Enrollment Department on the implementation of the new identification system.
- Coordinate project committee meetings.
- Monitor project deadlines and tasks.

## **MINIMUM REQUIREMENTS**

- Must have a Bachelor of Arts degree. Certification in project management preferred.
- Must have at least three (3) to five (5) years of experience working in a tribal government organization with knowledge of tribal enrollment matters.
- Must have computer knowledge of different programs and spreadsheets.
- Must have project management skills.
- Must have excellent communication skills, especially interpersonal and cross-cultural communication skills.
- Experience working with the Department of Homeland Security or Customs and Border Protection or Tribal Identification programs is preferred.
- Experience reviewing and understanding complex government regulations is preferred.

## **REQUEST FOR PROPOSAL INSTRUCTIONS**

- To submit a request for proposal, include a **cover letter** identifying why you feel you are qualified for this position, **resume**, and **three professional references**.
- Return cover letter, resume and references to the Grants Department by 5:00pm on or before **January 6, 2015**.
- Fax application to (360) 542-7619 or email to [tnorton@swinomish.nsn.us](mailto:tnorton@swinomish.nsn.us).

**Questions?** Contact Therese Norton in the Grants Office at 360-542-7619.