
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Requests for Qualifications**18-RFQ-001**

For More Information: Russell Attebery (530) 493-1600 Ext. 2010, battebery@karuk.us

Proposal Deadline: Applications will be accepted on a continual basis

The Karuk Tribe requests proposals for the following Scope of Work from qualified individuals to provide tutoring services to school age youth. Tutoring will take place at the Tribe's computer centers, schools, or other designated, agreed upon meeting site.

Tutors will be responsible for having their own transportation to and from designed meeting places. Tutors must be on-time, professional and work with school staff, parents, other tutors and Karuk Tribe to ensure the best interest of the student.

Tutors will welcome student in a friendly manner, prepare in advance for session and show up on time. Tutors will be patient and provide appropriate "thinking" time for their students. Tutor will be sensitive to cultural differences and pay attention to the uniqueness of each student and have knowledge of different learning styles.

Tutors will report on progress and routinely check students learning by having them summarize information at the end of each session.

Tutors must attend mandatory Tutor Meetings as scheduled by the Education department (pre-service and semester meetings). Tutors are required to successfully pass FBI criminal background check.

Tutors must be in 9th-12th grade students or older and have a GPA of 3.0 or higher or demonstrate proficiency in subject matter and ability to tutor preferred age group(s).

Responses to this Request for Proposals MUST include the following items:

- 1) A statement of qualifications including relevant experience in tutoring varied age groups and subjects, including familiarity of different learning styles and tutoring techniques*.
- 2) A proposed approach and rationale for the Scope of Work described above, including descriptions of similar work completed and the results/benefits achieved.
- 3) Names and telephone numbers of three references.

Responses must be hand, mail, or email delivered to:

Emma Lee Perez, Contract Compliance Specialist
Karuk Tribe – Administration Office
64236 Second Avenue
P.O. Box 1016
Happy Camp, CA 96039
Faxes will not be accepted
Emails will be accepted at: emmaleeperez@karuk.us

Indian Preference will apply in the selection process in accordance with the Tribal Employment Rights Ordinance (TERO) and/or Indian Preference Act of 1934 (Title 25, USC, Section 47), based on funding source requirements.

All contracts that exceed \$2,500.00 shall be subject to a two percent (2%) Tribal Employment Rights Fee in accordance with the TERO Ordinance.

If applicable, construction contracts in excess of \$2,000, when required by Federal grant program legislation, are subject to compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5).

A background check consisting of employment history, professional references, and criminal check may be conducted. Applicants will be required to pass the background check in accordance to the Karuk Tribe Personnel Policy and Federal/State/Tribal requirements.

18-RFQ-001:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

E-mail: _____ **Fax Number:** _____

List previous experience tutoring and examples of tutoring methods:

List up to three references with phone numbers below:

1) _____

2) _____

3) _____

Other Comments:

***Please include documentation to support qualifications and experience (i.e. report cards, degrees or diplomas, resume, letters of recommendation)**