



## **Requests for Qualifications**

### **15-RFP-045**

**For More Information:** Alan Merrill (530) 493-1600 Extension 2014

**Proposal Deadline:** Open Until Filled

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 sites.

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

Tutors will provide ongoing reports 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 sixteen years of age 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 resume and 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 rational 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](mailto: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 will be conducted. Applicants will be required to pass the background check in accordance to the Karuk Tribe Personnel Policy and Federal/State/Tribal requirements.**

**15-RFP-045:**

**Proposal Submitted by:**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**List previous experience tutoring and examples of tutoring methods:**

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**List up to three references with phone numbers below:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Other Comments:**

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**\*Optional:** Include documentation to support qualifications and experience (i.e. report cards, degrees or diplomas, resume, letters of recommendation, examples of tutoring methods)