

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
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Yreka, CA 96097
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REQUEST FOR QUALIFICATIONS

Deadline: FRIDAY, January 29, 2021 at 5pm

The Karuk Tribe requests qualifications for the following Scope of Work required for a **Girls Talking Circle Facilitator**. Participants will be Yreka Karuk Housing native girls that are in the fourth through eighth grades. Interested individuals would need to be available to begin in February 2021. Facilitators will be paid \$20.00 per hour for 2 hours per session for 12 weeks. **There are two positions available.**

Task One

Organize and conduct a Native Girls Circle (Wise & Well Activity Guide) **weekly on selected weekday from 4pm-6pm**. Provide Girls Circle (Wise & Well Activity Guide), Oversee activities within the Girls Circle Manual.

- A. Organize materials/supplies required prior to each session.
- B. Ensure group includes the target population of at least 5 participants, with a max of 10. Includes collect sign in sheet and pre & post surveys for grant requirements.
- C. Promote an emotional safe setting and structure within which the target population can develop caring relationships and use authentic voices.
- D. Prepare for meetings and become familiar with material and activities.
- E. Launch and support Zoom meetings. Zoom knowledge: sharing information, break out rooms, and communication with others while on Zoom.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history.
- 2) A proposed approach and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) Names and telephone numbers of three client references.

Responses must be hand, mail, or fax delivered by 5pm, Friday, January 29, 2021 to:

Adia Supahan, Executive Assistant
Karuk Tribe Housing Authority
635 Jacobs Way, PO Box 1159, Happy Camp, CA 96039
Emails will be accepted at asupahan@karuk.us

Indian Preference

This Request for Proposal is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Karuk Tribe's Tribal Employment Rights Ordinance (TERO).