

Quinault Indian Nation Education Department SAT with Writing Tutor

Proposal Due Date: June 1, 2018

The Quinault Indian Nation Education Department invites proposals for contracted SAT with Writing Tutor. Proposals are due to Chrissy Winn at bids@quinault.org by 4:00pm on Friday, June 1, 2018.

QIN seeks services such as: Test preparation, tips and tricks around standardized testing, how to read passages and answer questions related, writing skills, basic math skills, strategies to increase test scores, helping students get to their goal score (based on career plans) and practice test.

Minimum Qualifications:

- (a) SAT Tutoring experience.
- (b) Driver's License and own transportation.
- (c) Certified teacher preferred (English and/or Math bonus)

Scope of Work:

The successful individual must have previous experience with SAT tutoring and be able to speak to best practices, strong preference for certified teachers in either English or Math. Selected individuals will be required to travel to multiple sites and will need their own transportation. Selected individuals will be asked to engage youth in test preparation and do their best ability to raise test scores. Selected individuals will be asked to track and report on attendance daily to the Y.O.P. Coordinator.

Specifications:

Possible Tutoring Locations

Taholah
Hoquiam/Aberdeen
Queets

Proposed Tutoring Times:

Monday – Thursday
8:30am – 11:30am – Tutoring
11:30am – 12:00noon – lunch
12:00pm – 1:00pm – Travel
1:00pm – 4:00pm – Tutoring

Tutoring Dates:

June 18th – July 20th with the week of July 2nd – 6th off.

One drop in day in August, to set by Education Department and SAT Tutor.

Summer Tutoring Pay:

\$4,760, plus mileage reimbursement (per IRS standards)

--\$40/hour, 7 hours per day for 4 weeks; plus, one drop in day included at \$40/hour for 7 hours

This summer school program is a part of the Youth Opportunities Program (Y.O.P.) through the Quinault Indian Nation Education Department. Students will receive a stipend for completing SAT with Writing tutoring and taking the SAT with Writing test on August 25, 2018.

Statement of Qualification Requirements:

1. Executive Summary (max. 1 page)

Please provide an overview demonstrating your experience with SAT Tutoring and the scope of work to be completed in the summer.

2. Cost Summary (max. 1 page)

A detailed cost summary for your services broken into:

- A) Payment of \$4,760, plus mileage
- B) SAT with Writing books
- C) Additional supplies needed

3. Resume (max. 2 pages)

Include your resume in the proposal. Resumes should include education and all relevant teaching experience.

Submittal Process

Responses to the RFQ must be submitted via email to: bids@quinault.org or hand-delivered to Chrissy Winn, QIN Administration: 1214 Aalis, Taholah, WA 98587.

Responses whether emailed or hand delivered, must arrive no later than 4:00pm on Friday, June 1, 2018. Faxed or mailed submittals will **not** be considered.

Evaluation Criteria

A qualifications-based selection process will be used to select finalist from the pool of submitted proposals. The following information will be used to evaluate and rank responses:

- Compliance with RFQ requirements.
- Demonstrates experience with SAT Tutoring
- Indian Preference Policy

Selection Process

QIN Education Department will appoint a committee to evaluate all responsive RFQ submitters and rank them based on experience, qualifications and criteria listed above. The Committee may conduct interviews during the selection process. Selected individuals are expected to be notified by June 11, 2018.

Terms and Conditions

Questions regarding this RFQ or the submittal process should be directed to M'Liss DeWald at mliss.dewald@quinault.org. All responses will be provided via email. Unauthorized contact regarding the RFQ with any other QIN employee may result in disqualification.

Selected applicants may be required to pass a background check.

All Contractors working on-Reservation must obtain a Quinault Indian Nation business license.

All Contractors must submit a Certification Regarding Debarment within 10 days of signing contract. This Certificate must be renewed annually.

All Contractors must submit a Form W-9 within 10 days of signing contract.

Indian Preference applies to all contract procurement with the QIN. The determination of who is an Indian Contractor is made by the Tribal Employment Rights Office according to Quinault Tribal Code, Title 97. Indian Contractors must provide certification from the Tribal Employment Rights Office in order to be considered eligible for Indian Preference.

QIN reserves the right to reject any and all submittals and to waive irregularities and informalities in this RFQ process. This RFQ does not obligate QIN to pay any cost incurred by respondents in the preparation and submission of the statement of qualifications. All such cost shall be borne solely by each submitter. Furthermore, the RFQ does not obligate QIN to enter into a contract or proceed with the procurement of the project or any services.

**Quinault Indian Nation
Education Department
Taholah Summer School Certified Teachers**

Proposal Due Date: June 1, 2018

The Quinault Indian Nation Education Department invites proposals for contracted Summer School Teachers for age 9th – 12th grade. Proposals are due to Chrissy Winn at bids@quinault.org by 4:00pm on Friday, June 1, 2018.

QIN seeks services such as: interactive curriculum that include local educational field trips, the ability to engage youth in learning, establish boundaries and guidelines for success, track attendance and timely grading of assignments. Subjects include:

- Math
- Science
- English/writing

Subjects will be determined by the needs of students.

Minimum Qualifications:

- (a) Each Summer School teacher must be a certified teacher in one of the subjects mentioned above.

Scope of Work:

The successful individuals must have extensive experience working with native students. They must have the ability to set clear guidelines and boundaries for student success. Selected individuals will be asked to engage youth in learning through interactive curriculum. There are identified funds for field trips and it is expected that education field trips will be included in the curriculum. Selected individuals will be asked to track and report on attendance daily to the Y.O.P. Coordinator. Selected individuals will be asked to grade assignments in a timely manner to make sure students are on track for credit completion by the end of Summer School.

Specifications:

Summer School Location:

Taholah School – 600 Chitwin Dr. Taholah, WA 98587

Summer School Dates:

June 18th – July 20th with the week of July 2nd – 6th off.

Summer School Times:

Monday – Thursday, 9am – 3pm (with lunch)

Summer School Teacher Pay:

\$4,000 - \$1,000 per week or \$250 per day.

One-Day Planning Session: (most likely on a weekend)

Each person will be paid \$250 to attend a one-day planning session. The purpose of this planning session will be to solidify field trip dates (with an emphasis on joint field trips), solidify curriculum and supply needs.

This summer school program is a part of the Youth Opportunities Program (Y.O.P.) through the Quinault Indian Nation Education Department. Students will receive a stipend for completing summer school.

Statement of Qualification Requirements:

1. Executive Summary (max. 1 page)

Please provide an overview demonstrating your understanding of Taholah School District and the scope of work to be completed in summer school.

2. Sample Curriculum

Submit the curriculum you will use for the four week summer school program, with the understanding that some things may be changed around during the one-day planning session. Monday – Thursday, 6 hours per day, for 4 weeks.

3. Cost Summary (max. 1 page)

A detailed cost summary for your services broken into:

- A) Payment of \$4,000 - \$1000 per week or \$250 per day
- B) \$250 for a one day planning session
- C) Additional supplies
- D) Field Trip information (location, time, travel, cost –best estimate)

4. Resume (max. 2 pages)

Include your resume in the proposal. Resumes should include education and all relevant teaching experience.

Submittal Process

Responses to the RFQ must be submitted via email to: bids@quinault.org or hand-delivered to Chrissy Winn, QIN Administration: 1214 Aalis, Taholah, WA 98587.

Responses whether emailed or hand delivered, must arrive no later than 4:00pm on Friday, June 1, 2018. Faxed or mailed submittals will **not** be considered.

Evaluation Criteria

A qualifications-based selection process will be used to select finalist from the poll of submitted proposals. The following information will be used to evaluate and rank responses:

- Compliance with RFQ requirements.
- Demonstrates experience and creativity in curriculum design and includes active learning through projects/experiments/field trips.

- Indian Preference Policy

Selection Process

QIN Education Department will appoint a committee to evaluate all responsive RFQ submitters and rank them based on experience, qualifications and criteria listed above. The Committee may conduct interviews during the selection process. Selected individuals are expected to be notified by June 11, 2018.

Terms and Conditions

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Selected applicants may be required to pass a background check.

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**Quinault Indian Nation
Education Department
Queets Summer School Certified Teachers**

Proposal Due Date: June 1, 2018

The Quinault Indian Nation Education Department invites proposals for contracted Summer School Teachers for age 9th – 12th grade. Proposals are due to Chrissy Winn at bids@quinault.org by 4:00pm on Friday, June 1, 2018.

QIN seeks services such as: interactive curriculum that include local educational field trips, the ability to engage youth in learning, establish boundaries and guidelines for success, track attendance and timely grading of assignments. Subjects include:

- Math
- Science
- English/writing

Subjects will be determined by the needs of students.

Minimum Qualifications:

- (a) Each Summer School teacher must be a certified teacher in one of the subjects mentioned above.

Scope of Work:

The successful individuals must have extensive experience working with native students. They must have the ability to set clear guidelines and boundaries for student success. Selected individuals will be asked to engage youth in learning through interactive curriculum. There are identified funds for field trips and it is expected that education field trips will be included in the curriculum. Selected individuals will be asked to track and report on attendance daily to the Y.O.P. Coordinator. Selected individuals will be asked to grade assignments in a timely manner to make sure students are on track for credit completion by the end of Summer School.

Specifications:

Summer School Location:

Queets Administration Conference Room.

Summer School Dates:

June 18th – July 20th with the week of July 2nd – 6th off.

Summer School Times:

Monday – Thursday, 9am – 3pm (with lunch)

Summer School Teacher Pay:

\$4,000 - \$1,000 per week or \$250 per day.

One-Day Planning Session: (most likely on a weekend)

Each person will be paid \$250 to attend a one day planning session. The purpose of this planning session will be to solidify field trip dates (with an emphasis on joint field trips), solidify curriculum and supply needs.

This summer school program is a part of the Youth Opportunities Program (Y.O.P.) through the Quinault Indian Nation Education Department. Students will receive a stipend for completing summer school.

Statement of Qualification Requirements:

1. Executive Summary (max. 1 page)

Please provide an overview demonstrating your understanding of Lake Quinault School District and the scope of work to be completed in summer school.

2. Sample Curriculum

Submit the curriculum you will use for the four-week summer school program, with the understanding that some things may be changed around during the one-day planning session. Monday – Thursday, 6 hours per day, for 4 weeks.

3. Cost Summary (max. 1 page)

A detailed cost summary for your services broken into:

- A) Payment of \$4,000 - \$1000 per week or \$250 per day
- B) \$250 for a one-day planning session
- C) Additional supplies
- D) Field Trip information (location, time, travel, cost –best estimate)

4. Resume (max. 2 pages)

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