

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

REQUEST FOR QUALIFICATIONS

Deadline: Monday, March 12, 2018 at 5pm

The Karuk Tribe Housing Authority requests qualifications for the following Scope of Work required for a **Head Band Crochet Class (with basket design)** for the Yreka Karuk Housing community. Interested individuals would need to start class mid-March and provide their knowledge and coordinate activities. The selected facilitator will be compensated \$25 per hour for 2 hours (\$50 per session) for weekly sessions lasting 12 weeks.

Task One

Organize and conduct a 12 week Crocheting class held on Thursday evenings from 5:30pm-7:30pm located at 1403 Kahtishraam, Yreka CA.

- A. Organize materials/supplies required prior to each session.
- B. Have a model to display project so students can see what they will be making.
- C. Demonstrate the skill of crochet rows and connecting them.
- D. Development of a design and counting for placement of design.
- E. Students should have mastered basic crochet skills and completed a headband at the end of 12 weeks.



Responses to this Request for Qualifications should include the following:

- 1) A statement of qualifications, including relevant project history. Samples of work via actual item or pictures.
- 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.
- 4) Must have a completed Cultural Practitioners application on file with the Karuk Tribe (Emma Lee Perez, Contract Compliance Specialist).

Responses must be hand, mail, or fax delivered by 5pm, Friday, February 26, 2018 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).