

Request for Proposal (RFP): High School 21+/Higher Education Instruction Services

1. Introduction

The Skokomish Workforce Development Program is seeking proposals from qualified educational providers to deliver High School Equivalency (HS21) instruction to participants in the Skokomish Workforce Development Program. The goal is to support individuals in achieving their high school diploma credential, thereby enhancing their employment opportunities and educational advancement.

2. Background

The South Puget Intertribal Planning Agency, in partnership with the Skokomish Tribe, operates a Workforce Development program that serves over 160 participants annually. Many participants are seeking to complete their high school education through alternative pathways HS21+. This RFP aims to identify a provider who can deliver culturally responsive, accessible, and effective instruction tailored to the needs of our community.

3. Scope of Work

The selected provider will be responsible for:

- Delivering HS21 instruction in core subjects: Language Arts, Mathematics, Science, and Social Studies.
- Providing both in-person and/or online instruction options.
- Conducting initial assessments to determine participant readiness.
- Offering preparatory materials and practice tests.
- Supporting participants through the official HS21 testing process.
- Tracking and reporting participant progress and outcomes.
- Collaborating with program staff to align instruction with participant schedules and needs.

4. Target Population

Participants range in age from 16 and up and may face barriers such as transportation, childcare, or limited academic preparation. Instruction should be trauma-informed, culturally sensitive, and adaptable to diverse learning styles.

5. Proposal Requirements

Interested providers must have the following:

- Organization overview and relevant experience.
- Staff qualifications and certifications.
- Proposed schedule and delivery format (in-person, hybrid, virtual).
- Cost proposal, including hourly rates, materials, and administrative fees.
- Any additional support services offered (e.g., tutoring, career counseling).

6. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications.
- Cultural responsiveness and adaptability.
- Experience working with tribes or a tribal charter entity.
- Experience and knowledge of the Skokomish tribe and people.
- Cost-effectiveness.
- Ability to meet program timelines and participant needs.
- References and past performance.

7. Timeline

- RFP Release Date: ASAP
- Proposal Submission Deadline: September 21, 2026
- Program Start Date: Upon Contract Completion

8. Submission Instructions

Please submit your proposal electronically to:

Contact Name: Lea Miller

Email: lmiller@skokomish.org

Phone: 360/877-2200

Mailing Address: 93 N. Reservation Road, Skokomish Nation, WA 98584