



YUROK TRIBE
REQUEST FOR QUALIFICATIONS
HOUSE MANAGER

Yurok Tribe
190 Klamath Blvd.
Klamath, CA 95548

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Dear Prospective Bidder:

The Yurok Tribe (the "Tribe") is seeking ***an interested individual to fill the role of house manager for the behalf of the Yurok Tribe's Coming Home House (CHH)***. Technical questions or requests for clarification shall be directed, in writing, to the email address below. The Tribe's responses to a proposer's question(s) will be provided via return email only to the proposer asking the question(s), and not shared with other respondents.

RFP's Representative:

- Name: Springwind Marshall
- Company: Yurok Tribe
- Address: PO Box 1027
- City, State, Zip: Klamath, CA 95548
- Telephone: 855-559-8765 x1476
- Email Address: smmarshall@yuroktribe.nsn.us

1. General Information

Key Dates:

The following table outlines the Tribe's key dates and events in this RFP process:

<u>Date</u>	<u>Event</u>
06/18/26	RFQ is Available
06/18/26 – 07/16/26	Questions and Answer Period
07/16/26	Deadline for receipt of proposals to the Tribe's Office
07/20/26 – 07/24/26	Oral interviews with selected respondents
07/28/26	Selection completed/contract negotiations begin

Proposal Submission Instructions:

Each bid must be submitted electronically to the RFQ Response Representative above, no later than 4:00 PM (PTS) on the deadline date. The subject line should read: RFQ FOR HOUSE MANAGER

2. Rules Governing Proposals

Confidentiality:



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The content of all proposals will be kept confidential throughout the selection process and afterward. Copies of any proposal will not be shared with other respondents.

Late Submissions:

Proposals not received prior to the date and time specified will not be considered and will be returned to the proposer unopened.

Acceptance / Rejection of Submittal:

The Tribe reserves the right to reject any or all responses to this RFP, to waive minor irregularities in any proposal or in the RFP procedures, and to accept any proposal presented which meets or exceeds these specifications and which is deemed to be in the best interests of the Tribe. However, the requirements for timelines shall not be waived.

Proposal Evaluation:

A committee of individuals representing the Tribe will perform the evaluation of all proposals. Following this evaluation process, the committee may elect to ask certain respondents to complete an oral interview before the committee. The purpose of the interview is to allow those further selected firms expansion and discussion of their written responses.

Oral Interviews:

Oral interviews are provided at the sole discretion of the Tribe and are for the purposes of allowing the Tribe to broaden their understanding of certain selected respondents.

Final Selection:

The final selection of the successful respondent(s) is scheduled to be completed by **Tuesday, July 28th, 2026**.

Insurance Requirements:

Include Proof of Insurance furnished by the respondent's carrier to guarantee the respondent is properly insured. The respondent, once awarded, must file with the Tribe certificates of insurance prior to the commencement of work as additionally insured with Liability Insurance, Comprehensive General Liability insurance, and Professional Liability insurance.

Respondent shall require and verify all subcontractors, if applicable, maintain insurance, including workers' compensation insurance, subject to all of the requirements stated herein prior to work.

3. Selection Criteria



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- Pursuant to [2 Yurok Tribal Code \(YTC\) 4402-4510](#) – in compliance with [25 U.S.C. 47](#), [25 U.S. Code § 5307\(b\)-\(c\) \[formally 25 U.S.C. 450e\(b\)\]](#), [23 U.S.C. 140\(d\)](#), and [23 U.S.C. 202\(a\)\(3\)](#) – the Yurok Tribe is entitled to institute Native American / Indian hiring and contracting preference and will apply that preference. i.e., qualified Indian firms will receive preference above qualified non-Indian firms. See [YTC 4402\(b\)](#).
 - Any firm seeking such preference must provide evidence that is at least 51% of the firm's ownership and interest is held and controlled by [a] person[s] able to prove membership in a federally recognized tribe.
 - Pre-qualification is required by calling Yurok Tribe TERO at (707) 482-1350 ext. 1388 or Yurok Office of Tribal Attorney at (707) 482-1350 ext. 1408. If you've already submitted an Indian preference application to the Yurok Tribe within the last six months, then email a statement to yuroktero@yuroktribe.nsn.us identifying changes in your organization or notify us of no changes in your organization.
 - Firms are noticed that sub-contracting of these services may not be denied to an Indian firm if the Indian firm's price is within 5% of the lowest bid. See [YTC 4402\(c\)](#).
 - Firms are noticed that a firm qualifying as an Indian firm retains an ongoing obligation to maintain Indian firm eligibility requirements. The Yurok Tribe can and will revoke certification if changes to the firm results in noncompliance with the Indian firm status, which may have secondary effects on the contract and/or firm. See [YTC 4406\(e\)](#).
- Contractors must comply with the YTC for work funded by or conducted on behalf of the Yurok Tribe, including the contractor providing the TERO Office with an Indian Preference Plan, describing how the contractor intends to meet those obligations. See [YTC 4501-4602](#).
- All professional services contracts are subject to the Tribe's Employment Rights Ordinance (TERO) and policies and a 1% TERO fee will be assessed on services. See [YTC 4601-04](#).

4. Project Description

The Yurok Tribe is seeking an interested individual to fulfil the House Manager position for the Yurok Tribe' Coming Home House.

The Yurok Coming Home Houses provide a structured sober-living environment that supports Yurok Tribal members and members of Yurok households in maintaining sobriety, rebuilding stability, and transitioning into long-term wellness. The program is grounded in Yurok values, emphasizing community, cultural connection, and mutual support.

House Location: Eureka, CA

POSITION SUMMARY:



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The House Manager is responsible for the day-to-day operation and supervision of the Coming Home House (Men's or Women's). Key duties include enforcing House Rules, providing daily structure and participant support, facilitating intakes and orientations, maintaining incident documentation, supporting participant safety, and coordinating with Yurok Tribal Court staff. The House Manager must uphold strong professional boundaries and always remain in compliance with CHH's drug and alcohol policies. The House Manager must be able to respond to participant needs outside of standard working hours when necessary.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Daily Operations & Supervision:

- Enforce all CHH House Rules consistently, respectfully, and in alignment with program policy.
- Conduct required morning and evening check-ins with participants.
- Monitor adherence to curfew and house schedules.
- Ensure property cleanliness and safety through regular walkthroughs.
- Track supply needs and report purchasing requests to Tribal Court staff.

2. Participant Support

- Provide daily structure, guidance, and encouragement to participants.
- Model sobriety, ethical conduct, Yurok values, and professionalism.
- Facilitate weekly house meetings, including introductions of new participants and review of schedules, chores, and shared responsibilities.
- Coordinate at least one shared house meal per week.
- Support participant engagement in cultural, wellness, educational, and recovery activities.

3. Participant Intake & Orientation

- Assist in CHH Team staffing to review and assess new applicants.
- Conduct participant intakes, including:
 - Participant Contract
 - Participant Agreement
 - Review of House Rules
 - Review of emergency and safety procedures
- Inspect personal belongings for prohibited items and safety concerns.
- Ensure all required documentation is completed and properly filed.

4. Medication Procedures



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- Oversee secure storage of addictive or controlled medications in locked cabinets.
- Accompany participants during medication access and observe ingestion when required.
- Maintain Medication Logs and ensure filing is completed according to policy.

5. Sobriety Monitoring

- Conduct or coordinate random and on-demand drug and alcohol testing.
- Maintain full compliance with the CHH Drug and Alcohol Policy, including refraining from substance use while on duty, on CHH premises, or in the presence of participants.

6. Incident Reporting & Safety

- Complete Incident Reports for any rule violations, safety concerns, injuries, emergencies, or other significant events.
- Submit reports to the housing coordinator via email on the same day.
- Follow all mandated reporting procedures related to threats of harm, self-harm, or suspected child abuse.
- Assist in follow-up actions determined by Tribal Court and CHH staff.

7. Communications & Collaboration

- Maintain regular communication with the Tribal Court staff.
- Support participants in complying with probation, parole, or court-ordered requirements.
- Document schedule exceptions, approved visitors, overnight requests, and other deviations in the CHH Log.
- Ensure strict confidentiality of all participant information.

8. Outreach

- Participate in program outreach when beds are available, under direction of the Tribal Court staff.

REQUIRED QUALIFICATIONS:

- Commitment to sobriety and willingness to comply with all CHH drug and alcohol policies.
- Ability to pass all required drug and alcohol testing.
- Strong interpersonal, communication, and boundary-setting skills.
- Ability to uphold confidentiality and ethical, professional conduct.
- Ability to work within a culturally grounded, trauma-informed recovery environment



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COMPENSATION:

- Room and board: A room will be provided; however, meals will be the responsibility of the House Manager. The only exception is the weekly house meal.
- Monthly stipend of \$900, prorated when participants enter mid-month.
- Stipend reduced to \$500 during months when no participants reside in the home.

5. Response Format

A single letter may be submitted, provided all the required points below are addressed within it:

- a) Letter of Interest
- b) Qualifications of the Respondent
- c) Specific Project Expertise that relates to the Project Description
- d) Any claims / disputes / litigation
- e) Signatures of Representatives

6. Evaluation of Criteria

The proposals will be evaluated based on the following criteria and point ranges:

Evaluation Criteria	Points
Proposed approach to scope of work	0-20
Level of experience of the individual(s) identified to work on this matter	0-20
The Offeror's experience with similar clients and matters	0-20
Response from references	0-20
Native American preference	0/10
Veteran preference	0/10
Interview, if conducted	0-20
Met all proposal requirements in Request for Proposal	0-10
Total:	0-130