

Request for Proposal

Instruction & Coordination of HS+ / ABE / GED Courses

Squaxin Island Workforce Development Program

Release Date: 9/2/2026

Proposal Due Date: 9/18/2026

Overview

The Squaxin Island Workforce Development Program is seeking qualified educational professionals or institutions to provide instructional services and program coordination for High School+ (HS+), Adult Basic Education (ABE), and General Educational Development (GED) courses. The goal of this initiative is to support youth and adult learners in achieving academic milestones that lead to greater employability, self-sufficiency, and personal growth.

Scope of Work

The selected contractor will:

- Deliver HS+, ABE, and GED instruction aligned with Washington State standards.
- Coordinate with Workforce Development staff to ensure participant engagement and progress tracking.
- Develop individualized education plans and support students' academic and career goals.
- Maintain accurate attendance, performance, and outcome records.
- Provide regular progress reports and communication with program administrators.
- Assist in aligning educational content with workforce readiness and cultural values of the Squaxin Island Tribe.

Minimum Qualifications

- Bachelor's degree in Education, Adult Learning, or related field (Master's preferred).
- Experience in HS+, ABE, or GED instruction and curriculum development.
- Familiarity with culturally responsive teaching practices.
- Strong organizational and communication skills.

Proposal Requirements

Interested applicants must submit:

1. Cover Letter summarizing relevant experience.
2. Detailed Proposal outlining instructional approach, coordination plan, and timeline.
3. Budget with hourly or contract rates.
4. References (minimum of two professional references).

Submission Instructions

Send proposals electronically to:

Michael Henderson

Workforce Development Employment & Training Specialist

Squaxin Island Tribe

Email: MSHenderson@squaxin.us

Phone: 360-432-3964

Deadline: 9/18/2026

Selection Criteria

- Proposals will be evaluated based on:
- Relevant experience and qualifications
- Instructional approach and alignment with program goals
- Demonstrated cultural competency

Anticipated Contract Term

10/1/2026 – 9/30/2027