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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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**Request for Proposal**

**For More Information:** April Attebury, Judicial Administrator, (530) 841-3143

**Proposal Deadline:** Friday, September 28<sup>th</sup>, 2018, 5:00 p.m. (PST)

**General Information:**

The Karuk Judicial has served over 500 Tribal members and their families via the Tribal Court and another 195 victims of Domestic Violence, Sexual Assault or other crimes along the Klamath River corridor, in two (2) counties; Humboldt and Siskiyou. On occasion, legal documents need to be served to respondents who subject to a state and or tribal court action.

The Karuk Tribe Judicial requests proposals for Process Server services for the following Scope of Work:

**Scope of Work:**

Consultant shall provide services to eligible victims of crime or court users as required by applicable State or Tribal law as established by the applicable county (Humboldt or Siskiyou County Superior Courts) on an as needed basis.

Consultant shall provide estimated pricing for all services, as well as hourly fees, and any other associated costs for providing these services.

The Consultant shall provide for the totality of services needed in order to serve civil processes.

Documents to be served will be picked up from Karuk Judicial offices in one of these locations:

Pikyav D.V. Services Office  
64105 Hillside Road  
Happy Camp, CA 96039

Karuk Judicial Administrative and Clerks Office  
1836 Apsuun  
Yreka, CA 96097

Karuk Judicial Programs Office  
64101 Second Avenue  
Happy Camp, CA 96039

The Consultant must be available to testify at court hearings.

The Consultant will provide monthly “work in progress” reports on all cases referred for service.

Consultant will pay all postage or mailing expenses associated with the contract (these costs shall be built into your pricing).

**Form of Proposal:**

Consultant shall provide a detailed proposal that will include the following:

1. Cover letter.
2. A brief description of the consultant and a summary of relevant experience.
3. Cost data for each category of service to include in-state, out of state, completed service, not found/returned, rush/same day service; locating services and other customary costs based on past experience.
4. Provide a sample billing, a sample status report, and a description of how the consultant will update the Karuk Judicial if we need additional information in between reports.
5. A photocopy of any required state licenses should be included.
6. References that shall include the name of the company or agency worked for, a contact person, phone number and address for company or agency, the average number of documents that were served by the consultant for the company or agency and the length of time consultant worked for the company or agency.
7. A statement of the consultant that affirms acceptance of the terms and conditions of this RFP.
8. Any additional data, such as proposed service, or technology that the consultant believes will facilitate communication between Karuk Tribe and consultant.
9. How consultant will work with local law enforcement, if needed, to successfully serve documents as required.

**Requirements:**

Consultants submitting proposals to the RFP must not be debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from or otherwise prohibited from providing these services by any federal, state, local or tribal agency.

Consultant must possess adequate financial resources or the ability to obtain such resources as required during the performance of the contract; and must have the ability to comply with the proposed delivery or performance schedule.

Consultant proposal must be responsive. Responsive means one whose bid or proposal substantially complies with all requirements of the RFP.

The Consultant must not owe the Karuk Tribe any delinquent debt.

The Consultant must certify that there are no conflicts of interest which would prevent it from representing the Karuk Tribe.

The Consultant should have a minimum of three (3) years' experience in providing process services.

The Consultant will be required to provide proof of vehicle insurance (inability to provide evidence of insurance must be explained).

**Responses to this Request for Proposals shall include the following:**

Please limit the proposal to succinct yet informative and concise documents. The following items should be included in all proposals submitted:

1. Full contact information for consultant services, including daytime number and email.
2. A statement of qualifications.
3. A detailed proposal as per the above “Scope of Work and Form of Proposal”.
4. A fee schedule, including a timeline for payment of services due.
5. Description and credentials of all team member(s), if any.
6. A proposed approach and rationale for completion of the processes as described above, including descriptions of similar work previously completed within the last five (5) years and the results achieved.
7. Names and telephone numbers of five (5) recent client references, three (3) of which must be related to providing process services within the last two (2) years.

**Responses must be hand, mail, or email delivered by September 28<sup>th</sup>, 2018 by 5:00 P.M.**

Emma Lee Perez, Karuk Tribe Administrative Office  
64236 Second Avenue, Post Office Box 1016  
Happy Camp, CA 96039

**Faxes will NOT be accepted**

Emails will be accepted at [emmaleeperez@karuk.us](mailto:emmaleeperez@karuk.us)

All email correspondence shall reference “RFP Process Server” in the subject line.

**Indian Preference will apply in the selection process in accordance with the Tribal Employment Rights Ordinance (TERO) and/or Indian Preference Act of 1934 (Title 25, USC, Section 47), based on funding source requirements.**

**All contracts that exceed \$2,500.00 shall be subject to a two percent (2%) Tribal Employment Rights Fee in accordance with the TERO Ordinance.**

**If applicable, construction contracts in excess of \$2,000, when required by Federal grant program legislation, are subject to compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5).**

**A background check consisting of employment history, professional references, and criminal check may be conducted. Applicants will be required to pass the background check in accordance to the Karuk Tribe Personnel Policy and Federal/State/Tribal requirements.**