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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

**Administrative Office**

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

**Karuk Dental Clinic**

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

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**Request for Proposals****19-RFP-006**

**For More Information:** April Attebury, Judicial Administrator,  
aattebury@karuk.us, 1-800-505-2785 ext. 6505

**Proposal Deadline:** January 7, 2019 by 5:00 p.m. (PST)

The Karuk Tribe requests proposals for the following Scope of Work from Grant Writers/Resource Development consultants to conduct funding research; review, write and edit grant proposals for the Karuk Tribal Court and assist the Tribal Court Administrator (Administrator) in updating the Karuk Judicial five year (5) strategic and sustainability plan.

In general the respondent should have demonstrated experience in strategic planning, grant writing and resource development; including strong writing, editing, proofreading skills, and documented success of successful funded projects for tribes in California from federal, state and non-profit entities.

**Scope of Services to be Provided:**

1. Assist the Administrator in updating the current Karuk Judicial (5) five year strategic and sustainability plan beginning January 10th, 2019 thru April 10, 2019.
2. Assist Administrator in preparing and submitting up to (6) six grant applications between January 10<sup>th</sup>, 2019 thru April 10, 2019 (forms, narratives, budgets, and attachments) for grammatical and informational completeness, review content for clarity, and make constructive suggestions.
3. Assist Tribal Court Administrator in the development of internal and external assessment instruments and evaluation methods for grants, as well as reporting procedures that are responsive to funder requests.
4. With Administrator assistance, develop program strategies, goals, work plans (including goals and process objectives & outcomes,), staffing plans, and budgets. Realistic time frames for program implementation and sustainability shall be considered and developed.
5. Shall facilitate project specific program coordination and resource utilization. This may include: attending regular Judicial staff, advisory committee and/or council meetings, meeting with program coordinators regularly to discuss goals and funding opportunities, and attending Judicial events to gain a better understanding of Judicial and Programmatic activities.

**Responses must be hand, mail, or email delivered by January 7, 2019 by 5:00 p.m. (PST) to:**

Emma Lee Perez, Contract Compliance Specialist  
Karuk Tribe – Administration Office  
64236 Second Avenue  
P.O. Box 1016  
Happy Camp, CA 96039

**Faxes will not be accepted**

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

## **PROPOSAL SUBMITTAL INSTRUCTIONS**

Proposals must include:

1. A cover letter/statement of qualifications identifying relevant experience and the results/benefits achieved. (Maximum two (2) pages).
2. A proposed project approach for the scope of work described above, including elaboration of any additional detail and approach that will be used to handle the project. (Maximum three (3) pages).
3. Provide a breakdown of billing rates and final actual direct travel expenses reasonably incurred in the performance of contractual tasks will be reimbursable in accordance with Tribal policy. (Maximum one (1) page).
4. Names and telephone numbers of three (3) professional references noting the description of services including reference project and project outcomes with each reference. (Maximum one (1) page)

### **SUBMISSION EVALUATION CRITERIA:**

1. Completeness of the proposal and responsiveness to the RFP.
2. Demonstrated skills and credentials of the submitter.
3. Relevant experience and capacity to work collaboratively.
4. A clearly defined approach to performing the scope of work

**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.**