
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

Request for Proposals**20-RFP-015**

For More Information: Patricia Hobbs, Director, 530 841-3141 ext. 6304, phobbs@kaurk.us

Proposal Deadline: February 14, 2020 no later than 5:00 PM (PST)

The Karuk Tribe requests proposals for the following Scope of Work required for facilitation of cultural activities suitable for tribal families. The purpose of the activities is to strengthen cultural awareness, teaching and providing information/education related to tribal practices that promote healing, and providing healthy alternative activities for Karuk children, youth and families.

Task One – Activity/Event Development of Goals and Curriculum

Contractor will coordinate with Human Services Clinical Staff to develop, schedule and design activities appropriate to traditional tribal life ways and healing.

Task Two - Facilitation of Activity/Event per Goals Developed

Provision of one or more Cultural Activities which may include any of the following: necklace design and construction, storytelling, language, basket making/gathering of materials, traditional foods or medicinal materials gathering. Instruction or demonstration of preparation of indigenous foods, traditional card games or ceremony protocol. Some activities may be gender specific. Interested parties may respond to one or more of the activities.

Contractor is responsible for scheduling, preparation and facilitation of activities. Contractor shall also coordinate and plan activities with the Human Services staff. Location of activities will be within the Tribe's service area. Contractor will coordinate with Human Services staff to collect data necessary to meet grant requirements. Contractor shall submit to a Department of Justice background check.

Responses to this Request for Proposals should include the following:

- 1) Contractor shall have sufficient demonstrated experience in coordinating and facilitation of the activities.
- 2) A description of cultural activities and supplies to be included in the proposal.
- 3) A lump sum price, with attached price page.
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, fax, or email delivered by February 14, 2020 no later than 5:00 pm (Pacific Standard Time) to:

Emma 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

Price Page for 20-RFP-015

Proposal Submitted by:

Name: _____ **Phone Number:** _____

E-mail: _____ **Fax Number:** _____

Amount requested to be compensated for each Task:

- Task: _____
- Task: _____
- Task: _____

List previous experience providing similar events/activities below:

List up to three references with phone numbers below:

- 1) _____
- 2) _____
- 3) _____

Other Comments:

Price Page for 20-RFP-015:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

E-mail: _____ **Fax Number:** _____

Lump sum amount requested to be compensated for: _____

Provide hourly rates:

Provide travel expense rates:

List previous experience providing similar events/activities below:

List up to three references with phone numbers below:

1) _____

2) _____

3) _____

Other Comments:

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