
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

**Request for Proposals
Tribal-Wide Economic Development Plan
Karuk Tribe and Karuk Community Development Corporation**

For More Information Contact:

Jaclyn Goodwin (800) 505-2785 or jaclyngoodwin@karuk.us or
Rick Hill (530) 493-5376 or rhill@karuk.us

Closing Date: Friday, February 10, 2012 at 5pm

The Karuk Tribe is seeking proposals from qualified firms or contractors to develop a Comprehensive Strategic Economic Development Plan for the Karuk Tribe and the Karuk Community Development Corporation (KCDC) to help identify a Five-Year Strategic Economic Development Action Plan for KCDC and update the 2009 Community Economic Development Strategy (CEDS) Document. The successful candidate will work with the Karuk Tribal Council, the KCDC Board, Karuk Tribal Staff, and Karuk Tribal Housing Authority Staff and outside Economic Development Experts to facilitate this planning and development process.

Task One

Establish and gather baseline data and information prior to Comprehensive Strategic Economic Development Plan workshop through informal telephone, e-mail, and face-to-face conversations with, Tribal Council, KCDC Board Members and the Karuk Tribal Staff.

Task Two

In April 2012 conduct a 3 day Economic Development workshop with professional expert consultants to help the KCDC Board, the Karuk Tribal Council, and Management Staff develop an achievable action plan. Day 1 of the workshop will include presenters identified by the KCDC Board and Karuk Tribal Council. Day 2 will be conducting a strategy session with the KCDC Board, Tribal Council and Tribal Management. Day 3 the consultant and workshop participants will finalize the workshop results. The consultant will be responsible for recording all information obtained at the workshop. The consultant will be required to coordinate workshop agenda and distribute key information to the Project Director prior to workshop.

Task Three

In consultation with the Project Director the consultant will develop a draft Strategic Economic Development Plan to distribute for review to the Tribal Council and KCDC Board Members. Key consultants will then draft a final plan for approval and review by Karuk Tribal Council, KCDC Board members and Tribal staff. The Five Year Strategic Economic Development Action Plan and updated Karuk Tribe 2009 Community Economic Development Strategy (CEDS) documents will need to be concise and condensed. The Five Year Strategic Economic Development Plan and CEDS document will need to be completed and mailed to the Karuk Tribe and KCDC office by Friday, July 6, 2012 for and draft review with the Final Documents submitted to the Karuk Tribe and KCDC by Wednesday, August 1, 2012.

Responses to this Request for Proposals should include the following:

1. A statement of qualifications, including relevant work history.
2. A proposed approach to and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
3. A lump sum price, with attached hourly and travel expense rate sheet.
4. Names and telephone numbers of three client references.
5. Respondents will be rated based on relevant experience as well as price.

Letters of intent must be hand, mail, email, or fax delivered by 5PM on Friday, February 10, 2012 to:

Sara Spence, Human Resources Manager
Telephone: (800) 505-2785, Extension 2010
Karuk Tribe, PO Box 1016, Happy Camp, CA 96039
Faxes will be accepted at (530) 493-1611
Emails will be accepted at sspence@karuk.us

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.