

REQUEST FOR PROPOSALS

The Karuk Tribe of California requests proposals from qualified individuals to perform the following Tasks as the Computer Center Director at the Happy Camp Community Computer Center.

Task One:

Day-to-day programmatic operations of the Computer Center including but not limited to;

- Serving as a resource person for technology/computer learning for the community,
- Establishing, maintaining and teaching computer classes,
- Overseeing the recruiting and monitoring of participants,
- Assuring that necessary participant records are collected and participant files are maintained,
- Creating programs, schedules, and offerings of the Center,
- Implementing workshops/classes for participants that would enhance their computer skills and/or the hands-on offerings of the Center,
- Conducting periodic community meetings,
- Preparing reports regarding the Community Center programs on a periodic basis,
- Assisting in the writing of grant applications, performance reports and evaluation of services,
- Availability to work or have coverage for weekends and evenings if needed,
- Overseeing the writing and distribution of newsletters and information to the community,
- Providing staff development and conducting staff meetings,
- Implementing and monitoring the tracking of program participants, and
- Maintaining Computer Center computers, technology and network systems.

Desired Qualifications:

1. Four-year Degree in Computer Sciences/Business related field with extensive experience and/or knowledge of computer and telecommunications systems. Graduate Degree preferred. Should have professional certifications in the fields of computers, networking, and telecommunications (ex; A+, Network+, MOUS, MCSA, SSP, etc.).
2. Extensive experience teaching classes at adult level.
3. Knowledge of computers, networks and systems management, including specific knowledge of Mac, PC and NT/2000 servers, local area networks and wide area networks.

Responses to this Request for Proposals should include the following:

1. A statement of qualifications, including relevant work history.
2. A proposed approach 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 references.

Responses must be hand, mail, email, or fax delivered by July 19, 2004 at 5:00 PM to:

Sara Spence
Karuk Tribe of California
64236 Second Ave.
Post Office Box 1016
Happy Camp, CA 96039
(800) 505-2785 Extension 2010
Faxes will be accepted at (530) 493-2275
Emails will be accepted at sspence@karuk.us

Mailed responses must be received by the closing date, not postmarked.

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