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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 Qualifications****24-RFP-032**

**For More Information:** Erin Hillman, 530-493-1600 ext. 2004, ehillman@karuk.us

**Proposal Deadline:** Friday, May 31<sup>st</sup>, 2024 5:00pm (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work from Grant Writers to conduct funding research; review, write and edit grant proposals and to gather information and data from Tribal departments in developing proposals.

In general, the respondent should have demonstrated experience in grant writing including strong writing, editing and proofreading skills, and documented success of receiving grants from multiple funders.

**Scope of Services to be Provided:**

1. Shall monitor Notices of Funding Availability (NOFAs), Requests for Proposals (RFPs), Grants.gov and other notifications of public and private sector resources available to meet high-priority needs of the Tribe
2. Shall review, prepare and edit grant applications (forms, narratives, budgets, and attachments) for grammatical and informational completeness, review content for clarity, and make constructive suggestions.
3. Assist Tribal administrators and department directors 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 Tribal administrators and department director's 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 by serving as a liaison between Tribal departments and programs. This may include: attending regular department meetings, meeting with department directors regularly to discuss goals and funding opportunities, and attending department events to gain a better understanding of department activities.
6. Shall coordinate zoom meetings with department staff as requested by Executive Director or designee to gather program information and funding priorities.

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 approach for the Scope of Services described above, including elaboration of any additional detail and approach that will be used. (Maximum three (3) pages)
3. Provide a breakdown of billing rates (rates should be loaded hourly so as to accommodate a “not to exceed” contract amount). (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.

**SUBMISSION EVALUATION CRITERIA:**

1. Completeness of the proposal and responsiveness to the RFQ.
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.
5. Competitive Billing Rate

**Responses must be hand, mail, or email delivered by Friday, May 31<sup>st</sup>, 2024 no later than 5:00 pm (Pacific Standard Time) 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)

**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.**