

**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**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

**Orleans Infant Toddler Center Business Partner**  
**Request for Qualifications**  
**24-RFP-054**

**For More Information:** Dion Wood at (530) 493-1600 ext. 2030, [dwood@karuk.us](mailto:dwood@karuk.us) or  
Michelle Spence at (530) 493-1600 ext. 2031, [mspence@karuk.us](mailto:mspence@karuk.us)  
**Proposal Deadline:** August 16, 2024 no later than 5:00 PM (Pacific Standard Time)

The Karuk Tribe is seeking a qualified, experienced, Family Child Care Home provider (or similar) to partner with-to meet the child care needs of children and families within the Orleans community. The Tribe will provide a furnished infant/toddler facility (accommodating up to 12 children), subsidize rent and utilities to ensure the successful business operation of the center. The goal of this partnership is to provide a successful, non-tribally operated, non-tribally funded, private business opportunity for the selected individual(s) and to meet the needs of families in Orleans, including accommodating school closures. The Karuk Tribe child care program will work with selected individuals to tribally license the facility utilizing Tribal Child Care Standards as the facilities are located on tribal trust-held land and are not subject to state or county licensing requirements. The facilities shall maintain tribal preference in children served but will be open to all community members. The Tribe will also work with successful respondent to utilize the child/adult care food program and state/local training resources if desired. Respondents should reply with a resume describing experience in providing child care services and a detailed business plan that includes proposed:

- Staffing ratios for up to 12 children (mix of infants and toddlers)
- Rates that will be charged
- Budget projection based upon number of children served
- Hours of operation (yearly calendar)
- Day-to-day scheduling including meals/snacks
- Samples of curriculum that may be used (Karuk language and culture preferred)
- Samples of assessments for child development

This business opportunity is open to all community members but tribal preference will be applied. Successful candidates will have ECE educational background, or degree in early childhood development or similar field or demonstrated experience operating a business. This is a once-in-a-lifetime opportunity to partner with the Tribe that will ensure success for the individuals selected as well as the families in Orleans. To be clear, successful respondent will be responsible for all day-to-day business operations:

- Staffing (includes ratios, budget for wages, operations)
- Insurance costs
- Monthly Billing (accounts receivable, accounts payable)
- Phone/internet connections

- Daily Food prep and purchase
- Ongoing office supplies
- Equipment and equipment maintenance

Please contact Dion Wood at [dwood@karuk.us](mailto:dwood@karuk.us) or Michelle Spence at [mspence@karuk.us](mailto:mspence@karuk.us) for more information or for any questions.

**Responses must be hand, mail, or email delivered by August 16, 2024 no later than 5:00 p.m. (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: [rfpresponse@karuk.us](mailto:rfpresponse@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).**

**Information Page for 24-RFP-054**

**Proposal Submitted by:**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail (optional):** \_\_\_\_\_

**List previous experience and training below:**

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**Any additional guidance requested:**

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**Any additional expenses requested:**

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**List up to three references with phone numbers below:**

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2) \_\_\_\_\_

3) \_\_\_\_\_

**Other Comments:**

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