

**Karuk Community Health Clinic**  
64109 Hillside Road  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe



**Karuk Dental Clinic**  
64100 Hillside Road  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-1650  
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

## **Requests for Qualifications**

**25-RFP-032**

### **Project Videographer & Editor**

**For More Information:** Tyvin Whittaker, [twhittaker@karuk.us](mailto:twhittaker@karuk.us), (707) 951-9910.

**Proposal Deadline:** August 8<sup>th</sup>, 2025 (Pacific Standard Time)

The Karuk Tribe is soliciting qualified individuals to submit their qualifications for **videography and editing services** in support of the Tribe's media, outreach, and workforce development goals. Selected respondents will be expected to travel to Karuk Tribal locations, coordinate with program staff, and produce a defined set of video materials by October 1, 2025.

### **Scope of Work**

Qualified vendors will be responsible for producing the following:

- **(2)** 30-second general advertisements
- **(5)** 2–3-minute program services videos (e.g., education, health, housing)
- **(1)** 10-minute primary “We are Karuk” outreach video
- **(1)** 30–60 second “Work Karuk” recruitment advertisement

All content must be completed and submitted in final, polished form no later than **October 1, 2025**.

Key responsibilities include:

- **Coordinating Filming with the Public Information Office**  
The selected videographer will work under the direction of the Public Information Office to develop a detailed production schedule. This includes pre-production planning, creative consultation, and aligning filming timelines with Tribal event calendars, program availability, and cultural considerations. Regular communication and updates will be expected to ensure alignment with the Tribe's messaging goals and brand standards.
- **Traveling to Designated Tribal Sites**  
Travel may be required to various locations within Karuk ancestral territory, including Yreka, Happy Camp, Orleans, and other offsite areas where programs, events, or interviews are taking place. The videographer must be comfortable operating independently in remote settings, adhering to safety protocols, and coordinating logistics with Tribal staff to ensure access to each site.

- **Capturing Interviews, B-Roll, and On-Site Footage**

The contractor will be responsible for setting up, directing, and capturing high-quality interviews with Tribal staff, members, and partners. This includes both staged and candid footage of individuals and activities, as well as relevant B-roll content that reflects the cultural, environmental, and programmatic context of the Karuk Tribe. Sensitivity to cultural protocols and privacy concerns is essential.

- **Editing Videos to Professional Standards**

All footage will be edited to create engaging, polished final products using professional editing software. Videos must reflect a cohesive narrative, incorporate approved branding elements, and include appropriate transitions, titles, graphics, and music (as needed). The final edits must meet broadcast-quality standards and follow accessibility guidelines, including captioning where appropriate.

- **Delivering Digital Files in Compatible Formats**

Final deliverables must be provided in high-resolution digital formats suitable for a variety of platforms, including YouTube, the Tribe's website, and social media channels. The contractor should ensure compatibility across devices and platforms, and provide master files along with compressed versions for web use. All raw footage must also be delivered and archived according to the Public Information Office's protocols.

**Responses to this Request for Proposals MUST include the following items:**

1. **Statement of Qualifications**

A summary of the proposer's relevant experience in filming and editing, including work with culturally sensitive or community-based projects. Please highlight proficiency with professional equipment, editing software (e.g., Adobe Premiere Pro, Final Cut, DaVinci Resolve), and ability to produce content tailored for diverse platforms such as YouTube, websites, and social media. Include any experience working with Indigenous communities or in remote locations, if applicable.

2. **Proposed Approach and Rationale**

A detailed explanation of the approach you would take to fulfill the Scope of Work described above. This should include proposed filming methods, creative direction, editing workflow, and delivery process. Proposers should also describe comparable video projects completed in the past, their intended audience, and the outcomes or impact of the work (e.g., community engagement, informational success, or visual quality).

3. **References**

Names, titles, and current telephone numbers of at least three (3) professional references who can speak to your abilities in film production, editing quality, and reliability in delivering timely and effective multimedia projects.

4. **Project Cost Proposal**

Respondents must submit either a **lump sum project cost** or a **rate-based estimate**, based on the deliverables outlined in the Scope of Work. Please ensure all proposed pricing includes travel, equipment, editing time, and delivery of final materials.

### **Option 1: Lump Sum Cost Proposal**

Provide a single price for the full scope of work, including:

- Pre-production planning and coordination
- Travel to filming locations (Yreka, Happy Camp, Orleans, etc.)
- Filming of interviews, B-roll, and program content
- Editing of final videos to professional standards
- Delivery of videos in multiple formats (YouTube, web, social media)
- Submission of all raw footage and working files

**Total Lump Sum: \$** \_\_\_\_\_

*(Attach a breakdown of estimated costs, e.g., number of shoot days, editing hours, travel, equipment use, etc.)*

### **Option 2: Rate-Based Proposal**

If you prefer to propose based on a day/hourly rate, please provide:

**Filming Day Rate (per 8-hour day): \$** \_\_\_\_\_

**Editing Hourly Rate: \$** \_\_\_\_\_

**Travel Rate (if separate): \$** \_\_\_\_\_ or \$ \_\_\_\_ per mile

**Estimated Total Project Hours/Days:** \_\_\_\_\_

**Estimated Total Based on Rates: \$** \_\_\_\_\_

*(Include a brief breakdown explaining how you arrived at the total estimate.)*

**Responses must be hand, mail, or email delivered by August 8<sup>th</sup> 2025 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)

**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 filming, editing and producing:**

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

1) \_\_\_\_\_

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

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

**Other Comments:**

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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).