

REQUEST FOR QUALIFICATIONS

Digital Print Press Operator

Deadline: March 15th, 2019

19-RFQ-005

The Karuk Community Development Corporation (KCDC) is requesting qualifications for a Digital Print Press Operator for a maximum of 20-hours per week on a contract basis. Any additional hours needed to complete a job may be negotiated on a case-by-case basis. Work days and hours are flexible and will be determined by the selected respondent in coordination with the KCDC Economic Developer/Operations Manager.

Selected individual will be required to:

- Meet with customers to determine the scope of the project and will develop good working relationships with vendors and customers.
- Using Adobe InDesign software, Microsoft Publisher, or other software, shall prepare books, newsletters, brochures, letterhead, annual reports, presentations, business cards, flyers, and any number of other documents for printing as requested.
- Edit all elements for style, substance, and organization.
- Reorganize text as needed to create consistency in grammar, format, and message.
- Recommend substantive editorial changes as needed.
- Review, proof, and fact-check all copy.
- Perform layout work as needed.
- Prepare proof copy of completed document.
- Prepare cost estimate according to procedure and based on cost of materials
- Provide cost estimate to the customer and KCDC CFO for review.
- Obtain ED/OM and customer signature of approval before beginning the project.

- Invoice customer accordingly upon completion of job.
- Printing deadlines and deliverables will be set by Respondent in coordination with customer and KCDC staff if needed; Respondent will ensure deliverables and deadlines are met.
- Monitor and manage inventory and order and stock supplies as needed for printing, binding, etc.
- Operate the Canon C-700 and bindery equipment in accordance with equipment operating procedures.
- Maintain the Canon C-700 in good working order to ensure optimum output.
- Maintain a log book of any maintenance or repairs performed on the printer by qualified technicians.
- Meet with KCDC staff to develop ideas for marketing the print business and will be responsible for implementing those ideas.

Responses to this Request for Qualifications should include the following:

1. Statement of qualifications
2. Employment history as it relates to the position
3. Provide a breakdown of billing rates and costs by hour. Direct travel expenses reasonably incurred in the performance of contractual tasks will be reimbursable in accordance with tribal policy.
4. Three employment related references with name, address, and phone number
5. Portfolio of projects completed

Responses must be hand or email delivered by March 15th, 2019 by 5:00 p.m. to:

Karuk Community Development Corporation
Attn: Karen Derry, ED/OM
529 Jacobs Way
Happy Camp, CA 96039
Emails will be accepted at: kderry@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.

All contracts that exceed \$2,500.00 shall be subject to a 2% TERO fee in accordance with the TERO.

A background check consisting of employment history, professional references and criminal check may be conducted. If conducted, applicants will be required to pass a background check in accordance to the Karuk Tribe Personnel Policy and if applicable, federal and state requirements.