
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

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Request for Proposals**20-RFP-037**

For More Information: Bill Tripp, Director of Natural Resources,
btripp@karuk.us, 1-530-627-3446 x 3023

Proposal Deadline: July 24th, 2020 by 5:00 p.m. (PST)

The Karuk Tribe requests proposals for the following Scope of Work from Grant Writers/Resource Development consultants to conduct funding research; review, write, edit, and process and grant proposals for the Karuk Tribe's Department of Natural Resources.

In general, the respondent should have demonstrated experience in grant writing and resource development; including strong writing, editing, proofreading skills, remote telework coordination capabilities, and documented success of receiving grants/gifts from multiple funders.

Scope of Services to be Provided:

1. Coordinate zoom meetings with Department staff as requested by Department Director or designee to gather program information and funding priorities.
2. Assist Department Staff as prioritized in locating funding sources, preparing grant applications and coordinating review of correlating grant agreements.
3. Develop project management spreadsheet/database for tracking reportable metrics, project timelines, and reporting deadlines for funded projects.

Responses must be hand, mail, or email delivered by July 24, 2020 by 5:00 p.m. (PST) 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

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 project approach for the scope of work described above, including elaboration of any additional detail and approach that will be used to handle the project. (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.
(Maximum one (1) page)

SUBMISSION EVALUATION CRITERIA:

1. Completeness of the proposal and responsiveness to the RFP.
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

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.