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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 Proposals****21-RFP-017**

**For More Information: Patricia Hobbs LCSW 530 841-3141 [phobbs@karuk.us](mailto:phobbs@karuk.us)**

**Proposal Deadline:** March 26, 2021 no later than 5:00 pm (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for Cultural Activities Coordinator for Human Services Department

**Task One – Coordination of cultural activities**

The applicant will coordinate cultural activities to support behavioral health clients and community members. Applicant will be responsible for development of a calendar of activities for the Human Services Department. Activities will include virtual classes and/or small group activities. Applicant will work with cultural practitioners to schedule activities.

**Task Two – Promotion of activities**

Applicant will develop announcements of virtual classes and/or small groups. Applicant is responsible for ensuring announcements are distributed and posted per program and tribal requirements.

**Task Three– Scheduling participants**

Applicant will be responsible for set up and manage virtual platform for classes. Applicant will receive, review and accept applications for participation from program participants and other community members. Applicant will communicate directly with participants to coordinate participation in activities. This will include initial scheduling updating on changes when necessary and providing reminders to participants. Applicant is responsible for arranging transportation services when necessary and available.

**Task Four – Direct Support Services for Activities**

Applicant will order, purchase and distribute cultural and food supplies to participants for group activities. This may require travel throughout the service area (Orleans, Happy Camp, Yreka and Scott Valley). May include travel to other areas as needed.

**Task Five – Data Collection**

Applicant will be responsible for collecting required data for each event and providing information to the Project Director.

**Responses to this Request for Proposals should include the following:**

- 1) A statement of qualifications, including relevant project history. Applicants will have experience in project planning, development of activities for youth and/or adults. A minimum of one year experience is required.

- 2) A proposed approach and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) A lump sum price, with attached price page. Names and telephone numbers of three client references.

**Responses must be hand, mail, or email delivered by March 26, 2021 no later than 5 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 be accepted at: (530) 493-2342  
Emails will be accepted at: 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).**

**Price Page for 21-RFP-017:**

**Proposal Submitted by:**

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

**E-mail:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Amount requested to be compensated for each task:**

- Task One: \_\_\_\_\_
- Task Two: \_\_\_\_\_
- Task Three: \_\_\_\_\_
- Task Four: \_\_\_\_\_

**List previous experience providing similar services below:**

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

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Other Comments:**

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