
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

Request for Proposals**21-RFP-004**

For More Information: Jodi Henderson 530-493-1600 ext.2045 jhenderson@karuk.us
Proposal Deadline: November 27th, 2020 no later than 5:00 PM (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for updating of all Health and Human Services policies and procedures.

Task One

Update of policies and procedures and placing them into updated file in Health and Human Services shared internet file and an updated policy binder with all policies included and an updated procedure binder.

Task Two

Provide training to Risk Manager for updating policies and procedures.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history.
- 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.
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered by November 27th, 2020 no later than 5:00PM (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
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-004:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

E-mail: _____

Amount requested to be compensated for each task:

- Task 1:

- Task 2:

List previous experience updating policies and procedures for health program below:

List up to three references with phone numbers below:

1) _____

2) _____

3) _____

Other Comments:

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