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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

**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

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**Request for Proposals****23-RFP-001**

**For More Information:** Alora Sutcliffe, [asutcliffe@karuk.us](mailto:asutcliffe@karuk.us), 530-493-1600 ext. 2006

**Proposal Deadline:** October 14<sup>th</sup>, 2022, no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for the publication and disbursement of the quarterly newsletter. The publication of the newsletter will vary in length from 25 up to 40 pages folded to finished trim size of 8.5 x 11. The document contains text, photos and graphics. It is created in a PDF or equivalent and accessible format for a 4-color process, and provided to the printer in both digital file format and hard copy for reference. The folded spine may be stitched or the outer edge must be secured by a staple so that the inside sheets cannot slip out during mailing. The order quantity averages around 3,300 copies but will require verification each quarter prior to print as enrollment fluctuates. The tribe will provide a mailing list, it is the responsibility of respondent to deliver the newsletter to enrollment.

**Scope of Work****Task 1: Development**

- Timelines for newsletter provided by the Public Relations Specialist
- Using Dropbox files provided by the Public Relations Specialist, organize initial newsletter draft
- Coordinate with the Public Relations Specialist on design and layout
- Use best practices to create a newsletter that is optimal for consumer engagement in both print and web display

**Task 2: Processing & Delivery**

- Produce final design/layout draft for approval by Karuk Tribe Council
- Make any final edits defined by Public Relations Specialist prior to print
- Print the number of copies designated by the Public Relations Specialist or designee
- Deliver copies to individuals provided on the mailing list
- Provide a digital copy of the newsletter or embeddable virtual newsletter for website usage

**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 breakdown of cost in regard to Labor, Materials, Stock, Processing, and Delivery
- 4) Names and telephone numbers of three client references.

**Responses must be hand, mail, or email delivered by October 14<sup>th</sup>, 2022 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: [emmaleeperez@karuk.us](mailto: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 23-RFP-001**

**Proposal Submitted by:**

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

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

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

- Labor: \_\_\_\_\_
- Materials: \_\_\_\_\_
- Stock: \_\_\_\_\_
- Processing & Delivery: \_\_\_\_\_

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

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

**Other Comments:**

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