
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-RFQ-004**

For More Information: Josh Saxon, jsaxon@karuk.us, 530-493-1600 ext. 2037

Proposal Deadline: **Emergency Posting: Monday, July 13th, 2020 by 5:00 p.m. (PST)**

The Karuk Tribe requests proposals for the following Scope of Work for an Emergency Preparedness Coordinator that will be responsible for preparedness activities, coordinating and implementing a variety of specialized functions related to emergency response, preparedness and public education.

Scope of Services to be Provided:

1. Develops and maintains working relationships with Tribal, private, military, local, state and federal officials in order to keep up-to-date on current issues facing the emergency management community.
2. Oversee the resource development and disaster preparedness related to grant procurement and grant administration.
3. Maintain detailed records and prepare correspondence and periodic special reports.
4. Advises Council and Tribal Departmental Staff on their emergency plan(s) and coordinates interdepartmental activities related to emergency planning.
5. Attend required meetings, training seminars and conferences related to emergency management/disaster preparedness and homeland security.
6. Attend and participate in COVID-19 Incident Command Team meetings and related activities.
7. Be available to initiate training or train Karuk staff in the Incident Command System

Responses must be hand, mail, or email delivered by Monday, July 13th, 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.
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.
3. Provide a breakdown of billing rates and final actual direct travel expenses reasonably incurred in the performance of contractual tasks will be reimbursable in accordance with Tribal policy.
4. Names and telephone numbers of three (3) professional references noting the description of services including reference project and project outcomes with each reference.

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.