
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

Requests for Proposals**13-RFP-019**

For more information: Ducayne Arwood (530) 493-1600 Extension 2034

Proposal Deadline: Friday, July 5, 2013 no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for two (2) Klamath Basin Tribal Youth supervisors for the following Scope of Work required for the Klamath Basin Tribal Youth Program (KBTYP) Supervisor positions camping in the Orleans/Somes Bar area five days and four nights (Sunday through Thursday) beginning July 14 – August 8, 2013.

Questions relating directly to the RFP process are to be directed in writing, by email or phone to Ducayne Arwood, Education Coordinator, duarwood@karuk.us, (530) 493-1600 Extension 2034. Any addendums shall be posted on the Karuk Tribe's website at www.karuk.us. Proponents are encouraged to visit this webpage on a regular basis.

The Selected Individual Will Be Responsible To:

The KBTYP Supervisor will report to the Karuk Tribe's Education Coordinator along with the week's project leader. Needs to be able to motivate youth workers and provide purpose for scheduled activities. This is a grant funded limited contract for \$3,500 for four (4) weeks with TERO tax deducted at 2%.

- 1) Shall be responsible for transporting Tribal youth to and from their home service area (Happy Camp, Orleans, or Yreka) to the campsite in the Orleans area, as well as to and from the campsite to their workstation.
- 2) Shall actively participate in Klamath Basin Tribal Youth Program meetings with the Education Coordinator and project leaders.
- 3) Shall organize the campsites and assign group tasks as needed to successfully manage the off-site work week of the Tribal youth, including meal planning and grocery purchase, meal preparation and clean-up, sleeping arrangements, and waste removal.
- 4) Shall maintain necessary documentation of expenses and attendance to assist the Education Coordinator in preparing final report.
- 5) Develop routines, schedules, and procedures for camp operation.
- 6) Help provide an atmosphere for developing good morale and well-being among the camp family.
- 7) Shall assist with safety planning and shall provide basic first aid as needed.
- 8) Shall be available for local and out of the area travel as required to ensure the safety and well-being of the program participants.
- 9) Shall be polite and maintain a priority system in accepting other position related job duties as assigned.
- 10) Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
- 11) Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
- 12) Displays the ability to establish and maintain harmonious working relationships with other employees, Tribal youth and their parents, and the public.
- 13) Demonstrates the ability to understand and follow oral and written instructions.

- 14) Shows understanding of camping procedures and demonstrates ability to organize and delegate tasks to facilitate the safety and well-being of the program participants.

Responses to this Request for Proposals MUST include the following items:

- 1) Experience working with tribal youth and tribal employees.
- 2) Must have the ability to connect with youth and have respect for youth culture.
- 3) Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- 4) Must successfully pass a pre-employment drug screening test and be willing to submit to and pass a criminal background check.

Responses must be hand, mail, e-mail or fax delivered to Tiffany Ashworth no later than Friday, July 5, 2013 by 5:00 p.m. to:

Tiffany Ashworth, Director of Administrative Programs & Compliance
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: tashworth@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).

**Karuk Tribe
Klamath Basin Tribal Youth Program (KBTYP) Supervisor**

Bid Form

Proposal Submitted by:

Name: _____ **Phone Number:** _____

Address: _____

Lump sum amount requested to be compensated for: \$3,500

Provide hourly rates:

Provide travel expense rates:

List previous experience providing food services for similar events and activities below:

List three references with phone numbers below:

1) _____ Phone: _____

2) _____ Phone: _____

3) _____ Phone: _____

Other Comments or Additional Information:
