

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

For More Information: Helene Rouvier (530) 493-1600, Ext. 2202

Proposal Deadline: Friday, June 22, 2012 by 5 pm

The Karuk Tribe requests proposals for the following Scope of Work required for a Museum Registrar Consultant. This is a project funded by an IMLS NANH Museum Services grant ending September 30, 2013.

Task One

Set up written procedures for accessioning permanent collection and loans, implementation and maintenance of all records. These instructions will be collected into a collections management workbook for current and future staff.

Task Two

Accession the permanent collection into PastPerfect museum software. Research donor and lender information and any access/use restrictions. The collection contains approximately 300 items, including baskets, lithic materials, and ceremonial regalia. Fabricate archival storage for objects not on display using best museum practices for collections management, including labeling and storage of objects.

Task Three

Recommend supplies, materials, and systems for collections management and provide up to 5 days training for staff.

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 hourly and travel expense rate sheet.
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, fax, or email delivered by June 22, 2012 at 5 p.m. to:

Sara Spence
Karuk Tribe Human Resources
P.O. Box 1016
64236 Second Avenue
Faxes will be accepted at (530) 493-1611
Emails will be accepted at sspence@karuk.us

Indian Preference will apply in the selection process in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 47) and/or the Tribal Employment Rights Ordinance (TERO), based on funding source requirements.

All contracts that exceed \$2,500.00 shall be subject to a 1% 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).