

# KARUK TRIBE HOUSING AUTHORITY

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Yreka, CA 96097  
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## **REQUEST FOR PROPOSAL**

**For More Information:** Florraine Super, Resource Development Manager, 530-598-0768 [florrinesuper@karuk.us](mailto:florrinesuper@karuk.us)  
**Deadline:** MONDAY, March 14, 2022 no later than 5:00pm (PST)

### **Summary and Background**

The Karuk Tribe Housing Authority is seeking Program Crew for Kahtishraam Wellness Center (KWC) in the Yreka area. Individuals will work closely with KWC staff to provide oversight for group programs for small (10 people) to big (500 people) events. Ability to support youth, adult, elder group events. Implementation and supervise wellness activities, policies and guidelines for said programs. The total amount of work will depend on event. Some activities happen during the weekday, evenings or weekends. You can choose times that works best for you, as we will create a list of Event Helpers we can call as events happen. It helps if you are passionate about great experiences and great service. Contracts will be awarded to those whose proposal is most advantageous to the program.

Kahtishraam Wellness Center provides community support that serves 150-500 people. We have events such as Halloween Trick or treat; Christmas Visit with Santa; Youth Wellness includes basketball camp, culture activities and arts/crafts; Mental Health Awareness Drive thru; Easter Visit with Easter Bunny; Splish Splash water activities; Youth conference; GONA-Gathering of Native Americans Conference; movie nights; Summer Enrichment Programs, to name a few.

We believe strong communities are possible when we invest in our kids, our families, and our neighbors. To bring this into our community we provide ongoing support, development, and connections to others.

### **Scope of Services**

#### **Program setup**

- Oversee sign-in sheets, surveys, KWC waivers, and other related paperwork.
- Assist with implementing youth programs and activities to include day camps, special events, sports programs, arts and crafts, and youth wellness programs.
- Organize and develop activities such as leisure games, sports games, etc. Provide instruction on rules and procedures for activities. Support KWC rules and main order in all activities.
- Prepare, maintain and inventory materials and equipment.
- Set up and clean up classrooms, program spaces and restrooms/locker rooms.

### **Responses to this Request for Proposals should include the following:**

- 1) A statement of qualifications, including relevant project history.
- 2) A proposed approach and rational for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) Names and telephone numbers of three client references.

### **Responses must be hand, mail, or fax delivered by MONDAY, March 14, 2022 no later than 5:00pm (PST)**

Adia Supahan, Executive Assistant  
Karuk Tribe Housing Authority  
635 Jacobs Way, PO Box 1159, Happy Camp, CA 96039  
Emails will be accepted at [asupahan@karuk.us](mailto:asupahan@karuk.us)

### ***Indian Preference***

This Request for Proposal is open to all qualified, responsive bidders. Indian Preference will apply in the selection process in accordance with the Karuk Tribe's Tribal Employment Rights Ordinance (TERO).