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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

**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

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**Request for Proposals****14-RFP-034**

**For More Information:** Rondi Johnson, 530-493-1600 Ext 2115, [rjohnson@karuk.us](mailto:rjohnson@karuk.us) or Michael Lynch, 530-842-9200 Ext 6102, [mlynch@karuk.us](mailto:mlynch@karuk.us)

**Proposal Deadline:** August 8<sup>th</sup>, 2014 no later than 5:00pm (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required to develop a Business and/or Marketing Plan which will ensure services are expanded and more accessible to the target population in order to gain a competitive edge in the marketplace.

**Task One – Complete a Business Plan using the IHS Template**

**Task Two – Review all current documents and marketing initiatives**

**Task Three – Review, suggest or recommend revisions to the Patient Handbook**

**Task Four – Develop a Marketing Plan that ensures current patients and potential patients are directed to Karuk Clinics**

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

- 1) A statement of qualifications, including relevant project history. (Be specific as necessary, such as X number of years' experience, X degree or certification, etc.)
- 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 price page. [This can be modified to include specific details you need based on the project/work].
- 4) Names and telephone numbers of three client references.

**Responses must be hand, mail, fax, or email delivered by August 8<sup>th</sup>, 2014 no later than 5:00pm (Pacific Standard Time) to:**

Sammi Offield, Contract Compliance Specialist  
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: [soffield@karuk.us](mailto:soffield@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).**

**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.**

**Price Page for 13-RFP-034:**

**Proposal Submitted by:**

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

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

**Lump sum amount requested to be compensated for:** \_\_\_\_\_

**Provide hourly rates:**

**Provide travel expense rates:**

**List previous experience providing services for events/activities below:**

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

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Other Comments:**

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