
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**15-RFP-007****For More Information:** Thomas Fielden, 530-493-1600, tfielden@karuk.us**Proposal Deadline:** 22nd, December, 2014 no later than 5:00 pm (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for Instructing L0581 Emergency Operations for Tribal Governments on 04/14/2015 thru 04/17/2015 from 8:00 am to 5:00 pm daily in Yreka California and is soliciting a proposal for a total of three (3) FEMA/EMI Certified Instructors to Facilitate and Instruct the class for up to 36 students. All classroom materials, pre-advertisement and posting of the class will be performed by FEMA/EMI and the Karuk Tribe Office of Emergency Services.

Task One

Meet and/or electronically communicate with the Cadre and Tribal OES Program Manager prior to and upon completion of courses to discuss arrival times and any other essential course administrative information which may include pre-course meetings, after-hour discussion of course activity or post course evaluations.

Task Two

Ensure that all audiovisual equipment is in proper working condition and instructional materials/aids, e.g., student handouts, etc., are available before class begins. Prepare for and deliver the course materials as prescribed in the Instructor Guide, including content, sequence, timing, audiovisual presentation and instructional methodology. Be responsible for assigned classroom activities during the course. The instructors shall, in coordination with the Tribal OES Program Manager, contact each other to discuss and mutually agree upon which modules each instructor shall teach. The teaching responsibilities shall be as evenly distributed as possible; however, each instructor may be required to teach all of the modules should it become necessary.

Task Three

Be present the entire period of performance stated on the contract instructor's contract. Failure to fulfill this requirement in its entirety will result in a deduction (equitable adjustment) to the contract. Instructors may, in writing, propose an amount to be deducted from his/her contract to the Tribal OES Program Manager or Tribal Contract Compliance Officer. The Karuk Tribe has the right to accept or modify their proposal for remuneration

Task Four

When not actually performing classroom instruction, such time should be used in support of the contracted course delivery to prepare and complete course-related educational developmental tasks. All instructors shall be available in the classroom during the entire teaching day; except during scheduled meal periods. Exceptions to this policy must be approved by the Tribal OES Program Manager. Administer, correct and review quizzes, tests, final exams and assignments, and papers as required for the program and maintain security over all teaching materials. Provide individual tutoring and counseling, both during and sometimes after the normal class day, for students having

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difficulties with class materials where appropriate. Provide customer service and technical assistance support to students, both in and outside of the classroom. Assist other instructor(s) with such things as group activities, usually occurring on an hourly basis.

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 22nd, December, 2014 no later than 5:00 pm (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

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 15-RFP-007:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

E-mail: _____ **Fax Number:** _____

Amount requested to be compensated for each [task, meeting, event]:

- Task One: _____
- Task Two: _____
- Task Three: _____
- Task Four: _____
- TERO Fee: _____

List previous experience providing for events/activities below:

List up to three references with phone numbers below:

- 1) _____
- 2) _____
- 3) _____

Other Comments:

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