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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

**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

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**Request for Proposals****19-RFP-009**

**For More Information:** Vikki Preston, (530) 627-3446, [vpreston@karuk.us](mailto:vpreston@karuk.us)

**Proposal Deadline:** Thursday, March 28<sup>th</sup>, 2019 no later than 5:00 p.m. (PST)

The Karuk Tribe requests proposals for the following Scope of Work required for the production of video products and audio recordings resulting from two (2) local performances by K-12 students at Orleans Elementary School and Junction Elementary School in Orleans and Somes Bar, respectively. This project is associated with funding secured from The MICA Group's Cultural Resources Phase 3 Grant Program for the Karuk Tribe's Píkváhaansas ("Storytellers") Project. To achieve project objectives, the final products anticipated under this Request for Proposals will be:

- Video/audio recording of bilingual (Karuk/English) play performances at Orleans Elementary School and Junction Elementary School in spring 2019;
- Audio recording of "Coyote Gives Salmon and Acorns to Mankind" as told by an experienced Karuk speaker;
- Two (2) videography workshops hosted to develop videography and video productions skills; and
- All final products and raw materials uploaded to Sípnuk for permanent storage and use.

The project contractor will coordinate with Tribal staff to organize and host at least two (>2) workshops teaching video production skills to local students, and will attend both of the K-12 performances to document the events using video equipment. While the final product, format and/or structure will be determined based on response(s) to this Request for Proposals, the ability to use short segments on social media is desired.

Upon contract award, the Contractor will read, sign, and adhere to the principles set forth by both the Practicing Píkyav Policy and the Protocol with Agreement for Intellectual Property Rights of the Karuk Tribe: Research, Publication and Recordings. Please note the following: Under these binding legal documents, all copyrights to the final product developed under this contract shall be owned by the Karuk Tribe. By way of formal request and approval by the Karuk Tribal Council, rights may also be shared with the contractor. These documents can be viewed from the Karuk website at the following link: (<http://www.karuk.us/index.php/personnel/personnel-forms>).

## **Scope of Work**

### **Task One**

Coordinate with designated Tribal staff members to plan videography workshops to assist with creation of the project's video products. Contractor will submit workshop flyer, draft agenda and proposed workshop materials to the Project Director by April 12, 2019 date for approval. Contractor will adhere to any recommendations for changes made by the Project Director and send electronic copies of all documents to the Project Director at least one week before workshop facilitation. Workshop duration will be at least two hours.

### **Task Two**

Facilitate at least two (>2) workshops as arranged with the Project Director and school administration for interested and dedicated students who wish to learn additional skills and take a leadership role in the process of data coding/tracking, interviewing, uploading, editing, and more. Basic video skills and interview protocols/decorum (e.g., how to practice cultural sensitivity and appropriateness when interviewing tribal elders, protocols for sharing and/or protecting cultural information) will be covered in these sessions. Workshops should impart essential filming, editing and production skills to K-12 students.

All work with minors shall be undertaken in the presence of a Tribal employee and/or a school staff member with a current and cleared criminal background check.

### **Task Three**

Record and edit two (2) final performances by Junction Elementary School and Orleans Elementary School students. Contractor will ensure that the final products do not include images and/or other representations of students whose parents/guardians have not signed a consent form for publication of digital representations of minors and/or their work.

The duration of each video product will not exceed 30 minutes; however, short video clips appropriate for uploading to social media would be appreciated. Contractor will provide the Project Director with all final draft products for review by May 24, 2019. Contractor will adhere to any recommendations for changes made by the Project Lead and submit electronic files in mp4 format of all final products and raw footage to the Project Lead by the Project end date of May 31, 2019.

**Responses must be hand, mail, or email delivered by Thursday, March 28<sup>th</sup>, 2019 no later than 5:00 p.m. (PST) to:**

Emma Lee Perez, Contract Compliance Specialist  
Karuk Tribe – Administration Office  
64236 Second Avenue  
P.O. Box 1016  
Happy Camp, CA 96039  
Faxes will not be accepted  
Emails will be accepted at: [emmaleeperez@karuk.us](mailto:emmaleeperez@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.

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.