
Department of Natural Resources

39051 Highway 96
Post Office Box 282
Orleans, CA 95556
Phone: (530) 627-3446
Fax: (530) 627-3448

Karuk Tribe

**Orleans Medical Clinic**

39051 Highway 96
Post Office Box 249
Orleans, CA 95556
Phone: (530) 627-3452
Fax: (530) 627-3445

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Request for Proposals**18-RFP-013**

For More Information: April E. Attebury, Judicial Administrator (530) 841-3143 Ext: 6505

Proposal Deadline: April 9, 2018

The Karuk Tribe requests proposals for inclusion in the Karuk Tribal Court Pool of Mediators. The Mediator shall provide mediation services to tribal court users as required by applicable Tribal law on an as needed basis.

The Karuk Tribal Court provides Judicial services to eligible members residing along the Klamath River corridor, in two (2) counties; Humboldt and Siskiyou. On occasion, petitioners and respondents need to participate in Mediation in order to resolve their dispute

The majority of all work shall be performed, completed, and managed at the Karuk Tribal Offices located in Yreka and Happy Camp. However, successful candidates may use other sites for Mediation if agreed upon by the Parties.

Scope of Services:

In performing and accomplishing the scope of services, all work shall be conducted in accordance with the procedures outlined in the Karuk Tribe Judicial Ordinances, Codes and Rules of Court. The specific scope includes but is not limited to providing mediation services such as:

- a. *Drafting of Child Custody and Visitation Plans*
- b. *Drafting of Divorce and Separation Plans*
- c. *Drafting of Child Visitation Plans, Reunification plans and Adoption plans for Families involved in the Youth in Need of Care court cases.*
- d. *Preparing and filing Mediated agreements and or memos to the Court.*
- e. *Consultant will pay all postage or mailing expenses associated with the contract (these costs shall be built into pricing).*
- f. *Consultant will pay all travel expenses associated with the contract (these costs shall be built into pricing)*

Successful applicants will meet the following Minimum qualifications:

- a. Must be at least 30 years of age
- b. Be familiar with the Constitution and the laws of the Karuk Tribe
- c. Not have been convicted by a federal, state or tribal court of an act involving moral turpitude, elder abuse or child abuse.
- d. Must not be debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from or otherwise prohibited from providing these services by any federal, state, local or tribal agency.
- e. The Consultant should have a minimum of three (3) years' experience in providing mediation services.

Responses to this Request for Proposals should include the following:

- 1) A resume and statement of qualifications.
- 2) Provide a detailed and precise discussion, including examples and/or documentation, of meeting each Minimum Requirement outlined in this RFP.
- 3) A proposed approach and rationale for completion of the contract tasks described, including descriptions of similar work previously completed and the results/benefits achieved.
- 4) Compensation to the contractor shall be based on:
 - a. Service Fees-Payment will be made by the Karuk Tribe for time spent by the mediator in performance of the Contract. This includes but is not limited to daily and hourly fees and/or rates for individuals as identified in the Contractor's proposal.
 - b. Direct Expenses-Payment will be made by the Karuk Tribe of direct expenses actually incurred by the Contractor in performance of the Contract. Direct expenses vary, depending on the nature of the proposed contract. Some typical examples of direct expenses are long distance telephone calls, faxes, postage, printing, reproduction and specific travel.

All bidders must also include a list of at least three professional references that may be contacted by the Tribe. It is preferred that the references include clients and/or agencies for whom similar work has been done within the past two year period. References shall include a complete address, contact name and telephone number.

Responses must be hand, mail, or email delivered: Responses will be accepted until April 9, 2018 at 5:00 p.m.

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

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.