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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 Qualifications****17-RFQ-003**

**For More Information:** Emma Lee Perez, (530) 493-1600 ext. 2017, [emmaleeperez@karuk.us](mailto:emmaleeperez@karuk.us)

**Proposal Deadline:** March 17<sup>th</sup>, 2017, no later than 5:00 (PST)

The Karuk Tribe requests proposals from qualified individuals with experience preparing grant proposals for Karuk language projects under the Administration for Native Americans (ANA) language funding opportunity.

In general the respondent should have demonstrated experience in grant writing including strong writing, editing and proofreading skills, and documented success of receiving grants specifically for language projects.

**Scope of services to be provided:**

1. The Tribal Council has identified the following funding priorities: 1) Language Immersion 2) Credentialing Teachers 3) Language Archiving. Proposals should demonstrate knowledge and experience writing grants for these funding priorities.
2. Work with Tribal Council, staff and other participating committees to develop Karuk language program strategies, goals, work plans (including objectives & outcomes,), staffing plans, and budgets in preparation to write and submit language grant proposals.

**Responses must be hand, mail, or email delivered by March 17<sup>th</sup>, 2017 no later than 5:00 pm (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)

## **PROPOSAL SUBMITTAL INSTRUCTIONS:**

### **Proposals must include:**

1. A cover letter/statement of qualifications identifying relevant experience and the results/benefits achieved. (Maximum two (2) pages).
2. A proposed project approach for the scope of work described above, including elaboration of any additional detail and approach that will be used to handle the project. (Maximum three (3) pages).
3. Provide a breakdown of billing rates and costs by task and final actual direct travel expenses reasonably incurred in the performance of contractual tasks will be reimbursable in accordance with Tribal policy. (Maximum one (1) page).
4. Names and telephone numbers of three (3) professional references noting the description of services including reference project and project outcomes with each reference. (Maximum 1 page)

### **SUBMISSION EVALUATION CRITERIA:**

1. Completeness of the proposal and responsiveness to the RFQ.
2. Demonstrated skills and credentials of the Submitter.
3. Relevant experience and capacity to work collaboratively.
4. A clearly defined approach to performing the scope of work.

**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.**