
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

Request for Qualifications**18-RFP-009**

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

Proposal Deadline: December 18th, 2017 no later than 5:00 (PST)

The Karuk Tribe is seeking proposals from qualified firms and individuals to develop a proposal for a *Judicial Office remodel project* under the Indian Community Development Block Grant (ICDBG) funding opportunity.

The Karuk Tribe has purchased a building to be remodeled and retrofitted to meet the needs of the Tribal Court. The successful candidate will work closely with the Court Administrator, Tribal Council, staff and participating committees with planning and proposal development. The respondent should be able to assist the team in developing a proposal that demonstrates the need for court services and other related services within the specific ICDBG guidelines of serving low to moderate income individuals.

In general the respondent should have demonstrated experience in grant writing including strong writing, editing and proofreading skills, and documented success of receiving grants from multiple funders, specifically ICDBG.

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 project and project outcomes with each reference. (Maximum one (1) page).

SUBMISSION EVALUATION CRITERIA:

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

Responses must be hand, mail, or email delivered by December 18th, 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

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.