
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

19-RFQ-002

For More Information: April E. Attebury, Judicial Administrator (530) 841-3143, aattebury@karuk.us
Proposal Deadline: Monday, November 12th, 2018 by 5:00 p.m. PST

The Karuk Tribe requests proposals for the following Scope of Work for a Wellness Court Program Coordinator/ Planner.

Consultant will develop strategic plan and coordinate the Karuk Wellness Court Program to ensure that program participants remain engaged in the treatment program and that the program continues to meet the needs of the participants. Consultant will assist the Administrator in the development of policies, procedures and participant manuals and forms. The consultant shall work closely with Karuk agencies, programs, County and State service providers as well as state and county probation and courts and must maintain confidentiality of all privileged information. Consultant must demonstrate familiarity and experience working with both youth and adults with issues related to substance abuse disorders and drug court models.

Consultants shall meet regularly (up to 10 hours per week) with the Judicial Administrator at the Administrative offices in Yreka, California.

Specific Scope of Services

1. Assist the Judicial Administrator in meeting grant requirements inclusive of strategic plan for the wellness court.
2. Assist in implementation of the Karuk Wellness Court including development of application process and program requirements.
3. Develop in-take process and scheduling procedures for assessments and evaluations of participants.
4. Develop referral and release of information forms for program and appropriate treatment providers for a Drug and Alcohol Assessment.
5. Assist in development/ implementation of appropriate culturally specific rehabilitation programs tailored to the needs of tribal participant.
6. Complete required progress reports, data, collection surveys, and other reports as needed.
7. Locate new or existing programs for Wellness Court participants.
8. Attend monthly hearings for Wellness Court participants.
9. Develop wellness court training plan for team members.
10. Attend relevant trainings and meetings as necessary.

Responses to this Request for Proposals must include the following:

- (1) A statement of qualifications, including number of years working for or performing consultant services for a Tribal government and or County government with a description of services provided.
- (2) Include any certifications, degrees, or other documentation to demonstrate experience in behavioral health programs such as substance abuse programs, family services, or juvenile/adult corrections or drug court programs.
- (3) A proposed approach and rationale for completion of the Scope of Work, including descriptions of similar work completed and the results/ benefits achieved.
- (4) Itemized bid price for hourly rate of pay and expenses; including mileage, travel, and other project related expenses.
- (5) Three letters of recommendation attesting to character and ability to perform tasks listed in this RFP.

Responses must be hand, mail, or email delivered by Monday, November 12th, 2018 by 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

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.