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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

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**

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

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**Request for Proposals****24-RFP-050**

**For More Information:** Erin Hillman, Director of Operations, 530-493-1600 ext. 2004,  
ehillman@karuk.us

**Proposal Deadline:** Thursday, August 22, 2024 no later than 4:00 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work from qualified firms for the following scope of work: Develop a Comprehensive Economic Development Strategy for Karuk Tribe services area including individualized goals for each of the different population centers in Happy Camp, Orleans and Yreka.

Firms must include a statement of qualifications or resume with their submission. It is understood that this document may be submitted to funding sources in the future to obtain funding for the economic development planning and implementation.

To establish an understanding for the variance between the communities and the rural isolated area it is recommended that a site visit to the region should be completed as a part of the project completion process. A tour of the area and/or web-based information can be coordinated.

The Tribe has a current CEDS that can be utilized as a tool for the development of a new CEDS.

**SCOPE OF WORK****1. Complete Comprehensive Economic Development Strategy Document**

Firm shall utilize Tribal and community planning to complete, the research and development, planning and data analysis to create a Comprehensive Economic Development Strategy (CEDS) in compliance with the requirements of the US Department of Commerce-Economic Development Administration (EDA) and include the guidance in this scope of work.

**Overview**

- Facilitate all stages of the economic development strategic planning process.
- Review and update, if necessary, the economic development mission statement, vision, goals, and objectives.
- Review existing economic development strategies and related documents.
- Develop and prepare an update to existing economic and community profiles and demographics.
- Review existing economic development programs and incentives.
- Conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis.

- Identify economic development priorities.
- Identify additional opportunities of existing businesses.
- Identify targeted industries for job creation and retention.
- Identify economic and housing development areas and sites.
- Identify roles and responsibilities with other entities, both internal and external.
- Incorporate matrices, charts, graphs, and projections, where appropriate.
- Develop specific actions or work plans to implement overall strategies successfully.
- Identify needs and resources necessary for implementing recommendations and strategies.
- Structure and prioritize recommendations and strategies e.g. short, middle, and long-term goals overall and for each community.
- Establish metrics in which to measure strategy performance.

#### Meetings and Outreach Efforts

- Firm shall coordinate with project team to conduct planning meetings with Karuk Tribe Staff and Council, and Tribally-Owned Business Managers as appropriate.
- Host at least one community meeting for each Tribal community (Happy Camp, Orleans, and Yreka)
- Create, distribute, receive, and analyze a digital community survey document.
- Incorporate community input into Comprehensive Economic Development Strategy Document.
- Facilitate project meetings with Karuk Tribe staff.
- Engage with key stakeholders, both public and private.
- Develop project steering committee and facilitate meetings, as needed.
- Conduct presentation of final deliverable to Tribal Council.

#### Strategy Recommendations

- Develop and prepare strategy to support business attraction, retention, and expansion.
- Develop and prepare strategy promoting entrepreneurship and innovation including Tribal member owned business development.
- Develop and prepare strategy for the Opportunity Zones.
- Develop and prepare a strategy to collaborate with educational institutions in job creation and advancement of economic opportunities identified.
- Develop and prepare a strategy to implement companion business for existing Tribal enterprises.

## **PROPOSAL SUBMISSION INSTRUCTIONS & EVALUATION**

Required contents to be deemed responsive and included in the evaluation phase, all bidders must submit proposals containing the following elements:

- A. Firm and Key Project Personnel and Qualifications
  - Provide a general description of the firm proposed to lead the effort.
  - Describe the firm's history and qualifications and relevant experience to conduct the services described in the scope of work.
  - Describe any potential conflicts of interest.
- B. Project Schedule
  - Provide a statement and project schedule detailing scope of work completion. Assume a one-week review periods by Tribal staff. It is the Tribe's preference to expedite the completion the scope of work.
- C. Cost Proposal (On attached form)

**Responses must be hand, mail, or email delivered by August 22, 2024 no later than 4:00 p.m. (Pacific Standard Time) 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: [rfpresponse@karuk.us](mailto:rfpresponse@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).**

**Price Page for 24-RFP-050:**

**LUMP SUM FIXED PRICE QUOTATION**

<b>ITEM</b>	<b>PRICE</b>
Comprehensive Economic Development Strategy Document (Including a digital copy as well as 20 hard copies, with full rights of reproduction)	
<b>TOTAL</b>	<b>\$</b>

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