

Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



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

24-RFP-045

For More Information: David Arwood II, TANF Director, 530-1440 Ext 6009
davidarwood2@karuk.us

Proposal Deadline: Monday, July 1st, 2024 no later than 5:00 pm (PST)

The Karuk Tribe TANF Program requests proposals for the following Scope of Work required for **Cultural Mentors** for the **2024 Happy Camp Culture Class** from June 26, 2024, through December 31, 2024, in Happy Camp. Areas of interest include (but are not limited to) traditional leather dress making, maple bark skirts, bear grass braiding, pine nut processing, beadwork, leatherwork, sewing.

Cultural Mentors will be responsible for the following:

- Must be at least 21 years of age.
- Will be responsible for the youth and must know their names and faces.
- May provide up to three 1-3-hour sessions per week.
- One class per week required to be at the TANF Administration building at 533 Jacobs Way during scheduled Culture Class times.
- May mentor 1-3 tribal youth in traditional dressmaking at one time.
- Mentors may be mothers, aunts, grandmothers, guardians or other relatives of tribal youth.
- Agree to the rule of three. No cultural mentor may be alone with a single child where others cannot observe the cultural mentor.
- Understand that sensitive information about a youth's abilities, relationships, or background must be kept confidential.
- Are required to have a background check completed before becoming a cultural mentor at the Tribe's expense.

Active Participation of 1 - 3 hours: \$100.00
Stipend

Responses should include the following:

- 1) Background information on the details and origin of knowledge.
- 2) Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered by Monday, July 1st, 2024 no later than 5:00 pm (Pacific Standard Time) to:

Emma Lee Perez, Director of Compliance
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 Indian Preference Act of 1934 (Title 25, USC, Section 47) and/or the Tribal Employment Rights Ordinance (TERO), 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.

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.

Qualifications Submitted by:

Name: _____ **Phone Number:** _____

E-mail: _____ **Fax Number:** _____

Please include a short statement describing your knowledge and expertise in traditional dressmaking process:

What is your experience in teaching/mentoring?

List up to three references with phone numbers below:

1) _____

2) _____

3) _____

Other Comments:

Indian Preference will apply in the selection process in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 47) and/or the Tribal Employment Rights Ordinance (TERO), based on funding source requirements.

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