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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**

#### **25-RFP-28**

**For More Information:** Scott Aseltine, Education Director, (530) 493-1600 ext. 2034, [saseltine@karuk.us](mailto:saseltine@karuk.us)

**Proposal Deadline:** June 27, 2025 no later than 5:00 PM (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for **Youth Cultural Practitioner Assistants** for the Yaan'iiftihan ikyávaansa Youth Gathering from July 14, 2025, through July 18, 2025 at the Klamath River Resort Inn in Happy Camp.

- Compensation is \$16.50 per hour
- Not to exceed 40 hours

Areas of interest (but not limited to) are:

- Regalia Making
- Preserving and Processing Native Foods
- Basket Weaving/Gathering
- Traditional Knowledge of plants/animals/aquatic species
- Storytelling
- Karuk Language Speakers
- Other cultural and historical knowledge, including traditional land management practices

### **The selected individual will be responsible for:**

1. Youth Cultural Practitioner Assistants will be available from 9 am through 5 pm from July 18, 2025 through July 18, 2025, to assist Cultural Practitioners.
2. All Youth Cultural Practitioner Assistants must be at least 16 years of age and under the age of 21.
3. Youth Cultural Practitioner Assistants will be paired with a Cultural Practitioner for the entirety of the Summer Youth Gathering.
4. Youth Cultural Practitioner Assistants will be knowledgeable of the Karuk Student Code of Conduct and other general instructions given to the students prior to the Summer Youth Gathering.
5. Youth Cultural Practitioner Assistants will adhere to the scheduled itinerary provided by the Karuk Youth Gathering Planning Committee.
6. Youth Cultural Practitioner Assistants agree to their scheduled time blocks and responsibilities given to them for the entire duration of their Summer Youth Gathering schedule.

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Updated July 24<sup>th</sup>, 2014

This amended version supersedes all previous versions.

7. Youth Cultural Practitioner Assistants agree to the rule of three. No Youth Cultural Practitioner, Karuk staff person or volunteer may be alone with a single child where the Cultural Practitioner, staff or volunteer cannot be observed by others.
8. Youth Cultural Practitioner Assistants agree to the Karuk Tribe and school district policies in addition to all state and federal laws and;
  - a. May not use, sell, provide, possess, or be under the influence of drugs or alcohol at any time throughout the duration of the event
  - b. May not use tobacco in the presence of, or within sight of, students or controlled substances, including electronic cigarettes, or look-a-likes in any form
  - c. May not possess articles that can be used as weapons
  - d. May not administer medications, prescription or nonprescription, to students
9. Youth Cultural Practitioner Assistants must undergo a criminal background check with fingerprints.
10. The responsibilities for assigning consequences or using physical restraint rest with the Karuk Youth Gathering Planning Committee. Report any major and/or continued infractions to a committee member as soon as possible.
11. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
12. Youth Cultural Practitioner Assistants are not allowed to bring guests to the event during their shift.

**Responses to this Request for Proposals MUST include the following:**

1. Background information on the details and origin of knowledge.
2. Experience working with children.
3. Qualifications to be a candidate for a Youth Cultural Practitioner.
4. Three client references.

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**Responses must be hand, mail, or email delivered by June 27, 2025 no later than 5:00 pm (Pacific Standard Time) to:**

Emma 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 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.**

**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.**

**25-RFP-028:**

**Proposal Submitted by:**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Area of Cultural Knowledge (May list more than one):**

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**List experience working with children 5 through 15 years of age:**

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**Why would you be a good candidate for a Youth Cultural Practitioner Assistant:**

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**List up to three references with phone numbers below:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Other Comments:**

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