

Karuk Community Health Clinic

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Karuk Tribe

**Administrative Office**

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Karuk Dental Clinic

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Request for Proposals**20-RFP-007****For More Information: Jonathan Mohr, 530.627.3446 x 3033****Proposal Deadline: November 25th, 2019 by 5:00 p.m. (Pacific Standard Time)**

The Karuk Tribe requests proposals for the following Scope of Work required for the planning and execution of a strategic planning process, which shall result in a comprehensive strategic sustainability report for the Karuk Department of Natural Resources (KDNR). We are seeking proposals from qualified firms or contractors (Consultant) that have experience working with tribes; have a basic familiarity with natural resources; local, state, tribal and federal programs and their funding mechanisms; with facilitating sustainability planning processes; and drafting, editing and finalizing a comprehensive strategic sustainability report. The successful contractor will work with the KDNR Planning Team, consisting of division leads for Watersheds Branch, Administration and development, and Eco-Cultural Revitalization, as well as the Outreach and Sustainability Planning Coordinator, Department Director and Deputy Director, to facilitate this planning and development process.

Task One - Gather Baseline data and Initial Analysis

Establish and gather baseline data and information from planning team and KDNR staff prior to strategic sustainability planning workshop through informal telephone, e-mail, and/or face-to-face conversations. Baseline data includes, but is not limited to: current organizational structure, current cross-divisional budget outline, functions needing to be sustained, resources (financial, technological, spatial, etc..) required to sustain these functions, partnership capacities and functions, current funding strategies, and existing policies, MOUs and MOAs with internal and external agencies.

Task Two- Workshop Facilitation

Conduct a multiple workshops utilizing best practices to assist and guide the Planning Team in the development of an achievable sustainability action plan. Facilitate workshops effectively and efficiently to ensure complete group participation. These workshops will take place onsite in Orleans with all meeting logistics arranged by project contact, in consultation with the consultant. The Tribe shall pay all expenses for the workshop, such as food and printing costs, unless otherwise negotiated. The Consultant will be responsible to coordinate workshop agenda and distribute key information to the Project Contact prior to the workshop. Additionally consultant will take the primary responsibility of recording all information obtained at the workshop. Key Questions to be answered are:

- What activities does KDNR need to sustain?
- What resources are needed to sustain these activities?
- What are our current and projected costs?
- What are our funding strategies?
- What foundations, businesses, individuals or other charitable entities can help us achieve sustainability, and how do we begin to build those relationships
- What functions and capacities do our partners have to help us achieve sustainability?

- What steps do we need to take to achieve fiscal sustainability?

Task Three Review and Prioritization of Identified Needs

Submit workshop notes, funding and sustainability strategies and suggested agenda prior to conducting a 1-day workshop to review and prioritize planning team identified projects and/or strategies. The information will be compiled and synthesized into draft recommendations and objectives based on findings from Tasks one and two. With consultation and support from the Project Contact, facilitate and coordinate workshop effectively and efficiently to ensure complete Planning Team participation.

Task Four- Draft Long term KDNR Strategic Sustainability Report

In consultation with the KDNR Director, Deputy Director and/or designee, the Consultant will develop a draft of the Planning Team-guided Long Term Strategic Sustainability Report to distribute for review to the KDNR Planning Team. Consultant may assist with related grant proposals that result from the planning process to this Strategic Plan upon further reading.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history. (Be specific as necessary, such as X number of years' experience, X degree or certification, etc.)
- 2) A proposed approach and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) A lump sum price, with attached price page. [This can be modified to include specific details you need based on the project/work].
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered by November 25th, 2019 no later than 5:00 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: emmaleeperez@karuk.us

Price Page for 20-RFP-007:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each Task:

- Task one: _____
- Task two: _____
- Task three: _____
- Task four: _____

List up to three references with phone numbers below:

- 1) _____
- 2) _____
- 3) _____

Other Comments:

Price Page for 20-RFP-007:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Lump sum amount requested to be compensated for: _____

Provide hourly rates:

Provide travel expense rates:

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.

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).