
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 Proposals**16-RFP-022****For More Information:** Lisa Hillman, 530.627.3446 ext. 3016, lisahillman@karuk.us**Proposal Deadline:** Open Until Filled

The Karuk Tribe requests proposals for the following Scope of Work required for serving at least 200 hours by October, 2016 as the Project Assistant (Contractor) to the Project Lead for the Urípih'úhthaam Project to create a network of three gardens to provide the Happy Camp community with access to local and traditional foods, and for organizing garden and kitchen activities to engage school children in planting, tending, harvesting, and consuming produce therefrom. Successful contractor will be asked to submit to a drug and criminal background check.

Task One: Community Garden

Contractor will be point of contact to the Community Garden objective, which serves mainly to provide learning opportunities for school children, but will additionally offer opportunities to improve physical health through exertion and consumption of harvested plants. Contractor will coordinate with school staff to organize activities and times for groups of students to plant, thin, water, and harvest garden products. Tools and equipment will be provided, however the Contractor will be responsible for these as per inventory. Activities will include a minimum of bi-weekly 1.5 hour visits to the garden for planting and upkeep with at least five school-aged children for a total of 40 working visits with participating children.

Task Two: Native Plant Garden Visits

To the develop Native Plants Demonstration Garden on the grounds adjacent to the Karuk Tribe's People's Center Museum and Library, the Contractor will help coordinate visits from the K-12 Indian Education classes in Happy Camp. This will entail telephone and email correspondence with the local schools, the People's Center Coordinator, Project Lead, and with identified volunteers.

Task Three: Kitchen Activities

Contractor will coordinate kitchen activities with school children and volunteer community members to harvest, prepare, and consume garden produce. At least three meals will have been organized by December 1, 2016. Tribal facilities will be available for use; however these will need to be arranged together with the Project Lead well in advance of the activity. At least one person present during all times must have a valid Food Handler's certificate. The Tribe will cover the expenses and supply all materials necessary to complete this task, including but not limited to: paper plates, utensils, cups, cooking facilities and equipment, trash bags, condiments, and cleaning supplies. Contractor will ensure removal of trash and spill clean-up in the eating area; set-up of tables/chairs; and overall clean-up of the kitchen and dining area after each meal.

Task Four: Reporting

Contractor will ensure that sign-in sheets are properly filled out, hours and nature of work are recorded, and a final two-page report on the activities achieved submitted to the Project Lead by December 31, 2016.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history. Please include copy of current Food Handler's Certificate and First Aid Training, if applicable. Please address the following in your statement:
 - a) Ability to work effectively with Native American Youth.
 - b) Time management skills and ability to work under stressful conditions with an even temperament.
 - c) Ability to establish and maintain harmonious working relationships with other employees, Tribal youth and their parents, school administrations, and the public.
 - d) Ability to understand and follow oral and written instructions.
 - e) Ability to organize and delegate tasks to facilitate the safety and well-being of the program participants.
- 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.
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered to Open Until Filled:

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.

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.

Price Page for 16-RFP-022:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each task:

- Task 1: _____
- Task 2: _____
- Task 3: _____
- Task 4: _____

List previous experience providing relevant services for events/activities below:

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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