
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

Request for Qualifications**16-RFQ-002**

For More Information: Lisa Hillman, (530) 627-3446 x 3016, lisahillman@karuk.us

Proposal Deadline: October 19, 2015 no later than 5:00 (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work from Tribal Youth versed in videography. They will document and/or edit documentation on cultural activities focused on traditional land management, Native food harvest and processing. The final film product may be used to support the Karuk Tribe's Nanu'avaha: K-12 Native Food System Curriculum. Videographers will be assigned documentation tasks from the Food Security Project Coordinator (Coordinator).

Videographers may use their own equipment or reserve required equipment from the Tribe. They must ensure that equipment is in order prior to activity begin and return any borrowed equipment in the same state. In general, the respondent should have demonstrated experience in filming and editing short (3 minutes minimum) video clips. Background information on any cultural knowledge, and the details and origin of film documentation knowledge would also be appreciated and considered in the selection process.

While it is our goal to support Karuk Tribal youth in practicing documentation and filming skill, all local youth are encouraged to submit their qualifications that describe their knowledge and skills in this area. Background information on any cultural knowledge, and the details and origin of film documentation knowledge would also be appreciated and considered in the selection process.

Scope of Services to be Provided:

1. Shall review list of documentation duties, film and/or photograph activity on the dates needed and clarify questions with Coordinator.
2. Shall deliver all raw and edited documentation materials to Coordinator within one month of the activity.
3. Shall exhibit professionalism, general courtesy and respect to all people, including Tribal staff.

Please note the following: upon contract award, the Contractor will sign the Protocol with Agreement for Intellectual Property Rights of the Karuk Tribe: Research, Publication and Recordings that give all copyrights to this lesson to the Karuk Tribe. Upon formal request and approval by the Karuk Resources Advisory Board, rights may also be shared with the contractor. A copy of this may be requested from the Karuk Department of Natural Resources.

Responses must be hand or mail delivered by October 19, 2015 no later than 5:00 (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

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.