
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 Proposals**21-RFP-027**

For More Information: Cheryl Bearchild, (530) 842-4775 Ext. 7107
cbearchild@karuk.us

Proposal Deadline: Friday, May 28, 2021 no later than 5:00 PM (PST)

The Karuk Tribal TANF department requests proposals from qualified certified individuals or businesses to set-up and maintain portable lap tops, chrome books, and supporting technology for our workforce development requirement activities.

Task One - Set-up and register all electronics

Certified Computer Technician will be responsible for their own transportation and tools necessary to complete required duties to set-up and required registration for 60 HP Pro Books, 360 Laptop and 60 HP Chrome Book 360. Research and recommend operating systems for install and set-up.

Task Two - Regular Maintenance of Laptops and Chrome Books

- a. Support Project Coordinator on development of best practices for clients to maintain Laptops and Chrome Books.
- b. Regular scheduled maintenance and updates as needed for clients to operate for required activities.
- c. Maintain an inventory log, maintain work orders, repair tickets and certify complete and maintenance logs for accurate work performed and needs to Project Coordinator.
- d. Wipe hard drives clean and prepare for next end user.
- e. Recommend best practices for staff on simple maintenances if end user needs assistance.

Task Three – Submit for Payments and Incidentals

- a. Submit a monthly invoice with hours worked and approved incidentals for reimbursement no later then the 5th of each month.
- b. Submit in writing all recommendations.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, submit certifications and years of practical services in the related field.
- 2) A proposed approach and rational 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 for services and fees. Depending on final modifications to the scope of duties what specifically would you need based on the project/work. to complete tasks.
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, fax, or email delivered by 28, May 2021 no later than 5:00 PM (Pacific Standard Time) to: Emma Lee Perez

Emma Lee Perez
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 21-RFP-027

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each task:

- Task: _____
- Task: _____
- Task: _____
- Task: _____

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

List up to three references with phone numbers below:

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

Other Comments:

Price Page for 21-RFP-027

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:

List previous experience providing food 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.

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.