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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-012**

**For More Information:** Neva Gibbens, Deputy Director of Natural Resources, 530-627-3446,  
[ngibbens@karuk.us](mailto:ngibbens@karuk.us)

**Proposal Deadline:** February 28<sup>th</sup>, 2025 no later than 5:00 p.m. (Pacific Standard Time)

**The Karuk Department of Natural Resources (KDNR) is seeking an experienced planning professional for position description development for the growing department.**

The KDNR is seeking a qualified human resources consultant who is experienced with similarly sized organizations going through a period of growth. With a current staff of approximately 90 and the potential to double or triple in size in the next 5-10 years, the KDNR is working towards having a clear plan for sustainable growth and consistency across programs. The consultant selected will work closely with the leadership at the KDNR including the Tribal Council, Human Resources Department, KDNR Director, KDNR Deputies, and KDNR Program Managers to facilitate the planning and creation of organizational capacity development related documents.

## Background

The mission of the Karuk Tribe is to promote the general welfare of all Karuk people, to establish equality and justice for our Tribe, to restore and preserve tribal traditions, customs, language and ancestral rights, and to secure to ourselves and our descendants the power to exercise the inherent rights of self-governance.

The Mission of the Karuk Department of Natural Resources is to protect, enhance and restore the cultural/natural resources and ecological processes upon which Karuk people depend. Natural Resources staff ensure that the integrity of natural ecosystem processes and traditional values are incorporated into resource management strategies.

## Project Goals

We seek to rewrite all positions descriptions to align with an updated organization chart and establish consistency Department wide, while meeting all Tribal HR standards. Streamlining the hiring process by having consistent and approved position descriptions will allow for us to continue our growth on an efficient scale. Suggested timeline for the process is included.

## Scope of Work

1. Review all current positions descriptions, the updated organizational chart, and the 2015 strategic plan for standard position qualifications. Meet with DNR leadership team to build a clear plan of expectations and outcomes. (3-5 weeks)
2. Build a position description template that can be utilized for all current and future position descriptions that aligns with the strategic plan, is approved by Karuk Human Resources and

- KDNR leadership. This will involve organizing several meetings with KDNR leadership and with HR to generate sufficient input. (4-6 weeks)
3. After the template is completed, and Council consensus to proceed is achieved, work with designated staff to draft a complete set of position descriptions for all positions in the updated organization chart, including any relevant variability in regard to the position categories document that is identified by Program Managers. Assess and align position description updates with functional needs and goals for the KDNR. Kick off this deliverable by presenting at a KDNR Manager Meeting on the second Monday of the month. (6-8 weeks)
  4. Provide completed position descriptions for all positions on the Karuk DNR organizational chart.

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

- 1) A statement of qualifications, including relevant project history. Identify the name of any consultants involved in the project and their qualifications.
- 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 rate schedule and not to exceed total. Please include a budget narrative and include travel fees for onsite meetings with staff in Orleans, CA.
- 4) Names and telephone numbers of three client references.

**Responses must be hand, mail, or email delivered by February 28<sup>th</sup>, 2025 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: [rfpresponse@karuk.us](mailto:rfpresponse@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).**

**Price Page for 25-RFP-012:**

**Proposal Submitted by:**

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

**E-mail:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Total not to exceed amount:** \_\_\_\_\_

**Provide rate schedule:**

**Provide travel expense rates:**

**List previous experience providing similar services for comparably sized organizations on an attached sheet:**

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

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Other Comments:**

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