

Request for Proposals**20-RFP-01****For More Information: Deanna Miller, Interim Executive Director, (530) 493-1475, djmiller@karuk.us****Proposal Deadline: Responses will be accepted until April 1st, 2020**

The Karuk Community Development Corporation (KCDC) requests proposals for the following Scope of Work required for the position of Recording Secretary for Karuk Community Development Corporation board meetings.

The Recording Secretary would be in charge of taking the official notes, typing minutes and keeping records of meetings as directed by the Karuk Community Development Corporation Board of Directors.

The Board of Directors regular meetings are held twice a month: on the second Wednesday at 5:30 p.m., and on the fourth Wednesday at 5:00 p.m. Both meetings last from an hour and a half to three hours. A special meeting may be held if the situation presents itself. The meetings are held in Happy Camp, CA at the KCDC Office unless otherwise notified by the Board of Directors.

Scope of Services:

1. Attend all meetings as required.
2. Record, transcribe and type minutes using format requested by the Board of Directors.
3. Provide an electronic copy of minutes, when completed, the Executive Director for review.
4. Ensure that the original copy of the minutes is signed by the KCDC Board Chairperson.
5. Maintain an electronic (signed) copy file for all minutes.
6. Be willing to travel to Yreka if a meeting is held there.

Responses to this Request for Proposals should include the following:

1. A resume and application.
2. A lump sum price, with attached price page: compensation to the Recording Secretary shall be based on:
 - a. Service Fees-Payment will be made by the Karuk Community Development Corporation for time spent by the Recording Secretary in performance of the Contract; This would include daily and hourly fees.

All responses must also include a list of at least 2 professional references that may be contacted by the KCDC Board of Directors. It is preferred that the references include clients for whom similar work has been done or work in an office setting where equal knowledge of and the same skill set was required. References shall include a complete address, contact name and telephone number.

Responses must be hand, mail, or email delivered by April 1st, 2020 no later than 5:00 p.m. (Pacific Standard Time) to:

Deanna Miller, Interim Executive Director
Karuk Community Development Corporation
529 Jacobs Way
P.O. Box 1148
Happy Camp, CA 96039
Faxes will NOT be accepted
Emails will be accepted at: djmiller@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 20-RFP-011:

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 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).