

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Request for Proposals**

**23-RFP-017**

**For More Information:** Melissa Blackinton, Student Services Coordinator, (530) 643-3811,  
[mblackinton@karuk.us](mailto:mblackinton@karuk.us)

**Proposal Deadline:** Friday, May 19, 2023 no later than 5:00 PM (PST)

The Karuk Tribe requests proposals for the following Scope of Work required for **Chaperones** for the **UUM YAV KUNKUPÍTIH PAYAANÍFTIHANICHAS Youth Gathering** from June 21, 2023 through June 25, 2023 at the Klamath River Resort Inn in Happy Camp.

**The selected individual will be responsible for:**

1. Karuk Tribe procedures require that all contracted chaperones have a background check completed before becoming a chaperone at the Tribe's expense.
2. Chaperones will be available to work shifts from June 21 through June 25, 2023. There will be day shifts and overnight shifts that will include overnight outdoor camping, river rafting, hiking and excursions.
3. All chaperones must be at least 21 years of age.
4. Chaperones will be compensated up to \$1800 based on the number of shifts worked during the youth gathering. Chaperones will be paid \$180 per shift. Each shift will be 12 hours and there will be a total of 10 shifts for the duration of the youth gathering. Shifts will be from 8am until 8pm and from 8pm until 8am. Chaperones will be required to do no less than one 12 hour shift.
5. Chaperones will be responsible for the students they are assigned and must know their names and faces.
6. Chaperones will be knowledgeable of the Karuk Student Code of Conduct and other general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
7. Chaperones will adhere to the scheduled itinerary provided by the Karuk Youth Gathering Directors.
8. Chaperones agree to their scheduled shifts and responsibilities given to them for the entire duration of their shifts.
9. Chaperones agree to the rule of three. No chaperone, Karuk staff person or volunteer may be alone with a single child where the chaperone, staff or volunteer cannot be observed by others.
10. Chaperones agree to Karuk Tribe and school district policies in addition to all state and federal laws and;
  - a. May not use, sell, provide, possess, or be under the influence of drugs or alcohol at any time throughout the duration of the event

- b. May not use tobacco in the presence of, or within sight of, students or controlled substances including electronic cigarettes, or look-a-likes in any form
  - c. May not possess articles that can be used as weapons
  - d. May not administer medications, prescription or nonprescription, to students
11. Keep your assigned group of students with you throughout the event or event activity, including time on the bus.
  12. The responsibilities for assigning consequences or using physical restraint rest with the Karuk Youth Gathering Directors. Report any major and/or continued infractions to a director or coordinator as soon as possible.
  13. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
  14. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
  15. Chaperones are not allowed to bring guests or children to the event during their shift.
  16. Karuk Tribal Employees must have their supervisor's permission and leave request submitted in order to be compensated as a contracted chaperone.

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

1. A statement of qualifications, including relevant experience working with youth and similar work completed.
2. A list of three references.

**Responses must be hand, mail, or email delivered by May 19, 2023 no later than 5:00 pm (Pacific Standard Time) to:**

Emma Perez  
Contract Compliance  
64236 Second Avenue  
P.O. Box 1016  
Happy Camp, CA 96039  
Faxes will NOT be accepted  
Emails will be accepted at: [emmaleeperez@karuk.us](mailto:emmaleeperez@karuk.us)

**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.**

**Price Page for 23-RFP-017**

**Proposal Submitted by:**

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

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

List all previous experience working with youth ages 12 through 18. Attach additional pages if needed.

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List up to three references with phone numbers below:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Other Comments:**