
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

**Administrative Office**

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

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Request for Qualifications**16-RFQ-001**

For More Information: Laura Mayton, (530) 493-1600 ext. 2013, lmayton@karuk.us

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

The Karuk Tribe requests proposals for the following Scope of Work from Grant Writers to conduct funding research; review, write and edit grant proposals and to gather information and data from departments in developing proposals.

In general the respondent should have demonstrated experience in grant writing including strong writing, editing and proofreading skills, and documented success of receiving grants from multiple funders.

Scope of Services to be Provided:

1. Shall monitor Notices of Funding Availability (NOFAs), Requests for Proposals (RFPs), Grants.gov and other notifications of public and private sector resources available to meet high-priority needs of the Tribe
2. Shall review, prepare and edit grant applications (forms, narratives, budgets, and attachments) for grammatical and informational completeness, review content for clarity, and make constructive suggestions.
3. Assist Tribal administrators and department directors in the development of internal and external assessment instruments and evaluation methods for grants, as well as reporting procedures that are responsive to funder requests.
4. With Tribal administrators and department directors assistance develop program strategies, goals, work plans (including goals and process objectives & outcomes,), staffing plans, and budgets. Realistic time frames for program implementation and sustainability shall be considered and developed.
5. Shall facilitate project specific program coordination and resource utilization by serving as a liaison between Tribal departments and programs. This may include: attending regular department meetings, meeting with department directors regularly to discuss goals and funding opportunities, and attending department events to gain a better understanding of department activities.

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