

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 PROPOSALS**PROPOSAL DEADLINE: 5:00 PM August 13th, 2021**

The Karuk Tribe seeks proposals from qualified firms and individuals to perform Human Resources related studies and provide an assessment and recommendations to the Karuk Tribe (KT), Karuk Tribe Housing Authority (KTHA) and Karuk Community Development Corporation (KCDC). The Karuk Tribe Housing Authority and the Karuk Community Development Corporation are entities of the Karuk Tribe. In addition to the individual entity studies, combined human resources information will be required to provide a full Tribe-wide assessment and recommendations.

All questions and correspondence should be directed to Emma Lee Perez, in writing at the Administrative Office address listed above, or by emailing emmaleeperez@karuk.us, or by calling (530) 493-1600, ext. 2017.

Scope of Work:

The Karuk Tribe and its Entities currently have need for the following Studies:

1. **Job Classifications:** review approximately 340 Karuk Tribe, KCDC, KTHA job descriptions for consistency on pay-grade, ranges and duties. Make recommendations for appropriate adjustments and orient key administrative staff on best practices for implementation of recommendations. Make recommendations for appropriate adjustments to the organizational chart.
2. **Job Compensation:** review and compare approximately 340 job classifications and make recommendations to ensure they are comparable to compensations plans for government service positions in Indian Tribes and local governments in Humboldt and Siskiyou County. This task will also encompass a Pay Compression review and a Benefits Package review along with recommendations for adjustments.
3. **Employee Engagement:** review our current employee engagement efforts, these may include employee orientation, on-boarding processes and employee recommendations and make recommendations for successful employee engagement programs.
4. **Hiring Process:** review the Tribe's internal hiring policy and process and make recommendations for achieving efficiencies, decrease hiring turnaround times and increase recruitment.
5. **Policy Review:** review the Tribe's policies for consistency and clarity on any Human Resources related policy statement or direction. Recommend policy modifications and/or additional policies as needed to ensure the Tribe is compliant with Tribal, Federal and if applicable, State law.

A conference will be held with Administrative staff, KTHA, KCDC and Tribal Council members. A copy of the assessment and proposed recommendations will be provided to the Karuk Tribe to facilitate decisions that achieve organizational efficiencies.

Description of the Karuk Tribe:

The Karuk Tribe is a federally recognized Indian Tribe whose constitution was formally adopted by its members on April 6, 1985. It has been determined that the Karuk Tribe is a primary government based upon the fact that it is legally separate, its governing body is separately elected, and it is fiscally

independent of other governments. The Karuk Tribe Housing Authority is an entity of the Karuk Tribe which manages the housing operations which are funded primarily by NAHASDA. This includes low income rent units, lease purchase units and elder's life estates located in multiple communities. The Karuk Community Development Corporation is a Tribally Chartered Corporation which operates the Tribe's limited for-profit business: Amkuuf Smoke Shop. The Karuk Tribe also passes certain funds through to KCDC to operate programs such as Head Start.

Assistance Available to the Contracted Firm:

In addition to access to HR files, the Karuk Tribe and their entity's Human Resources and Administrative staff will be available to pull, reproduce, and upload documents. Staff will also be available to answer questions and offer general support.

Report Requirements:

The report should be addressed to the Karuk Tribal Council and should include all required components of the Scope of Work.

Information Requested from the Contractor:

1. Title page including firm name, local address, telephone number, and name of contact person.
2. Table of contents including a clear identification of the materials by section and by page number.
3. Letter of transmittal limited to 10 pages which will:
 - Briefly state your understanding of the work to be performed and make a positive commitment to perform the work within the time period;
 - State the all-inclusive fee for which the work will be completed, preferably broken down by each entity (Karuk Tribe (approx. 280), Karuk Tribe Housing Authority (approx. 40 employees), Karuk Community Development Corporation (approx. 20));
 - State the names of the persons who will be authorized to make representations for you, their titles, addresses and telephone numbers; and
 - State that the person signing the letter is authorized to bind your firm.
4. Profile of your firm which includes:
 - Whether your firm is local, regional, national or international;
 - The location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors and other professional staff employed at that office;
 - Description of the range of activities performed by the local office such as auditing, consulting, HR or management services; and

5. Mandatory criteria will be:

- Affirmation that your firm is a properly licensed or certified specializing in organizational management consulting;
- Attachment of your last two client reviews and any letters of comment received.

6. Summary of your firm's qualifications which will:

- Specifically identify the supervisors and staff who will work on the review and studies. Resumes including relevant experience and continuing education for each person to be assigned should be included (the resumes may be included as an appendix); and
- Describe all recent experience with Indian Tribes similar to the type of work requested and give the names and telephone numbers of client officials responsible for three (3) of the listed Tribes.

7. Approach to the examination and submission of a work plan to accomplish the scope defined above. The work plan should include time estimates for each significant segment of the work and the staff level to be assigned.

8. Compensation section shall state the total hours and hourly rates for each staff classification and the resulting all-inclusive maximum fee (including out-of-pocket travel costs) for which the requested work will be done.

9. Timeline for completion of the project.

The Karuk Tribe reserves the right to reject any and all proposals submitted and to request additional information from all prospective contractors. Any award made will be to the firm which, in the opinion of the Karuk Tribe, is the most qualified.

Responses must be received by 5 PM, August 13th, 2021 to:

Emma Lee Perez, Contract Compliance Specialist
Karuk Tribe
Post Office Box 1016, 64236 Second Avenue
Happy Camp, CA 96039
Email: emmaleeperez@karuk.us
Faxes will not be accepted.

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.