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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****22-RFP-017**

**For More Information:** Connor McGuigan, [cmcguigan@karuk.us](mailto:cmcguigan@karuk.us), 530-627-3446 ext.3033

**Proposal Deadline:** Monday, July 18<sup>th</sup>, 2022 no later than 5:00 PM (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for the development of a fundraising plan and donor communication products for the Department of Natural Resources' (DNR) Endowment for Eco-Cultural Revitalization Fund.

**Task One – Develop Fundraising Plan for Building the Endowment**

Develop a plan for the Department of Natural Resources (DNR) to build its Endowment for Eco-Cultural Revitalization (Endowment) over the next two years. Consult with DNR staff to establish a two-year fundraising goal with specific milestones for different donation levels (i.e. a gift pyramid/gift range chart). Review and analyze to-date Endowment fundraising efforts. Create prioritized list of fundraising tactics and identify short, medium and long-term actions for each tactic. Plan should emphasize strategies for DNR to cultivate donations from its growing recognition and national audience for its wildland fire programs, as well as what donor communications products DNR should prioritize.

**Task Two – Develop Donor Communications Products**

Following completion of the Fundraising Plan, work with DNR staff on the development of the donor communications products (i.e. annual donor impact report, web presence, info sheets) that are identified as short-term priorities in the Plan.

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

- 1) A statement of qualifications, including relevant project history. Include CV/Resume if applicable.
- 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 lump sum price, with attached price page. **Lump sum price should not exceed \$22,250.**
- 4) Names and telephone numbers of three client references.

**Responses must be hand, mail, or email delivered by Monday, July 18<sup>th</sup>, 2022 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](mailto:emmaleeperez@karuk.us)

**Price Page for 22-RFP-017**

**Proposal Submitted by:**

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

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

**Amount requested to be compensated for each Task:**

- Task One: \_\_\_\_\_
- Task Two: \_\_\_\_\_

**List previous experience providing fundraising campaign support below:**

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

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

**Other Comments:**

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**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).**

**Price Page for 22-RFP-017**

**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 previous experience providing fundraising campaign support below:**

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

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

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

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

**Other Comments:**

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