
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

Request for Proposals**22-RFP-019**

For More Information: Alora Sutcliffe, Public Relations Specialist, asutcliffe@karuk.us or Eric Cutright, CIO, ecutright@karuk.us

Recommended Site Visit: Visit the current website at www.karuk.us

Proposal Deadline: Wednesday, June 22, 2022, no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for the redesign and development of the Karuk Tribe website. The redesign and development is focused on the construction of an intranet site for employee usage and the reconstruction of the forward facing site. Key elements of the intranet site will include department specific applications such as newsletter article submissions, personnel forms, requests, documents for review, communication applications, archival system and calendars (not an exhaustive list). The key elements of the forward facing site design will be to create a more user-friendly site through mobile-responsiveness, applications in site, communication with administration/primary care, the integration of social media and access to a calendar of events (not an exhaustive list). The Karuk Tribe also requests ongoing support on an as-needed basis for continued updates after the redesign is complete.

Task 1: Move, redesign, and expand www.karuk.us

The desired features of the forward facing include:

- Redesign of aesthetics, color palettes and formatting (with approval by Alora Sutcliffe)
- Integration of social media and other media formats
- Archival system for public information
- Integration of user-friendly form and application systems for the following programs:
 - o Human Resources
 - o Health Program – medical, dental, behavioral health, and public health
 - o Housing Authority
 - o Enrollment
 - o Judicial
 - o TANF
 - o Child Welfare
 - o LIAP
 - o TERO
 - o Head Start
 - o Council meeting agenda requests
- When appropriate, integrate the application submissions above with existing external systems, for instance Indian Health Services (IHS.gov) patient portal
- Develop Red Ticker for emergency information on homepage
- External Calendars for events/meetings
- Media requests page
- Build Mobile-responsive platform

- Integration with existing live streaming service for broadcasting public council meetings
- Establish secure communication methods for the public to contact specific tribal employees or departments using the site
- Conversion of all of the existing pages on the website www.karuk.us into the new forward facing site
- Move and/or build the forward facing site to an external web host
- Allow for multiple government employees to update specific web pages with explicit permissions on a per page basis
- Provide training to the IT team and communications team on common usage, adjustments, and maintenance of the forward facing website.

The Karuk Tribe will provide all domain registration and DNS services for the forward facing website, and will pay for all hosting, software, and hardware costs. The Karuk Tribe requests a recommendation for a hosting company, and reserves the final decision regarding the host after reviewing the recommendation.

Task 2: Establish, design, and enable an intranet site for Karuk government employees

The desired features of the intranet site include:

- Integration with the Active Directory database for the following features:
 - o User Directory where users may update their contact information
 - o Calendars for vehicle and room reservations
 - o Calendars for department and committee meetings
- Links to existing internal web portals such as the IT Ticket portal or the health training portal
- Document repositories including:
 - o Health policies
 - o Tribal policies
 - o Judicial codes
 - o Employee forms
 - o Maps, construction documents, and environmental assessments
- Integration of user-friendly form and application systems including:
 - o Human Resources forms
 - o Time cards and payroll forms
 - o Purchase orders
 - o Contracts for legal review
 - o New employee orientation and training
- Provide training to the IT team and communications team on common usage, adjustments and maintenance of the intranet site.

The Karuk Tribe will provide all hosting, DNS, and domain registration services for the internal site. Access to the site and server support will be provided by the Karuk Tribe IT department.

Task 3: Assist the Karuk Tribe with additional updates to both the intranet and forward facing sites on an as needed basis

For ongoing support, the Karuk Tribe requests the following:

- An hourly rate for additional changes to the website, including some routine updates

- Technical support for 2 years covering both the intranet and forward facing sites
- An option to renew support annually, or to pre-purchase additional years of support
- A service level agreement (SLA) for technical support with two levels: urgent, and routine
 - o Urgent is defined as the website is offline or unusable
 - o Routine covers all other requests
- Urgent request SLA must be 1 business day response
- Routine request SLA may be longer, such as 3 days or 5 days response.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history.
- 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 for initial redesign and development. A proposed cost for retainment by the Karuk Tribe to maintain a relationship of at least two years for future website needs.
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered by May 1st, 2019 no later than 5:00 p.m. (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).

Price Page for 22-RFP-019:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

E-mail: _____ **Fax Number:** _____

Amount requested to be compensated for each task:

- Task 1: _____
- Task 2: _____
- Task 3 Lump Sum: _____
- Task 3 Hourly Rate(s): _____

List up to three references with phone numbers below:

- 1) _____
- 2) _____
- 3) _____

Other Comments:

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