

---

**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****20-RFP-015**

**For More Information: Patricia Hobbs, LCSW Director Human Services**  
**Proposal Deadline: March 3, 2020, no later than 5:00 PM (Pacific Standard Time)**

The Karuk Tribe requests proposals for the following Scope of Work required for facilitation of cultural activities suitable for tribal families. The purpose of the activities is to strengthen cultural awareness, teaching and providing information/education related to tribal practices that promote healing, and providing healthy alternative activities for Karuk children, youth and families.

**Task One – Activity/Event Development of Goals and Curriculum**

Contractor will coordinate with Human Services Clinical Staff to develop, schedule and design activities appropriate to traditional tribal life ways and healing.

**Task Two - Facilitation of Activity/Event per Goals Developed**

Provision of one or more Cultural Activities which may include any of the following: necklace design and construction, storytelling, language, basket making/gathering of materials, traditional foods or medicinal materials gathering. Instruction or demonstration of preparation of indigenous foods, traditional card games or ceremony protocol. Some activities may be gender specific. Interested parties may respond to one or more of the activities.

Contractor is responsible for scheduling, preparation and facilitation of activities.  
Contractor shall also coordinate and plan activities with the Human Services staff.  
Location of activities will be within the Tribe's service area.  
Contractor will coordinate with Human Services staff to collect data necessary to meet grant requirements.  
Contractor shall submit to a Department of Justice background check.

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

- 1) Contractor shall have sufficient demonstrated experience in coordinating and facilitation of the activities.
- 2) A description of cultural activities and supplies to be included in the proposal.
- 3) A lump sum price, with attached price page.
- 4) Names and telephone numbers of three client references.

**Responses must be hand, mail, fax, or email delivered by March 3, 2020 no later than 5:00 pm (Pacific Standard Time) to:**

Emma Perez Contract Compliance Specialist  
Karuk Tribe – Administration Office  
64236 Second Avenue  
P.O. Box 1016  
Happy Camp, CA 96039  
Faxes will be accepted at: (530) 493-2342  
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.**

**Price Page for 20-RFP-015**

**Proposal Submitted by:**

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

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

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

- Task, meeting, event: \_\_\_\_\_
- Task, meeting, event: \_\_\_\_\_
- Task, meeting, event: \_\_\_\_\_
- Task, meeting, event: \_\_\_\_\_

**List previous experience providing food services for events/activities below:**

---

---

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

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

**Other Comments:**

---

---

**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 20-RFP-015 :**

**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 food services for events/activities below:**

---

---

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

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

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

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

**Other Comments:**

---

---

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.