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**Karuk Community Health Clinic**

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# Karuk Tribe

**Karuk Dental Clinic**

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**Administrative Office**

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64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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**Request for Proposals****15-RFP-038**

**For More Information:** Jill Beckmann, 530-469-3342, jbeckmann@karuk.us

**Extended Proposal Deadline:** Wednesday, October 14th, 2015 no later than 5:00 pm  
(Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for creating a geographic application and database for cultural resources information and integrated field data collection solution.

**General Requirements and Desired Product Features:**

Contractor will work with the Karuk Tribe Department of Natural Resources staff, including Tribal Historic Preservation Officer, GIS Specialist and Data Steward, Food Security Project Coordinator, Deputy Director of Eco-Cultural Revitalization, and the Director of the Department of Natural Resources to design a geographic application, database, and field data acquisition and transfer methodology for cultural resources information that will meet the following specifications.

A secure database is needed to archive, access, update, inform, and analyze new and existing cultural resources information. This information includes but is not limited to archeologic site records and investigations, academic publications, ethnographies, photographs, and raw and transcribed interview materials. The database must also be able to link/represent/store spatial information (points, lines and polygons) associated with these objects (PDF, JPEG, shapefile/feature class, word document, audio files, etc.) within a GIS. In addition, the database must be user-friendly while incorporating incoming field data and reports. Field data includes archeological surveys and reports, GPS data, photographs, and current information (availability and condition) pertaining to tribal food and fiber resources.

The database should be stored and managed by ArcGIS, Microsoft Access and/or any other similar application(s) that has the capabilities of a relational database connected to a GIS. The Karuk Tribe currently has access to ArcGIS for Desktop and Microsoft Access. Please list any additional software and associated costs that would be required of users to work with and manage the database in the quotation. Users should be able to perform spatial queries on geographic data (in a GIS application) as well as regular database queries (i.e. SQL) on standardized metadata (such as type of resource and condition) in order to access publications/documents/projects/surveys/ethnographies related to a resource, location, or geographic span within the Karuk Tribe's Aboriginal Territory and Tribal homelands.

The database must be secure and confidential. As such, a 'closed-loop' system is required so that there are no dependencies on the internet for storage, access, or transfer of documents and data. Additionally, tiered levels of access/privileges are desired. Ideally this would entail differential user privileges for viewing verses editing document categories.

The database must include a means for collecting and transferring field data collected on iPads. As some field data is currently collected on iPad devices using the TapForms application, integration



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with this field data acquisition method is desired. If an alternative field data collection methodology is proposed, it should be flexible, secure, user friendly, and function without internet access in the field. A user-friendly workflow should be developed for exporting data from TapForms (or other program) and importing that data, including photos and geographic information, into the database, as well as later export of that data into PDF Site Records (DPR 523 format with continuation sheets) for archiving and official reporting of information.

The database should be consistent with plans for the California Historical Resources Information System (CHRIS) and other industry standards for archiving, storing, and recalling cultural resources.

The database solution should include a user-friendly workflow for flagging and adding select database items (documents, photos, etc.) to the Karuk Tribe's Sípnuuk Digital Library, Archives and Museum (Sípnuuk) that is hosted on Mukurtu designed by the Center for Digital Archeology. Availability of these documents in Sípnuuk should be tracked within the database and include a link to the representational item in Sípnuuk. Likewise, Sípnuuk items should be easily incorporated into the geodatabase as appropriate. More information about this service will be provided on request.

The Karuk Tribe has one GIS Specialist on staff that will be available to manage the database and troubleshoot issues, but on the whole, the database should be user-friendly for non-GIS users. These users should be able to populate the database, add documents and other items to the database, and be able to link items to their geographic locations within the GIS. The main users of this database will be the Tribal Historic Preservation Officer and their staff.

The database should have longevity and should not require frequent updates that cannot be implemented by Karuk Tribal staff and should remain current with associated software without adjustment for several years into the future. If maintenance of the system requires a higher level skill than the current tribal staff can complete un-aided, a maintenance plan and funding requirements should be included in the quotation.

**Task One – Work with Tribal staff to design a geographic application, database structure and general work flows for field data collection that will accommodate a variety of cultural resources information.**

**Task Two – Create geographic application and database system and appropriate work flows.**

**Task Three – Train Tribal staff on use of geographic application and database system and associated workflows, including any maintenance needs.**

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

- 1) A statement of qualifications, including relevant project history and descriptions of similar work previously completed and the results/benefits achieved. Please provide detailed examples of comparable databases that you have designed and created in the past for other organizations.
- 2) A proposed approach and rationale for completion of the contract tasks described above, including a detailed description of how your solution will meet each of the desired specifications.

- 3) A proposed timeline for work to be completed which, at minimum, references the tasks listed above.
- 4) A lump sum price, with attached price page. Bids should be itemized according to the tasks listed above and include any associated costs and specifications for required software or other associated items.
- 5) Names and telephone numbers of three client references.

**A Pre-bid conference call is open to all respondents and will take place on Friday, September 18, 2015, 1:00 pm. Phone Number: 530-627-3685 Pin: 1234** It will include an opportunity for Questions and Answers regarding this RFP.

**Responses must be hand, mail or email delivered by Wednesday, October 14<sup>th</sup>, 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](mailto: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 15-RFP-038:**

**Proposal Submitted by:**

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

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

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

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

- 1) **List previous experience building similar cultural resource databases with geographic applications (on a separate page).**
- 2) **Please describe proposed approach and rationale for completion of the contract tasks described above, including a detailed description of how your solution will meet the desired specifications (on a separate page).**
- 3) **Please describe a proposed timeline for work to be completed which, at minimum, references the tasks listed above (on a separate page).**

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

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

**Other Comments:**

\_\_\_\_\_

\_\_\_\_\_

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Cultural Resources Database

Pre-Bid Conference Call

September 18, 2015 1 pm

### **Meeting Notes**

In attendance:

Jill Beckmann, GIS Specialist/Data Steward, Karuk Tribe

Emma Lee Johnson, Grants and Agreements Specialist, Karuk Tribe

Lisa Hillman, Food Security Project Coordinator, Karuk Tribe

Kaylene Ritter and Russ Jones, Abt Associates

Paul Brandy and Jay King, Far Western

Michael Lerch, Phillip Leckman and Adam Byrd, Statistical Research, Inc.

Heidi Shaw, Darrin Doyle and John Luper, ENPLAN

1. Introductions. This conference call is optional and attendance is not required to submit a bid.
2. Jill Beckmann read the RFP description.
3. Review/describe Sípnuuk
  - a. Sípnuuk is a digital library application that can store several different kinds of media for view within a web browser. There are differential levels of access. Data files are tagged so that they can be viewed by select groups or individuals; for example, some files are accessible to the general public, some only to the tribal community. Original documents, photographs, audio recordings, and other media have been scanned/digitized and uploaded to the site, and relevant metadata attached. A representation of these items is stored on a local server, and also on a remote server in Virginia. This data can be accessed according to level of access via a web browser. The purpose is to preserve and provide access to the digital images of cultural materials for the use of the tribal community, academic researchers, historians, and other interested folks as appropriate.
4. Questions/Answers:
  1. *When does the Tribe intend to complete the project? What is the timeline?*
    - a. There is not a set timeline for completion of this project. We know that once the project is completed, it will be an ongoing process to integrate existing records into the database. We would like to have it operable in time for the 2016 field data collection season (spring/summer).

2. *What is the scale of the database and platform? How many records do you have or intend to have?*
  - a. The Sípnuuk digital library currently has 375 files in it including maps, photos, documents, recordings and other media. Sípnuuk items are mainly ethnographic and historic. It does not contain any official archeological records, but archeological records, along with their metadata, need to be incorporated into the cultural resources database. Archeological records are currently located in paper and digital files and include PDF site records, photos, and ArcGIS files. The database needs to be able to store appropriate items or copies of items that are already in Sípnuuk in addition to archeological records and provide a geographic application that can be used to access and query those items and records spatially using point, line and polygon shapes. To clarify, we are not asking the contractor to populate the database for us, though they will need to populate the database with a variety of sample data to represent its functionality prior to handing the product over to the tribe. The RFP also asks for the contractor to provide training for Karuk Tribe staff to teach us to populate the database ourselves once it is completed.
3. *Where is the Sípnuuk database hosted? Locally or are there aspects on the cloud?*
  - a. Sípnuuk is located on a local server in addition to having representational data hosted on a remote database that is accessible via the internet.
4. *What is the architecture/platform for Sípnuuk?*
  - a. Sípnuuk uses Murkurtu CMS built by the Center for Digital Archeology. See their website for more information. For users, Sípnuuk is accessed through a web browser.
5. *Do you intend to receive records from the CHRIS database?*
  - a. Yes, we do. In addition, we anticipate receiving records from other agencies including the USFS and CalTrans. The database solution needs to be able to receive information provided by these agencies in a fluid way. It needs to meet or exceed industry standards for storing, accessing, and archiving archeological site records and other culturally-relevant items.
6. *What is the scale of the project in terms of number of computers with ArcGIS and number of people collecting data independently at the same time?*
  - a. We have an Enterprise License Agreement with ESRI, so we have several computers with ArcGIS on them, but the cultural resources database will probably only be located on/accessed from two computers (no more than

five). As far as field data collection is concerned, we don't anticipate having more than 5 people collecting data at a time using independent iPads. The data does not need to be updated live or shared between the devices while the data is being collected. The crews should be able to collect the data disconnected from the database, and then upload the data to the database at the end of the day. They should be able to record everything that would be recorded on a DPR form directly into the iPad for later upload to the database.

7. *Do you need the capability of accessing existing records in the field? If so, to what extent?*

- a. Right now we are using Avenza PDF maps app to navigate to sites. That, combined with having copies of the PDF site records should be sufficient. Access to records within the actual database is not necessary.

8. *Do you have ArcGIS Server? If not, could you implement ArcGIS server for this project?*

- a. We do not currently have ArcGIS Server, but we do have access to it if we need it. However, I (Jill) would prefer not to have to implement ArcGIS Server.

9. *How is your data currently collected?*

- a. Past field data was collected on paper forms. We are getting ready to collect site records for a project that we are working on right now. We plan to use TapForms to collect everything for the site records. However, there may be some paper notes taken for longer-hand notes that may be burdensome to type on the iPad in the field. It will be up to the crew.

10. *Is this a fixed price contract or a time and materials contract?*

- a. It is a fixed price contract, but tasks can be billed and paid separately depending on how the contract is designed.

11. *Does integration with Sípnuuk need to be automated?*

- a. No, integration with Sípnuuk does not need to be automated. Mainly we are looking for a way to track items in each database. Integration with Sípnuuk could be as simple as providing a link to the item in Sípnuuk which can be accessed through a web browser. We would then ask the Center for Digital Archeology to add the same kind of functionality in Sípnuuk to track items that are in the Cultural Resources database. If the proposed database

solution allowed automation between Sípnuk and the Cultural Resources database, that would be welcomed.

5. Thank you very much for your interest and participation. We hope you all will respond to the RFP and look forward to reading your proposals. Meeting notes will be issued and added to the end of the RFP listing on the Karuk website. Proposals are due October 2 by 5pm.