
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**21-RFP-012**

For More Information: Patricia Hobbs, LCSW Director Human Services

Proposal Deadline: February 22, 2021 no later than 5:00 PM (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for provision of culturally focused small groups (face to face or virtual) for families.

Task One - Group Design and Curriculum Development

Coordination with Human Services clinical and administrative staff regarding selection of group/activity design and curriculum development.

Task Two - Provision of culturally focused groups related to tribal culture

Contractor is responsible for scheduling, preparation and facilitation of specific culturally focused groups for tribal individuals and their families. Location of group/activity will primarily be in the communities within the service area which is all of Siskiyou County and the Northeast portion of Humboldt County or via virtual platform.

Task Three – Develop and complete an evaluation of the program.

Contractor will coordinate with Human services administrative staff to plan for collection of materials for the purpose of evaluation of the group/activity.

Responses to this Request for Proposals should include the following:

- 1) Contractor will provide documentation of demonstrated experience in coordinating and facilitation of groups with child/youth/adults.
- 2) A proposed approach and plan development of activity/group.
- 3) A description of proposed cultural activities to be included in activity/group.
- 4) Submit to a Department of Justice background check.
- 5) A lump sum price, with attached price page.
- 6) Names and telephone numbers of three client references.

Responses must be hand, mail, fax, or email delivered by February 22, 2021 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
Emails will be accepted at: emmaleeperez@karuk.us

Price Page for 21-RFP-012

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each Task:

- Task: _____
- Task: _____
- Task: _____

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

List up to three references with phone numbers below:

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

Other Comments:

Price Page for 21-RFP-012

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.