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**Karuk Community Health Clinic**

64236 Second Avenue  
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Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe

**Administrative Office**

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**Karuk Dental Clinic**

64236 Second Avenue  
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Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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**Request for Proposals****17-RFP-015**

**For More Information:** Lisa Hillman, (530) 627-3446 ext. 3016, lisahillman@karuk.us

**Proposal Deadline:** Monday, January 9, 2017 no later than 5:00 pm (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for the formative and summative Evaluation of the Píkyav Field Institute (Project) from Jan. 27, 2017 to Aug. 31, 2020.

The awarded contractor (Evaluator) will conduct objective assessments of progress in achieving milestones and outcomes. Project evaluation reports, as well as feedback from Project partners and stakeholders (Stakeholders), will inform the direction of the Project from year to year and provide the objective assessment of Project performance in achieving its grant-related goals, objectives and deliverables. Stakeholders are defined as: Tribal Departments; Mid Klamath Watershed Council; K-12 schools located at Orleans, Somes Bar, Forks of Salmon, and Happy Camp; universities, e.g. Berkeley, Davis, Humboldt, University of Oregon; USFS Pacific Southwest Research Station's Fire and Fuels Program; Indian Parent Committees; Karuk Education Committee; local community members; and K-12 students.

Each Project year, Evaluator will conduct formative and summative assessments of progress in achieving Project outcomes, including impacts on American Indian/Alaska Native (AI/AN) students' academic performance, college- and career-readiness, and interest in natural resource and environmental science-related college majors and careers. To facilitate determination of Project replicability in other locations, the Evaluator's reports will include:

- Descriptions and analyses of record accuracy, and the validity of measures used to establish and report on AI/AN student participation by gender, grade level, and Project activity;
- Progress in achieving objectives delineated in the grant application;
- Obstacles encountered in achieving objectives; and
- Actions taken to remedy significant barriers impeding progress.

Upon contract award, Evaluator will review existing baseline data provided by participating schools, examine current research on the academic performance and career- and college-readiness of AI/AN students, review the Karuk Tribe's existing Nanu'ávaha Curriculum lessons, and engage with Karuk and public school educators to finalize the evaluation approach. By March 1, 2017, the External Evaluator will submit draft evaluation questions and plan for the Píkyav Field Institute Program Manager's (Program Manager) and Stakeholders' review; the Program Manager will be responsible for receiving and documenting all comments and suggestions, as well as combining these for a comprehensive submission to the Evaluator within one month. These combined perspectives will shape the evaluation questions to be studied, according to unique community contexts and needs, and guide the final evaluation plan. Local knowledge and expertise will help to contextualize data collection and analysis, and inform action steps in each Project year.

## **Scope of Work**

### **Task One: Evaluation Plan Development**

Convene initial meeting with Program Manager and Project Staff to design evaluation tools and plan; e.g., annual Project monitoring visits; feedback forms to teachers, students, parents, and partners; community surveys on Pikyav Field Institute perceptions. Evaluator will then determine data collection methods and submit draft evaluation questions and Evaluation Plan to Program Manager for potential edits and clarification. Program Manager will review and return with comments within 30 days. Evaluator will then finalize Evaluation Plan. Expected submission of one draft Evaluation Plan (1), including evaluation questions: March 1, 2017. Expected submission of one (1) final Evaluation Plan: April 15, 2017 (Total: 1 draft and 1 final plan).

### **Task Two: On-site Visits**

Conduct semi-annual External Evaluation visits to (a) meet with Project Stakeholders; (b) observe Project activities, (c) examine data collected/records kept for Project monitoring/ evaluation purposes; and (d) provide feedback on progress and year-to-date outcomes, including the percentage completion of annual measurable objectives and significant increases in community collaborative efforts that promote college- and career- readiness of AI/AN students. Expected dates for on-site visits in Year 1: May and September 2017, and each of the following three Project years: November and May (Total: 8 visits).

### **Task Three: Annual Evaluation Reports**

Draft annual external evaluation report, including recommendations for improvement, and provide to Program Manager in order allow Project staff an opportunity to clarify and correct possible errors. Evaluator will finalize annual comprehensive evaluation reports and submit to the Project's funding agency, the U.S. Department of Education. Expected submission of draft annual Evaluation Reports to Program Manager (4): August 1, 2017-2020; Expected submission of final annual Evaluation Reports to Project funding agency: September 30, 2017-2020 (Total: 4 draft and 4 final reports).

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

- 1) A statement of qualifications, including relevant project history and the experience and certifications of vendor personnel.
- 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 breakdown of total sum by Project year and task, and final lump sum price: see attached price page template.
- 4) Names and telephone numbers of three client references.

**Responses must be hand, mail, or email delivered by Monday, January 9, 2017 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 17-RFP-015:**

**Proposal Submitted by:**

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

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

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

Task 1: Evaluation Plan Development

Task 2: On-site Visits

Task 3: Annual Evaluation Reports

**Lump sum amount requested to be compensated for:**

Evaluation of the Píkyav Field Institute Project

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

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

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

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

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

**Other Comments:**

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