
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
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Phone: (530) 493-2201
Fax: (530) 493-5364

Request for Qualifications

22-RFQ-022

For More Information: Scott Aseltine, Education Director, (530) 493-1600 ext. 2034

saseltine@kaurk.us

Proposal Deadline: February 28, 2022 no later than 5:00 PM (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for **Consultants** to conduct training, provide professional mentoring and facilitate developmental retreats for the Karuk Education Department and the schools within the Karuk Tribal service area as a result of award of the ARP-AIRE Grant.

Task One -Training

Consultants will conduct two intensive trainings for Karuk Education Department staff. Local K-12 educators invited to participate to selected sessions. An in-house training will be offered once a semester for Karuk Education Department staff rotating location to improve team understanding, processes, and coordination between the remote teams and the central Education staff. Trainings will be designed to strengthen organization and planning, budgeting skills and to ensure a regular assessment/review. Both trainings will be coordinated to occur in conjunction with planned retreats.

Bi-monthly visits will be made to partner sites, on rotation through the year, to facilitate communication with school staff and to identify any issues as early as possible to ensure strong collaborative relationships with K-12 partners and to support staff and strengthen retention.

Potential topics include:

- Understanding Generational Trauma
- Early Intervention Strategies
- Academic and Career Counseling Strategies
- Supporting Tribal Students in K-12 Programming
- Addressing the challenges rural poverty pose for education
- Empowering parents to become partners in their children's academic and career planning
- Data collection and evaluation support

Task Two– Mentorship

Consultants will meet with Education Department staff monthly to provide mentorship, professional development and help design a remote team mentoring program involving regular check-ins on activities and issues they are facing in their location. Consultants will participate in the mentoring as required and provide support for the Karuk Education Department on an ongoing basis.

Task Three– Retreats

Consultants will coordinate two retreats, scheduled in coordination with the above trainings. Each retreat will focus on strategic planning and training for the Karuk Education Department staff. They will follow a rough schedule of one in the spring to plan summer activities and one in the summer to plan the next academic year. Both retreats will serve to ensure an ongoing and effective review of all feedback/assessment/survey data gathered and to revise the training plans for the following year.

Responses to this Request for Qualifications should include the following:

- 1) A statement of qualification, including credentials including descriptions of similar consulting work previously completed and the results/benefits achieved.
- 2) An outline of work proposed for the completion of the tasks listed above.
- 3) Cost estimates of consulting work for each task listed.
- 4) Names and telephone numbers of three references.

Qualified consultants must demonstrate the following skills and experience (with a preference given to those with specific tribal or local/northern California experience):

- 1) Prior experience working on career/college preparation work at the K-12 level.
- 2) Specific knowledge of rural/tribal issues in education.
- 3) Prior experience developing evaluation/assessment processes.
- 4) Experience teaching career curriculum to rural/tribal youth.
- 5) Experience training others on how to teach college/career curriculum.

Responses must be hand, mail, or email delivered by Feb 28, 2022 no later than 5:00 pm (PST):

Emma 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

Price Page for 22-RFQ-002 Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each Task:

- Task: ____
- Task: ____
- Task: ____

List previous experience below:

List up to three references with phone numbers below:

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

Other Comments:

Price Page for 22-RFQ-002:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

: _____

List previous experience 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.