
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**23-RFQ-002**

For More Information: Joshua Saxon, Executive Director (530)493-1600 ext. 2037, jsaxon@karuk.us

Proposal Deadline: March 20th, 2023 no later than 5:00 pm (PST)

OVERVIEW

The Karuk Tribal Council, on behalf of the Karuk Tribe, is seeking response to this Request for Qualifications for a Contractor to perform Event Planning Services for the 27th Annual Karuk Tribal Reunion. The Tribal Reunion is held annually during the month of July. The event for this year will be scheduled for July 15th, 2023 at the Karuk Administrative Complex, 64236 Second Avenue, Happy Camp, CA. Expected audience and attendance for this event is approximately 600 attendees. The reunion should include cultural events, live music, a variety of activities for all ages and multiple food vendors.

BACKGROUND

The Karuk Tribe received federal recognition in 1979, and by 1985, the Aboriginal Territory had been defined and the Karuk Constitution adopted. Governed by an elected Tribal Council comprised of nine members, the mission of the Tribe today is *to promote the general welfare of all Karuk people, to establish equality and justice for our tribe, to restore and preserve Tribal traditions, customs, language and ancestral rights, and to secure to ourselves and our descendants the power to exercise the inherent rights of self-governance.* Tribal community programs and services include health and social services, education programs, housing and energy assistance, and natural resource management activities. The Tribe's three principal population centers are separated by a distance of 120 miles along State Highways 96 and 263 between Orleans and Yreka.

ABOUT THE REUNION

The annual reunion provides the membership an opportunity to gather and experience the Tribes culture and connect with the Tribes programs, services and overall growth from the previous year. It's an opportunity for families to connect and honor our elders. This event is a chance for the Karuk Tribe to share their culture, provide community outreach and offer tribal members living outside our service an opportunity to experience more of their heritage.

In previous years the Karuk Tribal Reunion has provided a variety of activities for kids, department booths with free activities and give-away items, culturally based demonstrations, also included is a lunch and dinner on Saturday and a breakfast the last day of the event, on Sunday, July 16th. The event is typically held at the Tribes Administrative Offices in Happy Camp, CA, which provides for a commercial kitchen, indoor conference space and large open outdoor grass spaces for setting up vendors and activities.

Previous Cultural events have included:

Opening Prayer,
Indian Card Game,
Sticks,
Traditional Dress Show,

Demonstration Brush Dance,
Traditional Salmon Cooking Demonstration,
Traditional Acorn Soup Demonstration,
Karuk Language Speakers,
Genealogy info,
Basket weaving Demonstrations,
Salve making

Activities have included:

Movie night,
Photo booth,
Poker tournament,
Live Music,
Cribbage tournament,
Horseshoe tournament,
5K run/walk,
Car Show,
Zorb Soccer,
Raffle Prizes,
Gifts,
Waterslides,
T-Shirts,
Scavenger hunts

This year the Council would like to see some new things for the reunion. The Tribal Council would like to see the Event Planner coordinate vendor booths, board games, field games, youth and adult activities, contests and family fun. This will be an alcohol and drug free event!

SCOPE OF SERVICES

PROPOSAL SUBMISSION AND MINIMUM QUALIFICATIONS

Proposals should include:

- Budget summary and narrative demonstrating experience in working with Tribes
- Narrative highlighting the expertise that the firm/individual would bring to this role
- Examples of past experiences providing similar work

Responses must be hand, mail, or email delivered by March 20th, 2023 no later than 5:00 p.m. (PST) 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

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.