
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**22-RFP-020**

Principal Contact: Joshua Saxon, Executive Director, 530-493-1600, jsaxon@karuk.us
Proposal Deadline: Monday, July 25th, 2022, no later than 5:00pm (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work, required for the planning and execution of a strategic planning process, which shall result in a Comprehensive **10 Year** Strategic Plan for the Karuk Tribe. We are seeking proposals from qualified firms or contractors (Consultant) that have experience working with tribes; have an extensive background and familiarity with issues pertaining to tribal government; local, state, tribal and federal programs and their funding mechanisms; with facilitating strategic planning processes; and drafting, editing, and finalizing a comprehensive strategic plan. The successful contractor will work with the Karuk Tribe's Administrative Planning Team, Tribal Council and Department and Program Directors, to facilitate this planning process.

Task One - Gather Baseline Data and Initial Analysis

Establish and gather baseline data and information from Principal Contact and Administrative Planning Team prior to Strategic Plan workshop through telephone, e-mail, and/or face-to-face conversations. Baseline data includes, but is not limited to: core values, vision, and mission; current organizational structure, infrastructure and financial resources. From these research methods, an initial analysis will be performed to develop an overview of the current baseline, thus providing a foundation for discussion and strategic thinking with the Management Team.

Task Two – Workshop Facilitation

Conduct a 2-day workshop utilizing best practices to assist and guide the Management Team in the development of an achievable Strategic Plan. Facilitate workshop effectively and efficiently to ensure complete group participation. The workshop will take place onsite in Yreka, CA with all meeting logistics arranged by Principal Contact or designee in consultation with the Consultant. The Tribe shall pay all expenses for the workshop, such as food and printing costs, unless otherwise negotiated. The Consultant will be responsible to coordinate workshop agenda and distribute key information to the Principal Contact prior to the workshop.

Additionally, consultant will take the primary responsibility of recording all information obtained at the workshop. Key questions to be answered in a 10 year timeframe:

- What strategic planning model works for the Karuk Tribe to ensure we are utilizing the plan into the future?
- What physical infrastructure is needed to meet the Karuk Tribe's goals, vision and mission, as well as current and envisioned programmatic structure?
- What capacity and/or resources do we need to maintain our current structure and accomplish our envisioned future structure?
- What partnerships should we be sustaining, enhancing, and/or pursuing?

Task Three – Review and Prioritization of Identified Objectives

Within three weeks of the completion of Task Two, submit workshop notes regarding capacity, sustainability and planning strategy for review to the Principal Contact and Administrative Planning Team. The information will be compiled and synthesized into draft recommendations and objectives based on the findings from Tasks One and Two.

Task Four – Draft 10 Year Karuk Tribe Strategic Plan

In consultation with the Principal Contact and Administrative Planning Team, the Consultant will develop a draft of the Ten Year Strategic Plan to distribute for review to the Management Team. Integrating feedback and suggestions within the 30 day review period, the Consultant will then prepare a final draft plan for approval by the Karuk Tribal Council.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history. The Consultant should have relevant experience in working with tribal organizations to develop strategic plans that respond effectively to internal, external, political and fiscal realities.
- 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) Completion of the Attached Price Page.

Responses must be hand, mail, fax, or email delivered by Monday, July 25th, 2022 no later than 5:00 p.m. (Pacific Standard Time) to:

Emma Lee Perez, Compliance Director
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 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 22-RFP-020:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each task.

- Task 1: _____
- Task 2: _____
- Task 3: _____
- Task 4: _____

List previous experience providing strategic planning workshop facilitation and finalization of Strategic Plans 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.

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