

**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



**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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**Request for Proposals**

**23-RFP-026**

**For More Information:** Neva Gibbens, Karuk Department of Natural Resources, Deputy Director,  
530-627-3446, [ngibbens@karuk.us](mailto:ngibbens@karuk.us)

**Proposal Deadline:** July 28<sup>th</sup>, 2023, no later than 5:00 PM. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work to support the Department of Natural Resources' (DNR) organizational sustainability planning efforts:

- **Organization Development:** Create an updated DNR Organizational Chart with coordination points noted for external partners; Assist with funding gap analysis; Plan a DNR leadership retreat for Winter/Spring visioning session
- **Data Management:** Complete build-out of donor management software for DNR's Eco-Cultural Revitalization Fund; implement file storage system with Box Drive with input from the Director or designee that can be consistent across all of DNR; lead three staff trainings to for Box Drive and the filing system that has been created
- **Outreach:** Contribute to DNR's public outreach efforts in coordination with Karuk PR Specialist or designee (including web page updates, submissions to Karuk Tribe newsletter etc.)

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

- 1) A statement of qualifications, including relevant project history.
- 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) An hourly rate structure for achieving deliverables.
- 4) Names and telephone numbers of three client references.

**Responses must be hand, mail, or email delivered by July 28<sup>th</sup>, 2023 no later than 5:00 p.m. (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)

**Price Page for 23-RFP-026:**

**Proposal Submitted by:**

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

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

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

- Org. Development: \_\_\_\_\_
- Data Management: \_\_\_\_\_
- Outreach: \_\_\_\_\_

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

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

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

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

**Other Comments:**

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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). (29 CFR part 5).