
Karuk Community Health Clinic

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Karuk Tribe

**Administrative Office**

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Karuk Dental Clinic

64236 Second Avenue
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Request for Proposals 16-RFP-014

For More Information: Susan Gehr, sgehr@karuk.us

Karuk Language Program (530) 493-1600 ext. 2204

Proposal Deadline: Responses will be accepted on a continual basis

The Karuk Tribe requests proposals for the services of a preservation archivist.

Background:

The Karuk Tribe, a federally-recognized tribe in northwestern California, has been working towards documenting and revitalizing its ancestral language, Karuk (kyh, formerly spelled Karok), since the late 1960s. Karuk people have recorded and taken notes on their elder relatives who learned Karuk as their first language, earned teaching credentials to teach the language in the schools, participated in master-apprentice language learning arrangements with the help of the Advocates for Indigenous California Language Survival, visited archives to study and acquire copies of Karuk field notes, pursued graduate study in linguistics, and published Karuk language texts, audio, and video materials.

The Documenting Endangered Languages Program of the National Science Foundation's Directorate for Social, Behavioral & Economic Sciences has funded a series of gatherings of Karuk language speakers, teachers, community scholars, documenters, authors and editors.

The project (Grant # BCS 1500605) will bring members of the Karuk language community together for four meetings to which they will bring audio recordings, photographs to be described and/or Karuk language materials about which they would want to discuss long-term preservation and access concerns.

One of the meetings will be an onsite workshop with a preservation archivist, a half-day instructional session on personal archiving best practices followed by a half day clinic where participants can bring items and situations to the clinic for review and feedback by the archivist.

At other meetings, participants will set preservation goals for their personal language collections and may bring in a part of their collection for refolding, rehousing or documenting. Participants will discuss their options for long-term access to their collections through looking at deeds of gift for local and regional archives. They will also learn how to prepare for transferring a personal language collection to an individual who

might carry on their work or to an archive. Participants will also discuss gaps in the existing collections of documented speech types and topics in order to plan for future teaching, documentation, and publication projects.

Gatherings will take place in Yreka, Happy Camp, Orleans, and in the Eureka/Arcata area.

The Karuk DEL Language project seeks a preservation archivist with experience conducting cultural preservation workshops including teaching individuals long-term preservation practices. This expert will be able to balance both archival best practices with planning for preservation in the home. This consultant will offer a clinic to language community members to get advice on preservation care for their collections.

Scope of Services:

The preservation archivist shall:

Offer a one-day onsite training to the Karuk language community members on preservation of their personal language materials collections and a clinic to language community members to give advice on preservation care for their collections. Location of training to be determined.

*half-day instruction in archives basics in relation to Karuk language text, audio, and video materials created by Karuk language community scholars who are participants in the Karuk DEL Language Project.

*half-day clinic where participants bring materials or concerns to the workshop for examination and discussion by the archivist.

The archivist may conduct or support the PI of the Karuk DEL Language Project in conducting a limited number of on-site consultations for selected Karuk language community scholars. Interested archivists should describe such services and the cost in their response.

Responses to this Request for Proposals should include the following:

- 1) A resume and statement of qualifications, including relevant project history.
- 2) A proposed approach and rationale for completion of the contract tasks described, in the Scope of Services, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) A lump sum price, with attached price page. Compensation to the contractor shall be based on:
 - a. Service Fees-Payment will be made by the Karuk Tribe for time spent by the Preservation Archivist in performance of the Contract. This includes but is not

limited to daily and hourly fees and/or rates for individuals as identified in the Contractor's proposal.

b. Direct Expenses-Payment will be made by the Karuk Tribe for direct expenses actually incurred by the Contractor in performance of the Contract. Direct expenses vary, depending on the nature of the proposed contract. Some typical examples of direct expenses are printing, reproduction, and specific travel.

All proposers must also include a list of at least three professional references that may be contacted by the Tribe. It is preferred that the references include clients for whom similar work has been done within the past two years. References shall include a complete address, contact name and telephone number.

Responses must be hand, mail, or email delivered. Responses will be accepted on a continual basis.

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 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.