
Karuk Community Health Clinic
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Happy Camp, CA 96039
Phone: (530) 493-5257
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Karuk Dental Clinic
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Administrative Office
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64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Request for Proposals

17-RFP-013

**For More Information: Lisa Hillman, (530) 627-3446 x 3016, lisahillman@karuk.us
Proposal Deadline: Friday, December 30, 2016 no later than 5:00 (Pacific Standard Time)**

The Karuk Tribe requests proposal for the following Scope of Work for qualified vendors to provide Video and Audio Documentation training and services for the Nanu'ávaha K-12 Curriculum Oral History Documentation Project (Nanu'ávaha) under the Píkyav Field Institute. Proposal responses should be all-inclusive, accounting for cost of video, audio and photographic equipment, labor costs and minor incidentals, such as mileage. Under the tribal oversight of the Píkyav Field Institute Program Manager (Program Manager), contractor will complete the following products: five (5) draft video summaries that correlate to lesson content in the Tribe's Nanu'ávaha K-12 Native Food System Curriculum, four (4) training workshops for Tribal Youth, and one (1) basic "How-to" Video Production Manual for capturing digital images and sound, editing, and finalizing video products, and five (5) 2-15 minute documentary films. Contract duration is expected to be from January 5, 2017 to June 1, 2018.

Please note that upon contract award that the vendor and any assistants will be required to sign and follow the stipulations of the *Protocol with Agreement for Intellectual Property Rights of the Karuk Tribe: Research, Publication* and the *Practicing Píkyav Policy*. Copies of these documents may be requested from the Karuk Department of Natural Resources.

Task One - Tribal Youth Involvement

Solicit the engagement of at least five tribal youth to actively participate in the documentation process, coaching them how to formulate and ask questions to interviewees, to take actual film footage, and assemble the pieces of the documentary into its final form. Please include in the proposal bid your method of achieving this task. Expected completion date: February 1, 2017.

Task Two – Synopses

With the assistance of the Program Manager, contractor will propose a list of documentation topics from which participating tribal youth will choose their projects. Contractor will be responsible for working with the tribal youth to develop short, 10 line maximum, synopses of all documentaries and submit to the Program Manager. This may require further research into the topic matters and will require final approval from Program Manager. These drafts may also require internal Tribal review and approval processes, which will be facilitated by the Program Manager. Please factor in at least six weeks for review and final approvals, whereby edits to these documents may be required. Expected completion date: August 1, 2017.

Task Three – Training Workshops

Coordinate and facilitate two (2) two-hour hands on workshops at which tribal youth will learn how to: research and plan for subject area; document informed consent of interviewees; formulate and ask questions to interviewees, and; record and log footage. Expected completion date: April 1, 2017.

Coordinate and facilitate two (2) two-hour hands on workshops at which participating tribal youth will learn how to edit and finalize their video products. Expected completion date: Sep.1, 2017.

Task Four – How-to Video Production Manual

Upon the experience and lessons learned through the training workshops with tribal youth, develop a basic “How-to” Video Production Manual (1) for capturing digital images and sound, editing, and finalizing video products. This may require further research into the topic matters and will require final approval from Program Manager. These drafts may also require internal Tribal review and approval processes, which will be facilitated by the Program Manager. Please factor in at least six weeks for review and final approvals, whereby edits to these documents may be required. Expected completion date: April 1, 2018.

Task Five – Finalizing Documentaries

Working with tribal youth using their newly trained editing skills, contractor will submit at least five (5) 2-15 minute videos on various topics such as traditional food processing, native plants, historical and cultural significance of areas, Karuk basketry, etc. to Program Manager. Program Manager will deliver edits and suggestions within 3 weeks of receiving drafts. Contractor will incorporate editing suggestions from Program Manager and re-submit, if necessary. These drafts may also require internal Tribal review and approval processes, which will be facilitated by the Program Manager. Please factor in at least six weeks for review and final approvals, whereby edits to these documents may be required. This task will be considered completed upon Council approval, at which time contractor will be required to submit master DVDs and all raw data to Program Manager. Expected completion date: June 1, 2018.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history. The vendor must have multi-media skills; videography, photography, audio recording, editing and production skills. Please list experience, where and with whom skills were learned, and the dates experience was amassed.
- 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. Note that the vendor must have previous experience working with Indigenous People and will respect gender specific tribal regulations pertaining to cultural practices.
- 3) A lump sum price, with attached price page.
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, or email delivered by Friday, December 30, 2016 no later than 5:00 PM (Pacific Standard Time) to:

Emma Lee Perez, Contract Compliance
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: compliance@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 17-RFP-013

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each task:

- Task One: _____
- Task Two: _____
- Task Three: _____
- Task Four: _____
- Task Five: _____
- Task Six: _____
- Task Seven: _____

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.

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