



Administrative Office

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

REQUEST FOR PROPOSALS

14-RFP-007

For More Information: Leloni Colegrove (530) 493-1600, ext. 2010, lcolegrove@karuk.us
Proposal Deadline: Wednesday January 22, 2014 no later than 5pm (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for the coordination of its Tribal Newsletter. The Karuk Tribe publishes and mails a newsletter to all Tribal households on a quarterly basis.

Task One – Material Collection

Consultant shall compile information to be included in the newsletter from staff. Consultant shall also collect newsletter articles from Tribal Members and others with announcements and information they wish to share that would be of benefit to the Tribal Membership.

Task Two – Newsletter Creation

Consultant shall create newsletter and format in appropriate manner including photos and graphics where possible. The newsletter contains text, photos, and graphics and varies in length from 20 to 32 pages. The newsletter shall be printed in 8-page signatures and folded to a finished trim size of 8.5” x 11”. The newsletter is to be created in PDF or InDesign format for a 4-color process and provided to the printer in both digital file format and hard copy for reference.

Task Three – Newsletter Approval

Consultant shall present draft newsletter to Human Resources Manager for editing and return final draft to the Human Resources Manager to obtain Tribal Council approval prior to any distributions.

Task Four – Newsletter Distribution

Consultant shall coordinate with printing service regarding distribution of the newsletter once it’s approved by the Tribal Council. Printing and mailing usually occurs during March, June, September and December of each year. An indexed PDF version of the final draft shall be forwarded to the Karuk Tribe IT Department for online posting after mailing.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history.
 - a. Summary outlining qualifications and similar work performed.
 - b. Samples of similar printed documents.
 - c. At least three (3) client references with names, telephone numbers, and description of project performed.
- 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.
 - a. Timeline for completion of each Newsletter, include detailed timeline from time you receive the approved final document through submission to the printer.

- 3) A lump sum price per issue, with attached price breakdown.
 - a. Payment terms.
 - b. Guarantee that price will be fixed for a minimum of one full year. If no issues or deficiencies are identified during the initial term, the Agreement shall renew automatically on an annual basis unless cancelled with proper notice.
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, or fax delivered by Wednesday, January 22, 2014 no later than 5 p.m. (Pacific Standard Time) to:

Erin Hillman, Director of Administrative Programs & Compliance
Karuk Tribe – Administration Office
64236 Second Avenue
P.O. Box 1016
Happy Camp, CA 96039
Faxes will be accepted at: (530) 493-2342
Emails will not be accepted.

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).

Price Page for 14-RFP-007:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Lump sum price per issue: _____

Please describe payment terms: _____

List up to three client references with phone numbers and a description of project below:

1) _____

2) _____

3) _____

Attach samples of similar printed documents.

Attach timeline for newsletter completion.

Attach detailed timeline from final approval through submission to printer.

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