
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

Request for Proposals**24-RFP-017**

For More Information: Francisca Tripp, Karuk Language Program Coordinator, ftripp@karuk.us

Proposal Deadline: March 4th, 2024 no later than 5:00 p.m. (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for the completion of a strategic plan which will have a direct impact towards implementation of a Karuk language department. Development of a plan that is built in collaboration with community members will create a solid foundation of community buy-in, collective responsibility and increase viability to potential funders. Participating in strategic planning will allow the tribe to define their vision for the language department and the steps needed to meet their revitalization goals. Some of the eventual goals are immersion spaces, processes to certify future teachers, and using a variety of methods of teaching and learning, with the overall goal of growing more speakers of our Karuk language. This will include the following:

- Conduct meetings with the language program coordinator and other involved parties to understand the organization's mission, vision, and values.
- Familiarize yourself with the current challenges, opportunities, and goals of the language program.
- Coordinate a workshop in a centralized location that can accommodate the language committee and other involved parties to gather input and feedback.
- Lead strategic planning sessions with the organization's leadership, staff, and committee.
- Ensure a collaborative and inclusive approach during the planning sessions.
- Analyze the collected data to identify trends, challenges, and opportunities.
- Work with the Language Committee and language program coordinator to gather relevant data and information necessary for the strategic planning process.
- Prepare a draft of the strategic plan based on the input received.
- Facilitate review sessions with all involved parties to refine and finalize the plan.
- Present the final strategic plan to Tribal Council with the language coordinator.
- Provide comprehensive documentation of the strategic planning process and outcomes.

Qualifications: We are looking for a facilitator with the following qualifications:

- Proven experience in applying for and managing Native language grants, i.e. ANA grants and language immersion grants is desirable.
- Demonstrated ability to engage diverse stakeholders, including community members and committees.
- Strong communication and interpersonal skills.
- Understanding of the principles of community engagement and inclusion.
- Experience with strategic planning is preferred.
- Knowledge of indigenous language revitalization efforts is desirable.

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) A lump sum price, with attached price page.
- 4) Names and contact information of three client references.

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the facilitator.
- Clarity and feasibility of the proposed approach.
- Demonstrated understanding of community and committee engagement principles.
- Cost-effectiveness of the proposal.

Responses must be hand, mail, or email delivered by March 4th, 2024 no later than 5:00 p.m. (Pacific Standard Time) to:

Emma Lee Perez, Director of 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: emmaleeperez@karuk.us or ftripp@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).

Price Page for 24-RFP-017

Proposal Submitted by:

Name: _____ **Phone Number:** _____

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

Amount requested to be compensated for each task:

- Task: _____
- Task: _____
- Task: _____
- Task: _____

Lump sum amount requested to be compensated for: _____

List up to three references with phone numbers below:

- 1) _____
- 2) _____
- 3) _____

Please attach the following:

- 1. A statement of qualifications, including relevant project history.**
- 2. A proposed approach and rationale for completion of the contract tasks, including descriptions of similar work previously completed and the results/benefits achieved.**

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).