



15540 U.S.Hwy. 101 North, Klamath, CA. 95548 Phone: 707/482-1506 Fax: 707/482-3117

REQUEST FOR SERVICES - BY FAX AND/OR MAIL
Human Resource Professional

The Yurok Indian Housing Authority (YIHA), hereinafter referred to as the OWNER is seeking a qualified Indian Enterprise or non-Indian professional for Human Resource Services (HR) for the Fiscal Years 2010/2011. The selected HR professional will be needed at various times throughout the twelve (12) month period. The dates/time needed will vary and not be more than two-hundred (200) hours for the year. YIHA's service areas are Del Norte and Humboldt Counties, with the HR professional working out of the Klamath YIHA office. The **Fee Schedule price will need to remain in effect for the full year of service.** The HR professional is required to have skills and knowledge regarding the State of California Employment Laws, Federal Laws, provide a copy of a California State Drivers License, and will be required to comply with all current YIHA policies.

Qualifications shall be prepared on company stationery and include the following items to be considered:

1. Name and address of firm submitting the qualifications.
2. Description of firm's services and abilities that relate directly to requests.
3. Identification of staff member
4. Appropriate firm credentials
5. Fee Schedule provided for work requested

The following is the list of the proposed rating criteria which will be used as the basis for evaluating all qualifications:

1. Prior experience in Federal Law, including but not limited to, Fair Labor Standards Act, Occupational Safety & Health, Rehabilitation Act of 1973, Drug Free Workplace Act, Davis Bacon Act, National Labor Relations Act, Family Medical Leave Act, Indian Preference Exemption to Title VII, Buy Indian Act, Indian Self-Determination and Education Assistance Act, and Indian Civil Rights Act.
 - a. 5 or more programs 20 points
 - b. 2 to 4 programs 12 points
 - c. 1 to 2 programs 4 points
 - d. 0 programs 0 points
2. Prior experience in the State of California Employment Laws
 - a. 5 or more programs 20 points
 - b. 2 to 4 programs 12 points
 - c. 1 to 2 programs 4 points
 - d. 0 programs 0 points
3. Prior experience with tribal or other government programs
 - a. 5 or more programs 20 points
 - b. 2 to 4 programs 12 points
 - c. 1 to 2 programs 4 points
 - d. 0 programs 0 points
4. Price (hourly rate, fee for basic services, etc.)
 - a. Lowest price 20 points
 - b. Second lowest price 12 points
 - c. Third lowest price 4 points
 - d. Fourth and lower 0 points
5. Statement regarding employment & training for Indians
 - a. Acceptable 15 points
 - b. Unacceptable 0 points
6. Indian Preference
 - a. Indian 15 points
 - b. Non-Indian 0 points

7. Qualifications includes documentation required in the RFP to demonstrate professional qualifications and technical abilities.
 - a. Acceptable 15 points
 - b. Unacceptable 0 points

8. Summary; On the basis of the evaluation, this proposal is:
 - a. Responsive 15 points
 - b. Non-Responsive 0 points

Attention is called to the preference which shall be given to Indian-owned Enterprises as outlined in Section 7(b) of the Indian Self-Determination & Education Assistance Act (25 U.S.C. 450 7(b)). Section 7(b) provides that to the greatest extent feasible: 1. Preference and opportunities for training and employment shall be given to Indians; and (ii) preference in the award of contracts shall be given to Indian organizations or Indian-owned economic enterprises. 2. The parties to this contract shall comply with the provisions of section 7(b) of the Indian Act. 3. In connection with this contract, the contractor shall, to the greatest extent feasible, give preference in the award of any subcontracts to Indian-owned economic enterprises, and preferences and opportunities for training and employment to Indians. 4. The contractor shall include this section 7(b) clause in every subcontract in connection with the project, and shall, at the direction of the Housing Authority, take appropriate action pursuant to the subcontract upon a finding by the Housing Authority or HUD that the subcontractor has violated the section 7(b) clause of the Indian Act. Attention is also called to the contractor's obligation for Indian Preference and Equal Opportunity in hiring. Bidders claiming Indian Preference must fill out the attached document and submit back with the proposal.

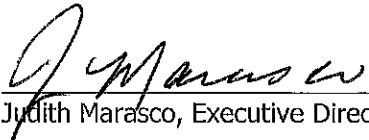
In accordance with this statement and 24 CFR 1000.52, award shall be made under unrestricted solicitations to the lowest, responsive bid from a qualified Indian owned economic enterprise or organization within the maximum total contract price established for the specific project or activity being solicited, If the bid is no more than "X" higher than the total bid price of the lowest responsive bid from any qualified bidder, the factor "X" is determined as follows:

X= lesser of:

When the lowest responsive bid is less than \$100,000	10% of that bid, or \$9,000
When the lowest responsive bid is at least \$100,000 but less than \$200,000	9% of that bid, or \$16,000
At least \$200,000, but Less than \$300,000	8% of that bid, or \$21,000
At least \$300,000, but Less than \$400,000	7% of that bid, or \$24,000
At least \$400,000, but Less than \$500,000	6% of that bid, or \$25,000
At least \$500,000, but Less than \$1,000,000	5% of that bid, or \$40,000
At least \$1,000,000, but Less than \$2,000,000	4% of that bid, or \$60,000
At least \$2,000,000, but Less than \$4,000,000	3% of that bid, or \$80,000

Qualifications need to be faxed and/or mailed to the Housing Authority by March 29, 2010 by 2:00 p.m., Pacific Time. If you have any questions you will need to contact Jodi Hayward, Administrative Assistant at 707/482-1506 ext. 1003, fax 707/482-3117.

Yurok Indian Housing Authority:


 Judith Marasco, Executive Director

3-4-10
 Date