

Date: 17 January 2025

Request for Proposals: Sisseton Wahpeton Oyate Early Childhood is seeking proposals for a Conference Coordinator

Scope of Work

The Sisseton Wahpeton Oyate, Early Childhood Program would like to receive proposals from experienced contractors who can provide planning and facilitating the following tasks:

Duration of Conference: 2 (two) days

Location: TBD

Approximately 200 attendees will attend the conference.

Pre-Conference Planning & Preparation

1. Budget & Funding
2. Event Schedule & Program Planning
3. Registration & Ticketing
4. Materials & Supplies

Venue & Setup Requirements

1. Rooms & Layout
2. Technology & AV Equipment
3. Catering

Staff & Volunteer Roles

1. Event Team
2. Volunteers

Marketing & Communication

1. Pre-Conference
2. During Conference
3. Post-Conference

Please contact Charnelle Gill, Early Childhood Intervention Program, for more details:

cgill@swo-nsn.gov 605-698-8322

Evaluation process will be conducted using the following criteria:

- Price — (30 pts)
- Qualifications & Experience (30 pts)
- Capacity to perform – (30 pts)
- Indian Preference – (10 pts)

Required Documentation:

- SWO Business License
- W-9 Form

Terms and Conditions:

- The organization reserves the right to reject any or all proposals.
- The selected vendor will be required to sign a contract outlining the terms of the engagement.

Proposals will be received by the Procurement Office beginning on 17 January 2025 and will close at 27 January 2025. Please submit proposals with company name on the envelope. Proposals received after this time and date will not be opened.

Acceptable Proposals will be opened and evaluated in the office of the Tribal Secretary's Office, Tribal Administration building.

Submit Proposals to:

SWO Procurement Office

Attn: Vern Vallie, Procurement Officer

P.O. Box 509

Agency Village, SD 57262

vllie@swo-nsn.gov

All interested parties acknowledge that any Agreement executed and performed within the Tribe's exclusive jurisdiction is subject to the exclusive jurisdiction of the tribal court of the Sisseton-Wahpeton Oyate of the Lake Traverse Reservation. All interested parties acknowledge that they must comply with the Sisseton Wahpeton Oyate Ordinances TERO Chapter 59 Requirements, Wage Rates & Compliance Plan; Business License Ordinance Chapter 53 and Tax Ordinance.