

Request for Proposals:

The Sisseton Wahpeton Oyate of the Lake Traverse Reservation (“SWO”) is accepting proposals for an experienced and qualified business to complete the SWO’s initiative to obtain all historical federal records pertaining to the SWO.

Scope of work:

- The SWO will review proposals that delineate a plan of action to review, collect, copy, store, and organize federal records pertaining to the SWO, its land base, treaties, allotment, records, and members, which are located at National Archives and Records Administration, American Indian Records Repository, state archives, private collections, and elsewhere.

Required Services

1. Scanning must be accomplished by archival-grade equipment, scanned at high resolution of at least 600dpi, saved in a lossless format, such as TIFF or PNG.
2. Each digital image must be accurate, clear, and high quality.
3. Store the digital copies in archival-grade storage.
4. Store in secure, multiple backups, including the cloud to be chosen by the SWO.
5. Organize the historical records and documents chronologically and by subject matter.
6. Provide insurance during the project to account for any loss or damage to the historical records.

Project Timeline

All work must be completed by November 1, 2026.

References

Provide at least two client references from recent projects, including name, address, and telephone number for the client and the contact person for that client.

Agreement

The SWO and the selected business will enter into a formal, written agreement. This agreement will specify all work to be performed, compensation, project timeline, method of payments, independent contractor status, changes to the agreement, termination of the agreement, periodic verbal and written reports regarding progress, and the SWO dispute resolution forum.

Submitting Proposals

Written proposals must address each item set forth in the request for proposals. Preference is provided to a business who has experience with successfully completing historical record projects for other Indian tribes. The business's knowledge and familiarity with the SWO's history shall be a relevant factor.

Evaluation Process will be conducted using the following criteria:

1. Price (30 points)
2. Qualifications and Experience (30 points)
3. Capacity to Perform (30 points)
4. Indian Preference (10 points) Required Documentation

All proposals must include:

1. Copy of SWO Business License
2. Completed W-9 Form and other IRS documentation

All acceptable bids received by May 16th, 2025 by 4:00pm will be opened in the Administrative Office by the Procurement Officer with the Program representative in attendance.

Submit proposals to:

SWO Procurement Office
Attn: Vern Vallie
PO Box 509
Agency Village, SD 57262

***Any bids not turned into the Procurement Department may be considered nonresponsive.**

Please submit project name clearly visible.

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 Sisseton-Wahpeton Oyate of the Lake Traverse Reservation. All interested parties acknowledge that they must comply with the SissetonWahpeton Oyate Ordinances: TERO Chapter 59 Requirements, Wage Rates & Compliance Plan; Business License Ordinance Chapter 53 and Tax Ordinance.