

## Request for Proposals:

The Sisseton Wahpeton Oyate Head Start and Early Head Start is seeking a Dakota Language Instructor/Coach. The program will preserve, revitalize, restore and maintain the Dakota Language for our children. Dakota Language and culture is an integral part of the curriculum; therefore, it is the responsibility of the teacher to plan language and cultural activities that will assist the child in developing a positive self-image and gaining knowledge of our heritage.

## Scope of work:

### Develop and Prepare

1. Creative and implement developmentally appropriate cultural activities for the 2025-26 to Head Start & Early Head Start.
2. Provide the program with assistance in updated the Dakota Language curriculum. There is a monthly theme that will be used and add any additional changes to update it. Support the staff with using and teaching basic Dakota Language to the children.
3. On site visits to the SWO Head Start building. Early Head Start and the Enemy Swim site. Monday-Thursday. Head Start 5 minutes per classroom visits Monday-Wednesday, a total of 5 classrooms Early Head Start 3 minutes per classroom visits. Enemy Swim site visit 1 hour (Thursday).
4. Friday as needed for professional development.
5. Teaching style in a way that uses different modalities and materials. Provide a short circle time for the Head Start classroom and work in small group and individualization with students.
6. Teach in a way that is interactive and engaging. Teach short songs and/or finger plays.
7. Monthly report submitted to the Director, report must consist of services provided, celebration and recommendations.
8. Expected outcomes. The children will be assessed 3 times in a school year, fall, winter and spring.
9. Data report will be required.
10. Provide written and verbal communication to the Education Manager and EHS/HS Director concerning these observations within 20 working days after their completion.

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. Bio-sketch of academic and professional credentials, technical competence, experience and expertise.
2. Statement of qualifications, competence and capacity to perform the scope of work.
3. Copy of SWO Business License
4. Completed W-9 Form and other IRS documentation
5. Tribal Tax – 5.5%
6. Liability Insurance

Any questions regarding SWO Tribal Tax please contact the SWO Tribal Tax Office at (605) 698-3911.

All acceptable bids received by September 19th ,2025 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  
[vvallie@swo-nsn.gov](mailto:vvallie@swo-nsn.gov)

**\*Any bids not turned in to the Procurement Department may be considered nonresponsive.**

Please submit project name clearly visible – RFP3035.

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.