

Request for Proposals:

The Sisseton Wahpeton Oyate Head Start and Early Head Start is seeking a Head Star and Early Head Start Pre-Service and Service Early Childhood Mental/Behavioral Health Training and Coaching for staff.

Scope of work:

Develop and Prepare

1. Conduct researched based professional development and training for the 2026-2027 school year on behavioral health to Head Start & Early Head Start staff.
2. Provide targeted training and consultation, onsite and via videoconferencing, to Disabilities manager and Assistants.
3. Conduct onsite general classroom observations; consultations (onsite and/or ZOOM) regarding the children's behavior, adult/child interactions, classroom atmosphere, and care giver relationships. A minimum of two (2) observations per school year (one each in Fall/Spring).
4. Provide written and verbal communication to the Disabilities/Behavioral Manager, Education Manager and EHS/HS Director concerning these observations within 20 working days after their completion.
5. If a change in the classroom needs to be made immediately then the Education Manager will be notified the day of the observation in person, by email, or by phone call.
6. Teach/model skills onsite to the staff and parents as needed and authorized by the Director.
7. Conduct observations with written report of specific children as referred by West Head Start, Enemy Swim Head Start or Early Head Start personnel with informed parental consent. Visits may be conducted in the classroom or home sitting. Written and verbal communications will be provided to Disabilities Manager, Education Manager and EHS/HS Director who will convey the observation results to parents, teachers, teacher's aides and other specialists, as needed.
8. Be available to Disabilities Manger, Education Manager, EHS/HS Director and Mentor/Coash Teacher to respond to classroom staff's concerns about enrolled children and families.
9. Conduct additional professional development trainings of Head Start staff and parents on how to promote pro-social behaviors, foster relationships, and improve communications as needed and authorized by EHS/HS Director.
10. Participate in the Head Start Health Services Advisory Committee that meets monthly, as requested by EHS/HS Director.

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. Verifiable Educational Background
3. Statement of qualifications, competence and capacity to perform the scope of work.
4. Copy of SWO Business License
5. Completed W-9 Form and other IRS documentation
6. Tribal Tax – 5.5%
7. Liability Insurance

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

All acceptable bids received by June 12th, 2026 at 12:00pm and 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

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

Please submit project name clearly visible – RFP #0501.

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.