

Request for Sealed Bids:

The Sisseton Wahpeton Oyate Property & Supply Department is seeking Insurance Services with an insurance agency to provide a comprehensive insurance package for the Sisseton-Wahpeton Oyate.

Scope of work:

Proposals should be as comprehensive, complete, and detailed as possible so that the Sisseton-Wahpeton Oyate may properly evaluate the services. The offeror is required to submit the following items as a complete proposal.

A narrative statement as to the offeror's qualifications to provide the services listed in the Statement of Work, including a statement of financial rating, value of investment assets and property under insurance. In addition, if the offeror anticipates using subcontractor(s) the same information must be submitted concerning the proposed subcontractor(s).

Provide a brief history and description of your firm. Include size (number of employees and revenues) and areas of specialization. Provide any information regarding mergers and/or acquisitions involving your firm in the past two years.

- Provide names, locations, and biographies of each individual who would be assigned to work on our account. Include account executives, marketing personal, technical representatives, and others. Please name the individual with the overall responsibility for this account and how and why that person has been selected.
- Provide names, addresses, contact persons of at least three (3) current Tribal Government, Tribal Gaming Operations and/or Tribal Enterprises. Please list the specific lines of coverage being handled by your firm for each.
- Describe the special expertise your firm has in providing brokerage, risk management, consulting, and claims services to Indian Country including Tribal Government, Tribal Gaming, and/or Tribal Enterprises including,

A. Proposed insurance coverage forms with justification for each.

B. Claims handling procedures and guidelines, including claim-reporting

C. Proposed outline and schedule of loss control support and services to be provided. This should include projected time frames to initiate surveys, hours of

service to be provided, education and training time, assistance required from and related items.

D. Cost of insurance, auto, commercial building, general liability, and related services for each coverage including but not limited to postage, travel photography, office supplies, telephone charges, issuing certificates of insurance, report preparation and typing, etc.

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. Statement of competence and capacity to perform the scope of work.
2. Abide by the laws, policies and courts of the Sisseton Wahpeton Oyate of the Lake Traverse Reservation shall govern proposal, contracts and 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 August 28th, 2026 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 #0701.

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.