

## Request for Proposals:

The Sisseton Wahpeton Oyate on this 25<sup>th</sup> day of July, 2025, herein is seeking proposals for a professional services contract to provide technical assistance with developing and improving South Dakota Community Health Worker (CHW), Doula, and Medicaid reimbursement processes within SWO Tribal Health Programs. The intent is to assist Tribal Health with identifying programs that provide or could perform CHW and /or Doula services, develop workflow and documentation methods, navigate Medicaid reimbursement processes, and provide professional development with CHW and Doula roles.

### Scope of work:

1. Build professional development with Tribal Health staff in CHW and Doula roles. This will include but not be limited to: conduct training, recommend workshops, and network with area organizations to set up learn-by-doing opportunities, such as job shadowing.
2. Assist with navigating the SD Medicaid provider portal and creating a standard operating procedure for submitting reimbursement claims, and tracking Remittance Advices, and posting payments using the bank's Electronic Data Interchange service.
3. Support SWO CHWs and Doulas with developing referral and workflow processes between Tribal Health programs and other entities and standard operating procedures for electronic health record documentation.
4. Provide project consultation and evaluation recommendations to identify and define what the challenges are and then formulate actionable next steps needed to mobilize Community Health Worker and Doula services.
5. Develop a cost benefit analysis and return on investment assessment for SWO Tribal Health implementation of CHW and Doula service models, with or without Medicaid reimbursement.

Applicants must submit the following required documents as a part of their proposal:

1. Statement of qualifications, competence, and capacity to perform the scope of work.

2. Name, address, website, telephone number, and brief description of the applicant. If applicable, Specify the name, title and email address of the individual who will serve as the primary contact.
3. Bio-sketch or resume describing academic and professional credentials, technical competence, experience and expertise.
4. Description of capacity (availability) to perform the scope of work within current and future commitments that would conflict with or affect the applicant's ability to complete the project.
5. Applicant's work plan, delineating deliverables, schedule, roles and function.
6. Estimated cost for all work required to perform the scope of work, including all fees and reimbursable expenses (such as labor, supplies, telephone, travel, and overhead).
7. Desired length of contractual relationship to perform the scope of work. The preferred contract length is one-year contract.
8. Written acknowledgement 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. Acknowledgement that they must comply with the Sisseton-Wahpeton Oyate of the Lake Traverse Reservation. Acknowledgement that they must comply with the Sisseton-Wahpeton Oyate Ordinances: TERO Chapter 59 Requirements, Wage Rates & Compliance Plan; Business License Ordinance Chapter 5; Tax Ordinance Chapter 67, and Chapter 75 Sex Offender Registration.

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. TERO Certification, if applicable
3. TERO and Tribal Tax
  - a. TERO Tax -4.00 %
  - b. SWO Tribal Use Tax-5.50%
  - c. SWO Tribal Excise Tax -2.00%
4. Liability Insurance

5. Workmans Comp (if required)

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

All acceptable bids received by August 22nd, 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 and number clearly visible – RFP 3022.

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.