

## Request for Proposals:

The Sisseton Wahpeton Oyate Early Childhood Intervention Program is seeking a Conference Coordinator for two separate events, Fall 2026 – 2 day Early Childhood Conference and 1 day Spring 2026 Autism Conference.

### Scope of work:

#### Early Childhood Conference – Fall 206

1. Finding conference location, setting up dates, times and catering menu.
2. Contact possible presenters.
3. Coordinate swag items.
4. Meet with ECIP Director regularly on updates and direction of conference.
5. Create agenda and public announcements of conference.
6. Create pre and post surveys for event.
7. Coordinate with resource programs and other vendors for the event.
8. Be present at event and handle logistics throughout conference.
9. Follow up meeting with ECIP post conference.

#### Autism Conference – Spring 2026

1. Work with South Dakota Disabilities Center on collaborating on day Autism Conference in late spring.
2. Finding location, catering
3. Scheduling with SDDC staff on event
4. Coordinate with resource programs for booth set up.

### 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 February 20<sup>th</sup> 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](mailto:vvallie@swo-nsn.gov)

**\*Any bids not turned in to the Procurement Department may be considered nonresponsive.**  
Please submit project name clearly visible – RFP0201.

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.