

## Request for Proposals:

The Sisseton Wahpeton Oyate Law Enforcement is requesting a Consultant to train present and future employees and develop administrative duties for the new SWO Detention Center.

### Scope of work:

The Consultant will provide work in the following:

1. Create Policy and Procedures for the new Detention Center.
2. Create Inmate Handbook.
3. Create forms pertaining Policy and Procedures, etc. Management Plan, Housekeeping Plan, Post Orders, Infectious Disease Plan.
4. Create Standard Operating Procedures.
5. Need to meet the BIA standards.

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 – RFP0202.

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.