

Request for Proposals:

The Sisseton Wahpeton Oyate Early Childhood is seeking proposals for qualified, experienced Master of Ceremony for a two day Early Childhood Conference September 25 & 26, 2025 at Dakota Magic Convention Center.

Scope of work:

1. Up to 2 pre-conference meetings to review the agenda and needs
2. Day of event: Introductions, opening remarks, time fillers for any gaps in agenda, lead discussion on information gathering for small groups, tell jokes and story sharing

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

1. Statement of competence and capacity to perform the scope of work.
2. Abide by laws, policies and courts of the Sisseton Wahpeton Oyate of the Lake .
3. 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.

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

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

Please submit project name and number clearly visible – RFP 3026.

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.