

Date: 14 March 2025

**Request for Proposals:** Sisseton Wahpeton Oyate Youth Department is seeking proposals for a Magician/Comedian

### **Scope of Work**

The Sisseton Wahpeton Oyate, Youth Department is looking for a Magician/Comedian to do a community show for an audience of around 100-200 people. Time needed should be around four (4) hours total. Date of event will be June 13th, 2025 at 4-8pm. Possibly two shows 1 ½ hours each.

### **Proposal is to include:**

1. 4 hours of service
2. Travel/Lodging (if needed)
3. A letter of explanation of work experience and process of work to be completed

### **Evaluation process will be conducted using the following criteria:**

- Price - (30 pts)
- Qualifications & Experience - (30 pts)
- Capacity to perform – (30 pts)
- Indian Preference – (10 pts)

### **Required Documentation:**

- SWO Business License
- W-9 Form

### **Terms and Conditions:**

- The organization reserves the right to reject any or all proposals.
- The selected vendor will be required to sign a contract outlining the terms of the engagement.
- Must be able to pass a federal background check, if approved.

Proposals will be received by the Procurement Office on March 14th, 2025 and will close April 18<sup>th</sup>, 2025. Please submit proposals with company name on the envelope. Proposals received after this time and date will not be opened.

Acceptable Proposals will be opened and evaluated in the office of the Tribal Secretary's Office, Tribal Administration building.

### **Submit Proposals to:**

SWO Procurement Office

Attn: Vern Vallie, Procurement Officer

P.O. Box 509

Agency Village, SD 57262

[vllie@swo-nsn.gov](mailto:vllie@swo-nsn.gov)

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 the Sisseton-Wahpeton Oyate of the Lake Traverse Reservation. All interested parties acknowledge that they must comply with the Sisseton Wahpeton Oyate Ordinances TERO Chapter 59 Requirements, Wage Rates & Compliance Plan; Business License Ordinance Chapter 53 and Tax Ordinance.