

Request for Proposals:

The Sisseton Wahpeton Oyate Early Childhood Intervention Program is seeking proposals from qualified photographers to provide photography services for the Second Annual Early Childhood Conference, to be held October 1-2, 2026, at Dakota Magic convention Center in Hankinson, North Dakota.

This annual conference brings together early childhood educators, Head Start and childcare professionals, home visitors, tribal programs, and families for two days of professional learning, cultural teachings, and family engagement.

Scope of work:

The selected photographer will provide photography coverage throughout both days of the conference, October 1, 2026 (8am-4pm) and October 2, 2026 (8am-3pm), including:

- Keynote speakers
- Breakout sessions
- Conference participants
- Networking and candid moments
- Group photos (as requested)
- Event details and venue setup

The photographer should capture a variety of images that reflect the conference's atmosphere, engagement, and community.

The selected photographer will provide these deliverables:

- High-resolution edited digital images
- An online gallery or digital download of all edited photos
- Permission for the Sisseton Wahpeton Oyate ECIP to use photographs for future promotional, educational, and reporting purposes

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 August 28th, 2026 and will be opened in the Procurement 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 clearly visible – RFP #0805

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 Sisseton-Wahpeton Oyate Ordinances: TERO Chapter 59 Requirements, Wage Rates & Compliance Plan; Business License Ordinance Chapter 53 and Tax Ordinance.