

Request for Proposals:

The Sisseton Wahpeton Oyate Tribal Maternal, Infant, and Early Childhood Home Visiting (TMIECHV) is seeking Podcast Production.

Scope of Work:

1. The Taku Tokca Podcast focuses on different topics related to pregnancy, parenting, early childhood, cultural supports and mental health and wellbeing.
2. TMIECHV is seeking a qualified applicant to manage all aspects of podcast production to highlight the project goals and objectives, including the home visiting curriculum. The podcast may include interview style and co-hosted formatting. Each episode should not exceed 30 minutes for a maximum of 4 episodes.
3. Responsibilities: Collaborate with TMIECHV team to develop podcast concepts and ideas. Coordinate and schedule guest interviews if needed. Assist with podcast scripts and interview questions to guide the conversations. Manage the recording process, including the setting up and managing the recording equipment. Edit all audio to produce a finished product and assist with publishing as needed.
4. Experience: Previous experience with podcast production or similar work. Proficient with audio editing software, excellent communication and organizational skills. Ability to work independently and meet deadlines. Creative mindset with strong attention to detail.
5. All recorded material will be property of the program. Applicants will have the option to utilize the programs equipment, but may be responsible for purchasing software needed. The payment schedule will be determined by the agreed upon schedule.

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)

All proposals must include:

1. Applicant's contact information (name, address, telephone number, email address)
2. Brief description and history of the applicant's qualifications and experience performing similar work.

3. Estimated cost of all work, materials, fees and reimbursable expenses required to perform scope of work deliverables.
4. Copy of SWO Business License
5. Completed W-9 Form and other IRS documentation
6. Tribal Tax – 5.5%
7. Liability Insurance
8. Workman’s 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 April 24th, 2026 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
 vvalle@swo-nsn.gov

***Any bids not turned in to the Procurement Department may be considered nonresponsive. Please submit project name clearly visible – RFP0303.**

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.