

## Request for Proposals:

The Sisseton Wahpeton Oyate Tribal Maternal, Infant, and Early Childhood Home Visiting (TMIECHV) is seeking catering service for the TMIECHV Group Connections events for participants through September 2026.

### Scope of Work:

1. Prepare and serve dinner for approximately 15-20 participants on a monthly basis through September 2026. The Group Connection event is held at the Project TMIECHV office from 5:00-6:00pm. The dates for the remaining events will be provided to the vendor selected.
2. The vendor will be responsible for selecting the menu, purchasing the food and all ingredients to prepare the menu. The program has a very small on-site kitchen that can be used if needed. Each dinner menu must include a portion from each food group. The program staff will provide dietary restrictions of home visiting participants.
3. Vendor must provide a sample of healthy meal options to align with the programs mission to promote healthy nutrition and healthy lifestyles. It is recommended to include traditional food options if possible.
4. The vendor is responsible for providing their own cookware and serving equipment, set up and cleanup. Provide a detailed budget including all expenses (food, staffing, equipment) per event. The vendor will submit an invoice upon completion of each event (not to exceed 8 total). Vendor must be Safe Serve certified.

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 and current food service license.
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 – RFP0302.**

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.