

Request for Proposals:

The Sisseton Wahpeton Oyate seeks to contract an indigenous plant knowledge keeper consultant to provide five education/consultation events, one for staff only and four for program participants and community members. The staff professional development session will address how to use traditional plant medicines in a culturally appropriate manner. The four participant / community events can align with ecological seasons and cultural teachings about respectful harvesting and stewardship including making cleansing teas, infused vinegars, plant-based salves, syrups, tinctures, and smudge blends; proper drying and storage; seed-saving; root digging ceremony; and storytelling around plant knowledge. The consultant will create and conduct participant pre-and-post feedback surveys, collaborate with TOR staff to summarize what was learned, and recommend future activities.

Scope of Work:

1. Meet with the Tribal Opioid Response Program (TOR) staff at *Asniyapi* Clinic to review current services, intent, and aims for indigenous plant knowledge learning and mentoring.
2. Identify cultural / plant medicines with staff that may be beneficial for programs to use alongside clinical treatment, such as for purification; restoring balance; relief from stress, anxiety, and pain; better sleep; comfort, calm, and soothing; and elimination of negative energies.
3. Plan and host four events for program participants and community members that are aligned with the ecological seasons and cultural teachings about respectful harvesting and stewardship. These events can include, but not be limited to, making cleansing teas, infused vinegars, plant-based salves, syrups, tinctures, and smudge blends; proper drying and storage; seed-saving; root digging ceremony; and storytelling around plant knowledge.
4. Inform event attendees on how to access plant and cultural resources, including correct traditional practices. Identify and alert attendees of any safety concerns with herbal or other remedies (*such as counteraction with a medical prescription*).
5. Create and conduct pre-and-post surveys with attendees after each event.
6. Submit a final written report, including potential next steps for how TOR at *Asniyapi* Clinic can better incorporate indigenous knowledge, plant medicine, and other cultural activities into the daily lives of participants.

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. Applicant's contact information (name, address, telephone number, email address)
2. Brief description and history of the applicant's qualification and experience performing similar work
3. Statement of capacity to perform the scope of work, including recent, current and future commitments that could conflict with or affect the applicant's ability to complete the project on or before Aug 28, 2026
4. Applicant's work plan, delineating how the work will be performed and the timeline for performing it
5. Estimated cost of all work, materials, fees and reimbursable expenses required to perform scope of work deliverables (not to exceed the project budget of \$10,000)
6. Copy of SWO Business License
7. Completed W-9 Form and other IRS documentation
8. Tribal Tax – 5.5%
9. Liability Insurance
10. Documentation of Indian Preference

Any questions regarding SWO Tribal Tax please contact the SWO Tribal Tax Office at (605) 698-3911.

All acceptable bids received by February 6, 2026 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 clearly visible – RFP 0104.

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.