

**SISSETON-WAHPETON OYATE
REQUEST FOR PROPOSAL
BACKGROUND SCREENING SERVICES
CANNABIS LICENSING OFFICE**

I. BACKGROUND

The Sisseton-Wahpeton Oyate (the “Oyate”) is a federally recognized Indian tribe located in Agency Village, South Dakota. The Oyate licenses and regulates medical cannabis operations on its reservation and requires federal background screenings to be conducted for any Cannabis Commissioners, prospective licensees, and cannabis related vendors.¹

The purpose of this Request for Proposal is to solicit cost-effective proposals from vendors who specialize in providing necessary background services required by the Oyate’s Cannabis Code.

II. QUALIFICATIONS

Each vendor that submits a proposal must meet the following qualifications:

- A. The vendor must have authorization to perform all specified services. The proposal must identify and describe the licenses or other authorizations the vendor has received to perform this type of work. The proposal must describe how the vendor stays current with changing local, state, and federal laws and regulations related to these services and how the company ensures compliance.
- B. The vendor must have the necessary systems, software, support, and procedures to provide the services required. The Oyate prefers that the services be provided through an on-line computing process (including, submittal of fingerprints and electronic access to reports, if required) with guaranteed security and confidentiality. The vendor must identify the specific technology and processes used and describe how that sets the vendor apart from others in this field. The proposal must also list all information databases that are available to the vendor.
- C. The results of any screening services requested by the Oyate must be received by the Oyate within a reasonable number of days after the official request is submitted to the vendor.

III. SCOPE OF SERVICES

¹ Background screenings for gaming related employees are conducted by the Oyate’s Gaming Commission pursuant to the Indian Gaming Regulatory Act of 1988. For this reason, background screenings for gaming related employees are not included in the scope of work for this RFP.

A. MEDICAL CANNABIS LICENSURE AND REGULATIONS

In order to implement its Medical Cannabis Code, the Sisseton-Wahpeton Oyate needs to conduct federal and state background checks on its Cannabis Commissioners, employees under the Cannabis Office, licensees, vendors related to cannabis, and any other individual required by the Medical Cannabis Code or Oyate law.

1. INITIAL SCREENINGS (Internal)

The Oyate intends to conduct an initial screening of its own Cannabis Commissioners and employees of the Cannabis Office. The initial screenings may include all the following:

- a. Social Security Number Validation
- b. Criminal History Check
 - i. FBI Federal Criminal Database Fingerprint Scan
 - ii. National Criminal Offender Scan
 - iii. Statewide Criminal Records Checks
- c. Sex Offender Registry Check (National)

2. INITIAL SCREENINGS (External)

The Oyate intends to conduct an initial screening of prospective licensees or anyone else that requires a background check pursuant to the Medical Cannabis Code. The initial screenings may include all the following:

- a. Social Security Number Validation
- b. Criminal History Check
 - i. FBI Federal Criminal Database Fingerprint Scan
 - ii. National Criminal Offender Scan
 - iii. Statewide Criminal Records Checks
- c. Sex Offender Registry Check (National)

3. PERIODIC SCREENINGS

The Oyate intends to conduct periodic screening of Commissioners, licensees, or anyone else that requires a background check pursuant to the Medical Cannabis Code. The periodic screenings may include all the following:

- a. Social Security Number Validation
- b. Criminal History Check
 - i. FBI Federal Criminal Database Fingerprint Scan
 - ii. National Criminal Offender Scan
 - iii. Statewide Criminal Records Checks
- c. Sex Offender Registry Check (National)

E. OTHER TRIBAL FUNCTIONS

The Oyate may request a limited number of other background checks for specific reasons. These background checks, or additional follow-up or periodic screening services may be requested in any area specified above, or in additional areas, on a case-by-case basis.

IV. PROPOSAL REQUIREMENTS

Written proposals should address the requirements listed in this RFP, be structured in this fashion, and include, at a minimum, the following:

- A. Cover Letter
- B. Organization Resume w/ References
- C. Qualifications as Listed in Part II of this Request for Proposal
- D. Plan for Completion of Scope/Services
- E. Fee Schedule with Narrative for Specific Types of Screenings

Deadline for submitting a proposal is May 30th, 2024, 4:00PM.

Each responding vendor should submit one (1) electronic copy of its proposal via email to the below individual. To simplify the communication process and ensure the same information is conveyed to all candidates, please direct all questions regarding this RFP or SMSC via email to:

vvalle@swo-nsn.gov