

**JACKSON HOLE TRAVEL AND TOURISM
JOINT POWER BOARD
180 S. King St., P.O. Box 4068
Jackson, WY 83001**

REQUEST FOR QUALIFICATIONS

**JACKSON HOLE TRAVEL AND TOURISM
FULFILLMENT SERVICES**

**RFQ DUE
OPENING DATE AND TIME
JUNE 10, 2015 ---- 2:00 p.m.**

**PURCHASING REPRESENTATIVE: Keith Gingery, Deputy County Attorney
TELEPHONE NO. (307) 732-8611
EMAIL kmgingery@wyoming.com**

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TRANSMITAL LETTER

To: Interested Agencies
From: Jackson Hole Travel & Tourism Joint Powers Board
Re: Request for Qualifications for Fulfillment

Attached is a request for qualifications to provide services to fulfill any and all booking requirements the Jackson Hole Travel & Tourism Joint Powers Board advertising campaign beginning July 1, 2015 through May 30th, 2016, with three one-year extensions possible, which would total a possible four years being under contract with the JHTTB until the contract is rebid.

This RFQ is being sent to all interested and capable parties. To compete and win this contract, a firm must demonstrate that they have the experience and capability to fulfill a program of the size, scope and complexity of the Jackson Hole Travel & Tourism Board's program.

A winner will be announced no later than June 25, 2015.

I. BACKGROUND

ABOUT US

The Jackson Hole Travel & Tourism Board was formed in January of 2011 after the voters approved a 2% lodging tax imposed on all Teton County lodging properties. The tax was reinstated this past November and will be up for re-vote in November 2018. The Jackson Hole Travel & Tourism Board is an all -volunteer board that is appointed by joint appointment by the board of county commissioners of Teton County, Wyoming and the Town council of the Town of Jackson for a three year staggered terms. Responsibilities for overall policy and budgetary development of the JHTTB are within the purview of the Establishment Agreement of the JHTTB. The JHTTB has an Executive Director who acts as the point person to the assigned agency. To learn more about the operations of the JHTTB, visit www.4jacksonhole.org.

The primary goal and mission of the JHTTB is to effectively spend lodging tax funds to promote travel and tourism to Teton County in a manner that is consistent with the shared values of the community. The JHTTB's actions will reflect stewardship of Teton County's natural resources, highlight outstanding amenities and strive toward sustainability. Other goals include:

- Inspiring leisure travelers/consumers to consider a Teton County vacation
- Increasing awareness and visitation to Teton County during the shoulder seasons, Fall, Winter and Spring
- Increasing community engagement/involvement in promoting Teton County
- Providing quality information to convert interest into travel to Teton County and grow Teton County's market share
- Allowing the Teton County community to utilize the JHTTB's promotional efforts to leverage their marketing dollars through cooperative programs

The Jackson Hole Travel & Tourism Board meets once/month, (second Thursday of every month). The board also has two committees that include board members, as well as representatives from the tourism industry. The two committees are Marketing and Special Events. The contractor will work closely with the marketing and events committee and report to the JHTTB Executive Director on their activities in accordance with office and board policies. Written reports from vendors are prepared monthly and distributed to board members and committee members for their review and comments. All contractors are to provide support to JHTTB staff and appropriate committees and are expected to attend board and committee meetings.

General Marketing Information

Currently for the fiscal year 2015, the JHTTB promotes Teton County with a \$1.1 million domestic advertising budget. The JHTTB solely focuses on the out of state audience during the shoulder season. In the Spring and Fall the focus is on drive markets including Colorado, Utah, Idaho and Montana. In the winter season the focus is on flight markets including; New York, LA, San Francisco, Boston, Houston, Dallas, Washington DC, Seattle, Chicago and Atlanta. Markets vary based on seasonality, audience segmentation and other factors such as accessibility to the area and repeat visitation numbers.

For a glimpse into the domestic campaign including Jackson Hole's current brand platform, please visit the quick link: <http://www.visitjacksonhole.com>.

General Contract Information

The contract, if any is awarded as a result of this RFQ, will require the entity selected to meet the needs of the JHTTB. The JHTTB intends to award one contract to a qualified organization for all services, hereinafter referred to as the Contractor.

The Contractor will assume responsibility for the performance of all required services, whether or not subcontractors are involved. The JHTTB will consider the Contractor to be the sole point of contact with regard to all matters and will not maintain contacts with any subcontractor. The Contractor, however, will specify for the JHTTB any subcontractors the Contractor intends to use and what their function(s) will be. The organization must furnish the corporate or company name and names of key personnel to be assigned to the contract by the subcontractor. The JHTTB will retain the right to inspect any phase of the Contractor's efforts in fulfillment of the contract, either on a continuing or a spot-check basis, including visits to vendors' premises.

A contract will be awarded for services provided from July 1, 2015 to May 30, 2016 based upon funding availability. The resulting contract may be renewed at the sole discretion of the JHTTB, for three additional one-year periods.

REQUEST FOR QUALIFICATIONS

1. SUBMISSION OF PROPOSALS:

Sealed Proposals, (one (1) original and eight (8) copies) will be received for providing FULFILLMENT SERVICES FOR THE JACKSON HOLE TRAVEL AND TOURISM JOINT POWER BOARD by the Teton County and Prosecuting Attorney's Office, P.O. Box 4068, 180 S. King St., Jackson, Wyoming 83001 until **JUNE 3, 2015, 2:00 p.m.**, at which time they will be publicly opened.

NOTE: Packages not containing the required number of copies will be rejected.

- 1.1 Proposals must be received in the office of the Teton County and Prosecuting Attorney's Office on or before the time and date specified. Proposals received after the time specified will not be considered and will be returned unopened.
- 1.2 Proposal information is restricted and not publicly available until after the opening of the proposals.
2. MODIFICATIONS OR WITHDRAWAL OF PROPOSALS:
 - 2.1 A proposal that is in the possession of the Jackson Hole Travel and Tourism Joint Power Board may be altered by a letter bearing the signature or name of the authorized person, provided it is received PRIOR to the date and time of the opening. FAX, telephone or verbal alterations will not be accepted.
 - 2.2 A proposal that is in the possession of the Jackson Hole Travel and Tourism Joint Power Board may be withdrawn by the proposer up to the time of the opening. Failure of the successful proposer to furnish the service awarded as a result of this advertisement shall eliminate the proposer from the active proposers list for a period of time as determined by the Jackson Hole Travel and Tourism Joint Power Board.
3. PREPARATION OF PROPOSALS:
 - 3.1 No proposal will be considered which modifies, in any manner, any of the provisions, specifications or minimum requirements of the Request for Qualifications.
 - 3.2 In case of error in the extension of prices in the proposal, unit prices will govern.
 - 3.3 Proposers are expected to examine special provisions, specifications, schedules and instructions included in this Request. Failure to do so will be at the proposer's risk.
 - 3.4 Failure to respond (submission of proposal, or notice in writing that you are unable to offer but wish to remain on the active mailing list) to Request for

Qualifications will be understood by the Jackson Hole Travel and Tourism Joint Power Board to indicate a lack of interest and will result in the removal of the Firm's name from the applicable mailing list.

4. AWARD AND CONTRACT INFORMATION:

- 4.1 The proposer expressly warrants to the Jackson Hole Travel and Tourism Joint Power Board that it has the ability and expertise to perform its responsibilities hereunder and in doing so shall use the highest standards of professional workmanship.
- 4.2 The Jackson Hole Travel and Tourism Joint Power Board reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the Jackson Hole Travel and Tourism Joint Power Board to do so. The Jackson Hole Travel and Tourism Joint Power Board will award this contract to the fulfillment agency determined by the Jackson Hole Travel and Tourism Joint Power Board the most responsive and responsible offer, based on criteria specified herein.
- 4.3 This Request for Qualifications shall become part of the Contract and will be in effect for the duration of the Contract period.
- 4.4 The successful proposer will be required to enter into and sign a formal Contract with the JHTTB with reasonable adjustments acceptable to the JHTTB. The agreement will become a part of the Contract and will be in effect for the duration of the contract period. The contract language will control over any language contained within this RFQ that conflicts with the signed and fully executed Contract.

DATED THIS 14th DAY OF MAY, 2015

Jackson Hole Travel and Tourism Joint Power Board

Ponteir Sackrey, Chairman

GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR

1.1 The contractor shall function as an independent contractor for the purposes of the Contract, and shall not be considered an employee of the Jackson Hole Travel and Tourism Joint Power Board for any purpose. The contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the contractor in fulfilling the terms of the Contract, and shall be solely responsible for the payment of all federal, state and local taxes, which may accrue because of this Contract. Nothing in the Contract shall be interpreted as authorizing the contractor or its agents and/or employees to act as an agent or representative for or on behalf of the Jackson Hole Travel and Tourism Joint Power Board, or to incur any obligation of any kind on the behalf of the Jackson Hole Travel and Tourism Joint Power Board. The contractor agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to Jackson Hole Travel and Tourism Joint Power Board employees will inure to the benefit of the contractor or the contractor's agents and/or employees as a result of this Contract.

2. INSURANCE:

2.1 The contractor shall indemnify and save harmless the Jackson Hole Travel and Tourism Joint Power Board, its officers, and employees from all suits, actions, or claims of any character brought because of injuries or damage received or sustained by any person, persons, or property; on account of the operations of the said contractor or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect, or misconduct of said contractor or from any claims or amounts arising or recovered under the Workers' Compensation Act, or any other law, ordinance, order or decree.

3. LAWS TO BE OBSERVED:

3.1 The contractor shall keep fully informed on all federal and state laws, all local bylaws, regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority which in any manner affect those engaged or employed on the work or which in any way affect the conduct of the work. The contractor shall at all times observe and comply with all such laws, bylaws, ordinances, regulations, orders and decrees in force at the time of award. The contractor shall protect and indemnify the State and its representatives against any claim or liability arising from or based on the violation of any such law, bylaw, ordinance, regulation, order or decree whether by himself or his/their employees. No extension of time or additional payment will be made for loss of time or disruption of work caused by any actions against the provider for any of the above reasons.

4. TAXES:

4.1 The contractor shall pay all taxes and other such amounts required by federal, state, and local law, including but not limited to federal and Social Security taxes, workers' compensation, unemployment insurance and sales taxes.

5. ASSIGNMENT/CONTRACTOR:

5.1 The Contract shall not be assigned by the contractor. Third party participation is authorized only as a joint venture which must be clearly stated with details on the original proposal, signed by all parties participating. Any alterations, variations, modifications or waivers of the provisions of this Contract shall be valid only if they have been reduced to writing, duly signed by the parties hereto and attached to the original Contract agreement.

5.2 The contractor shall not enter into any subcontracts for any of the work contemplated under this Contract without prior written authorization of the JHTTB.

5.3 Claims for money due or to become due contractor from the JHTTB under the Contract may be assigned to a bank, trust company, or other financial institution, or to a trustee in bankruptcy, without approval by the JHTTB. Notice of any assignment or transfer shall be furnished to the JHTTB.

5.4 The contractor shall not use the Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.

6. TERMINATION OF CONTRACT:

6.1 Termination of the Contract may be made by any party at any time with or without cause, upon no less than thirty (30) days written notice by mail, or personal delivery of notice to the other parties. The Contract shall remain in full force and effect until terminated as provided herein.

6.2 The JHTTB may, upon ten days written notice to the contractor, terminate the contract, in whole or in part, for just cause, which shall include failure of the contractor to fulfill in a timely and proper manner the obligations under the Contract. In such event, all campaigns and presentations, finished documents, data, models and reports prepared under this contract shall, at the option of the Jackson Hole Travel and Tourism Joint Power Board become its property upon payment for services rendered through the termination of the Contract.

6.3 Should the contractor fail to comply with the provisions of the Contract, payment for portions of the Contract will be withheld until such time as the Contract terms have been implemented. Administrative, contractual, and/or legal remedies as

determined by the Teton County Attorney will be implemented if it appears the contractor has breached or defaulted on the Contract.

7. ACCOUNT REPRESENTATIVE:

7.1 The successful proposer(s) shall appoint, by name, a company representative who shall be responsible for servicing this account. The appointed representative shall be responsible to provide the services required to insure that the account will be administered in an organized systematic manner.

8. RESPONSIVENESS:

8.1 Proposers are expected to examine specifications, schedules and instructions included in this package. Failure to do so will be at the proposer's risk.

9. EXTENSION AND AMENDMENT:

9.1 The proposer and the Jackson Hole Travel and Tourism Joint Power Board covenant and agree that this proposal or subsequent Contract may, with the mutual approval of the proposer and the Jackson Hole Travel and Tourism Joint Power Board, be extended under the same terms and conditions of this proposal or Contract for a period of one (1) year, and said option to extend this proposal or Contract for a one year period shall be in effect for each year thereafter for a total period not to exceed two (2) additional years.

10. COMPLIANCE WITH LAWS:

10.1 In performing the Contract, both parties agree to comply with all applicable state, federal, and local laws, rules and regulations.

11. AUDIT:

11.1 The Jackson Hole Travel and Tourism Joint Power Board or any of their duly authorized representatives shall have access to any books, documents, papers, and records of contractor which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transactions.

12. CONFLICT OF INTEREST:

12.1 The parties warrant that no kickbacks, gratuities, or contingency fees have been paid in connection with the Contract and none has been promised contingent upon the award of the contract. Consultant warrants that no one being paid pursuant to the Contract is engaged in any activities that would constitute a conflict of interest with respect to the purposes of the Contract.

13. OWNERSHIP OF DOCUMENTS/WORK PRODUCT:

13.1 It is agreed that all finished or unfinished campaigns, creative, presentations, documents, data, or reports, prepared by contractor under the Contract shall be considered the property of the Jackson Hole Travel and Tourism Joint Power Board, and upon completion of the services to be performed, or upon termination of the Contract for cause, or for the convenience of the Jackson Hole Travel and Tourism Joint Power Board, will be turned over to the Jackson Hole Travel and Tourism Joint Power Board.

14. CONFIDENTIALITY OF INFORMATION:

14.1 All documents, data compilations, reports, computer programs, photographs, and any other work provided to or produced by the contractor in the performance of the Contract shall be kept confidential by the contractor unless written permission is granted by the Jackson Hole Travel and Tourism Joint Power Board for its release.

15. SOVEREIGN IMMUNITY:

15.1 The Jackson Hole Travel and Tourism Joint Power Board does not waive immunity by entering into the Contract, and Jackson Hole Travel and Tourism Joint Power Board specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyoming Statute 1-39-104(a) and all other state law.

16. INDEMNIFICATION:

16.1 The contractor shall release, indemnify, and hold harmless the Jackson Hole Travel and Tourism Joint Power Board, and their officers, agents, employees, successors and assignees from any cause of action, or claims or demands arising out of contractor's performance under the Contract.

SPECIAL PROVISIONS

PROPOSALS MUST BE DELIVERED TO THE TETON COUNTY AND PROSECUTING ATTORNEY'S OFFICE IN A SEALED ENVELOPE OR PACKAGE BY 2:00 P.M. ON JUNE 3, 2015.

PROPOSALS ARE TO BE DELIVERED TO THE TETON COUNTY AND PROSECUTING ATTORNEY'S OFFICE, 180 S. KING ST., P.O. BOX 4068, JACKSON, WY 83001, BY 2:00 P.M. ON JUNE 3, 2015. NO PROPOSALS WILL BE ACCEPTED AFTER THE ABOVE DATE AND TIME.

NOTE: Packages not containing the required number of copies will be rejected. There will be no exceptions.

DESCRIPTION OF WORK:

A. GENERAL INFORMATION:

The Jackson Hole Travel and Tourism Joint Power Board, requires the Fulfillment of all airline travel bookings, lodging accommodations and local activities that the potential visitor seeks based on traffic directed from the national advertising campaign to the fulfillment agencies site. The successful proposer will be required to have the following capabilities in order to qualify for the fulfillment contract of the Jackson Hole Travel & Tourism Board. Please provide evidence of the following:

1. Ability to present a Teton County Exclusive Booking site without access to competitive resort communities.
2. Ability to fulfill potential visitors airline booking, lodging and local activities at a guaranteed lowest price
3. Yield management with all airline carriers providing service into Jackson Hole
4. Yield management with all lodging properties in Teton County
5. Updated Inventory for all Teton County lodging properties
6. Ability to track and follow all traffic that lands on proposers site
7. Accurate weekly reporting on all site activity as well as bookings
8. Contributing dollar spend: Ability to provide contributing funds towards the air program
9. Airline Relationships: Demonstrate relationships with airlines including contracts, rate structures, and any other contracts

10. Air Travel bookings: Ability to book air fares for potential visitor at discounted rates.
11. Packaging: Ability to offer online packages that include lodging, activities, air, transportation
12. Accountability: Ability to provide accurate accounting of all bookings, (lodging, activities, transportation), made in conjunction with JHTTB promotional programs
13. Listing and links to any and all Teton county properties: Ability to offer information and direct links to any and all Teton County properties, including lodging and rentals

B. SERVICES REQUIRED:

The JHTTB seeks a fulfillment agency that has the ability to fulfill airline booking requirement along with lodging accommodations and activities in a timely and competitive manner. Because the JHTTB is funded by public money, the lodging tax, the fulfillment agency must provide equal and impartial representation to all lodging and activity providers in Teton County. Successful proposer will demonstrate ability to create a highly interactive, competitive booking site with the ability to update frequently based on available inventory and allow complete booking capabilities to end user. Site must provide responsive design and have the ability to track the visitor from landing to booking. Provider must also provide weekly analytics to the JHTTB to track the visitor from landing to booking.

Qualified firms and their staff should demonstrate capabilities and proven successes in handling accounts of the nature, size, and complexity of the JHTTB's domestic program. Working with the JHTTB's Executive Director, the contractor will be required to provide a comprehensive site to offer booking capabilities. That fulfillment will consist of, but is not limited to:

1. **CREATIVE SERVICES:** Ability to develop an attractive, interactive booking/fulfillment site that complements the Jackson Hole TTB site where in all traffic from the national JHTTB advertising campaign will be directed.
2. **TRACKING SERVICES:** Ability to track the visitor on the fulfillment site from first landing all the way through booking and provide results of bookings. This must include full disclosure of all activity directed to fulfillment site including any and all bookings and activity directed to third party booking sites.

3. **KNOWLEDGE OF DOMESTIC AND INTERNATIONAL TRAVEL INDUSTRY:** Ability to provide information regarding travel trends, future projections, and demonstrate an understanding of market/economic fluctuations and how these affect travel as it relates to consumer attitudes and behaviors towards travel.
4. **ONLINE/INTERACTIVE:** Ability to offer online bookings for visitor for air, lodging and activities. Also have ability to track the visitor from initial landing through all elements of transaction.
5. **ACCOUNT/FISCAL MANAGEMENT/COST OF SERVICE:** Demonstrate ability to provide quality account management regarding fiscal responsibility including, but not limited to, budgeting/accounting, invoicing, and booking results
6. **INDUSTRY INTEGRATION**
Coordinate with local community to allow all member of lodging community and all activities to participate on your site.
7. **MEASUREMENT AND REPORTING:**
Develop and maintain a weekly tracking mechanism on fulfillment efforts including leads, inquiries, and bookings.
Recommend and develop a “measures of success” for booking activity
Provide reports on status and progress of the booking activity and show report of where consumer is shopping and booking on your site

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C. PROJECT MANAGEMENT TEAM:

Upon awarding this Contract, the Successful Proposer(s) will name one (1) individual that shall act as Account Manager for the Tourism account. The Account Manager will be responsible for servicing the Tourism account and will coordinate all Tourism programs booking and accounting. The Account Manager will be responsible for all deadlines and for the finished quality of all Tourism booking programs, campaigns and results.

D. TERMS OF THE PROPOSAL:

1. This Contract shall run from approximately July1, 2015 through June 30, 2016 with the option for Jackson Hole Travel and Tourism Joint Power Board to renew for not more than two (3) additional years.

2. The Jackson Hole Travel and Tourism Joint Power Board is considering contracting with a Destination Marketing Organization (DMO) that the Jackson Hole Chamber of Commerce is considering creating. There is the potential that the Jackson Hole Travel and Tourism Joint Power Board may decide at a future date to assign this fulfillment contract to the DMO that may be created by the Jackson Hole Chamber of Commerce.

E. SELECTION PROCESS:

1. **WRITTEN PROPOSALS:** Based on the enclosed written response questionnaire, written proposals will be evaluated by Jackson Hole Travel and Tourism Joint Power Board.

F. SCORING CRITERIA FOR EVALUATION OF WRITTEN PROPOSALS:

1. (25 points) ~ Experience and quality. Ability to create enticing website, drive traffic to site, and offer the largest variety of air, lodging and activities, including packages, to potential visitor. This includes ability to track visitor and provide timely and comprehensive metrics.
2. (25 points) ~ Evaluation of past examples of promotional campaigns to promote bookings on your site, including examples of sites ability to change and update according to consumer demand. Evidence of promoting Teton County and investing monies back into local promotions.
3. (20 points) ~ Evidence that the Proposer has past successful experience in the conduct of regional, national and international fulfillment with account of this size and scope.
4. (15 points) ~ Evidence that the Proposer has an understanding of Teton County's visitor and booking background of past visitors.
5. (10 points) ~ Proposers relationships with Airlines and accreditations, membership affiliations and experience with local community.
6. (5 points) ~ Other relevant data and information.
7. (5 points) ~ Operating as a Wyoming company is not a requirement for Proposers responding to this RFQ. Companies that qualify as Wyoming residents will receive an additional five percent (5%) of the total points possible. Resident Proposers must verify residency according to

Wyoming state statute.

Total Possible Points for Written Proposal: 105 points

The Jackson Hole Travel and Tourism Joint Power Board will be the sole judge with respect to the evaluation of these proposals. Each Proposer will be judged on each of the criteria indicated above. The Proposer with the highest aggregate score from the Jackson Hole Travel and Tourism Joint Power Board will proceed to final Contract negotiations.

I. WRITTEN RESPONSE QUESTIONNAIRE:

Written responses should address each of the items listed below.

Experience and quality of the Proposer and the team:

1. Proposer name, address, phone number.
2. History of Proposer (one page or less).
3. Ownership structure and the names, titles, length of service of principals along with a brief resume for each.
4. Total annual billings 2013, 2014, 2015 and anticipated 2016. Please use capitalized income to calculate billings.
5. Name, title, and short resume of Account Manager
6. List other relationships with Teton County businesses and/or member affiliations that you think would benefit the JHTTB's tourism promotions.
7. Describe key personnel's current or past experience with fulfillment and identify any possible conflict of interest.
8. Present plans to use Wyoming people/companies and describe what portion of budget it would represent.
9. What are your abilities to partner with the JH Air Program?
10. What level of matching funds, if any, would you be able to contribute to the JHTTB travel incentive program annually?

Evidence of Proposer's past successful experience:

11. From a creative standpoint only, provide a sample(s) of advertising promoting visitation to your fulfillment site, and provide examples of various booking packages provided to potential visitor.
12. Briefly describe your current sites promotions/offerings and ability to change/update packages quickly as the market demands. Please also describe you commission structure by booking, i.e. lodging vs. activity vs. packages.
13. Briefly describe experience in tracking/monitoring campaign results and

how that might translate to this account.

14. Please provide dollar amount and percentage of revenues from your company that is reinvested back into marketing Jackson Hole.
15. Please describe how you would address cancellations with bookings that are made in conjunction with the JHTTB promotional program
16. Describe how the Proposer manages online bookings and any software tools used in the process. Provide examples of where increased sales or leads can be specifically attributed to the Proposer's online advertising and Search Engine Marketing efforts.
17. Using a specific example, explain experience in digital marketing and/or response generation, with particular emphasis on driving traffic to your website.

Relevant Examples/Case Histories:

18. Provide samples of two (2) relevant multi-media campaigns along with a brief description of the success of these efforts to drive traffic to your website.

Understanding of the national tourism market:

19. Provide no more than three (3) pages of the Proposer's understanding of Teton County's tourism product, the state of the travel industry including national trends and forecasts, with particular emphasis on the market potential for Teton County. Include supporting rationale for these insights.

J. QUESTION AND ANSWER PERIOD:

Questions regarding **any part of this RFP** must be submitted **in writing**, via email, no later than **12:00 p.m. MST on May 22, 2015** to:

Teton County and Prosecuting Attorney's Office
Attention: Keith Gingery, Chief Deputy County Attorney
Email: kmgingery@wyoming.com

Answers to all questions will be compiled, answered and mailed/emailed to all Proposers on **May 29th, 2015**.

Event Description	Date
A. RFQ Release Date	May 14, 2015
B. Questions Due	May 22, 2015, 2 p.m. MST
C. Answers returned/emailed to Proposers	May 29, 2015
D. RFQ Closes; Opening Date/Time	June 10, 2015 2:00 p.m. MST
E. Read and score proposals	June 11-18, 2015
F. Tally, Review and Rank Scores	June 22, 2015, 2:00 p.m. MST
G. Vendor Recommendation/Notification	June 24, 2015

2. GENERAL INFORMATION:

Proposer Name _____ Phone () _____

FAX () _____

Mailing Address _____

City _____ State _____ Zip _____

SSN/Employer Identification Number _____

3. OWNERSHIP AND CONTROL:

Proposer's Legal Structure:

_____ Sole Proprietorship

_____ General Partnership

_____ Corporation

_____ Limited Partnership

_____ Limited Liability

_____ Other _____

If Proposer is a sole proprietorship, list:

Owner Name _____ Phone () _____

Mailing Address _____

City _____ State _____ Zip _____

SSN/Employer Identification Number _____

Beginning date as owner of sole proprietorship _____

Provide the names of all individuals authorized to sign for the Proposer:

NAME (printed or typed)

TITLE

VERIFICATION

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as Proposer, that I have personally examined and am familiar with the information submitted in this disclosure and all attachments, and that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including criminal sanctions, which can lead to imposition of a fine and/or imprisonment.

(Signature)

(Name and Title) (Typed or Printed)

(Date)