

REQUEST FOR PROPOSAL

**Classification and Compensation Study
Consulting Services**

For

THE TOWN OF JACKSON

For Proposed Implementation on 7/1/22

TOWN OF JACKSON

ADMINISTRATION DEPARTMENT

**150 East Pearl Avenue
Jackson, WY 83001
P.O. Box 1687, Jackson WY 83001
Phone (307) 734-3481
FAX (307) 739-0919**

**REQUESTS FOR PROPOSALS
CLASSIFICATION, COMPENSATION STUDY, AND BENEFIT SURVEY**

NOTICE OF REQUEST FOR PROPOSALS

NOTICE IS HEAREBY GIVEN that the Town of Jackson (hereinafter referred to as “the Town” or “Town of Jackson”) is requesting proposals for a Classification and Compensation Study.

The Town of Jackson will receive such proposals in the office of and addressed to:

Roxanne Robinson
Assistant Town Manager
Submitted via Email: rrobinson@jacksonwy.gov
(307) 734-3481

The Request for Proposal (RFP) contains the instructions governing the proposals to be submitted and the material to be included; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.

Proposals shall be submitted via email in .pdf format that allows for printing in hard copy in 8½x11 booklet format.

Respondents are requested to submit their proposal via email. COPIES OF THE PROPOSAL WILL BE RECEIVED UP TO THE HOUR OF 4:00PM Mountain Time, JANUARY 14, 2022.

The proposal must contain the signature of a duly authorized officer or agent of the Respondent’s company empowered with the right to bind the Respondent.

Copies of the Classification and Compensation Study Request for Proposals (RFP) Document are available from the Town website at: www.townofjackson.com or by contacting the Assistant Town Manager at rrobinson@jacksonwy.gov.

Town of Jackson reserves the right to reject any or all proposals. Town of Jackson reserves the right to disqualify incomplete proposals, waive minor defects, as it deems applicable in the written proposals, request additional information from any respondent, change or modify the scope of the project at any time without penalty, negotiate terms with one or more of the respondents, reject any or all proposals without penalty and take any steps necessary to act in the Town’s best interest. Bids/proposals will not be considered for award if received after the official closing date and time.

Consultants can propose an alternate timeline based on feasibility of completion.

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Section I – Introduction and Background

- 1.1 PURPOSE:** The intent of the Request for Proposal (RFP) is to obtain firm fixed price proposals from qualified firms to:
- a.** Update the Town of Jackson Job Descriptions
 - i.** Review the Town of Jackson job descriptions and present a format for job descriptions moving forward based on best practices and compliance with all applicable laws and,
 - ii.** Meet with employees and supervisors in each job category to determine whether the job description accurately describes duties,
 - iii.** Present findings of job description interviews to inform administration regarding tasks and responsibilities that should remain with each position or be recommended for other existing positions or new positions, and,
 - iv.** Present findings of the job description review to recommend title changes, provide updated job descriptions and titles, recommendations based on workload and job capacity, equity across the organization in terms of similar jobs in other departments, and placement on a classification plan and,
 - v.** Develop additional job descriptions to reflect increases in responsibilities, scope of work, project opportunities, and mastery of skills related to advancement positions in each department.
 - b.** Conduct an employee compensation and classification study
 - vi.** Propose entities for approval to be surveyed for each position in the Town organization and,
 - vii.** Conduct an employee compensation and classification study of public and private employers who are providing equitable services and,
 - viii.** Based on that study, determine if individualized position/job descriptions are needed; and if so, assist in the development of these job descriptions and,
 - ix.** Based on that study, prepare a comparative analysis that identifies Town of Jackson's competitive position in the labor market (local and resort communities) and,
 - x.** Based on that study, provide a recommendation for total salaries and benefits, including the total compensation package of insurance and other fringe benefits and,
 - xi.** Based on that study, prepare recommendations for compensation structure(s) including a classification plan, rules, and policies, including variable/incentive pay options, to maintain competitiveness, reward employees, ensure internal and external equity and,
 - xii.** Based on that study recommend a schedule for conducting future compensation and classification studies and,
 - xiii.** Based on that study, determine placement of current employees on the classification plan at specific wage points, placement of current employees based on gender and diversity pay equity and,

- xiv. Based on that study, develop a system for evaluating reclassification requests and placement of newly created positions on the classification plan and,
- xv. Based on that study, comprehensively review the Town of Jackson stipends currently provided to determine appropriateness, compensation level, equity, and whether additional stipends related to housing/transportation are warranted and recommended, and,
- xvi. Based on that study, review the practice of increasing wages for seasonal CDL holders during the winter season and,
- xvii. Based on that study, review the Town's practice of a staggered hiring bonus for Police Officers along with 2 years of housing assistance, and,
- xviii. Based on that study, review the Town's practice of utilizing standby pay for plow drivers, pay for weekend duty.

Responding firms should have significant experience conducting salary surveys, comparative analyses, job description review and creation, preferably involving public employers.

It is intended for the Town Manager and the Assistant Town Manager, to be actively involved in overseeing the project; however, it is expected the time available for such involvement will be extremely limited. Therefore, as part of the proposal, the consultant shall be required to reach an agreement as to which portions of the study shall be the responsibility of each representative. It shall be the Consultant's responsibility to complete all other supporting documentation and reports.

Consultant will be requested to attend an initial meeting with various Town representatives to discuss the process and tasks to be performed and reasonable dedication of key personnel.

1.2 INTRODUCTION AND BACKGROUND: The Town of Jackson, located in northwestern Wyoming has a population of approximately 10,000. The Town of Jackson is a year-round resort community, as the southern gateway to Grand Teton and Yellowstone National Parks and home to three world class ski resorts. Town of Jackson Government employs approximately 130 regular full-time and regular part-time employees in 10 departments with an additional 30-40 seasonal Transit Operators.

The Town has one classification plan for all employees which is a Pay Band and salary range system consisting of 31 pay bands (pay ranges) and 19 steps shown between the minimum and maximum. Each step has 2.5% between steps, however the Town does not require employees to be placed 'on' a step. The percentage between the Minimum and Maximum is currently 64% and there are concerns this is far too large of a range. The last salary survey was conducted in 2006, in conjunction with Teton County, WY and the Town and County collaborated to develop a system of pay parity between the two organizations, given that both entities faced common employment issues and certain agencies were competing with each other (law enforcement and planning and inspection functions). The Town has worked to update the maximum in salary ranges and make

salary adjustments and reclassifications for specific positions when Teton County updated their salary ranges in order to try and maintain parity. However, Teton County does not employ CDL drivers. The Town Manager has committed to recommending a minimum of a 2.5% increase each fiscal year. Steps are shown in the ranges in order to provide confidence that salaries will be adjusted by a minimum of 2.5% each fiscal year and to consider placement of new hires. The Town determines the amount of salary increase that can be provided each fiscal year and then adjusts salaries within the ranges each July 1 and not on the anniversary of the employee's hire date. For example, if a 3% wage increase is determined, employees employed at least a year will receive the full 3% (so long as they do not exceed the maximum) but those with less than a year receive a pro rated amount of the 3% their first year based on their hire date in order to maintain internal equity for employees in the same position. Employees at the maximum in their salary range receive the annual determined increase in a lump sum bonus amount that does not affect base pay. Most employees are hired above the minimum in the salary ranges. The Town uses a minimum wage of \$15/hr for the organization but most positions are hired above this rate, including summer interns.

The Town has increased the CDL Operator minimum wage to \$22.00/hr in order to attract Transit Operators both seasonal and full time and additional increases were provided to address internal equity based on tenure. Full Time Transit Supervisor wages were adjusted to \$26.00/hr in order to attract Transit Supervisors. Because there are CDL Operators in the Public Works Department as well, wages in the Public Works Department were also updated to a minimum of \$22.00/hr and additional increases were provided to address internal equity based on tenure. For winter 21-22, the wage for Seasonal Transit Operators was adjusted to \$23.50/hr. and will then decrease to \$22.00/hr as of May, 2022. The Town continues to struggle to attract enough Transit Operators, especially in the winter seasons. The Town struggles to attract applicants to fill open positions in Public Works that require a CDL. Wage increases for seasonal operators are provided based on a pro ration of total hours worked for the past several years to reward those employees working the winter season.

Three positions appointed by the Mayor and Council are not included in the Classification Plan (Town Manager, Town Attorney, Municipal Judge).

During the national economic downturn and at the start of the COVID recession, wages were frozen. The Town is currently struggling to attract CDL operators, qualified support staff positions, and higher end professionals. With the serious lack of applicants for many positions, we find that in some positions, particularly CDL positions, our salaries are not able to compete with the local market. A thorough compensation and classification study and analysis of the Town and those organizations that draw on a shared labor market will indicate the Town's current position and its ability now and in the future to recruit and retain talented employees to provide quality services to Town of Jackson.

The following is a list of departments and agencies:

Planning Department

Community Development Department
Personnel/Town Clerk Department
Public Works Department
Police Department
Finance Department
Transit Department
Information Technology Department
Legal Department
Municipal Court

Section 2: Scope of Services

The project shall include, but is not limited to the following activities:

- 2.1 Data Gathering:** The Data Gathering Phase includes gathering the necessary information through the use of questionnaires, job audits, personal interview or other accepted methods, to develop and/or revise job descriptions related to positions, tasks, and responsibilities. All job descriptions will be reviewed in conjunction with the functional business area with a focus on core position duties. This phase will also include the following:
- a. Consultant will work with the Assistant Town Manager to review current job descriptions for each position and prepare/update these job descriptions based on the newly developed format;
 - b. Conduct a review of the match between the job title and the job responsibilities;
 - 2.1.1** Provide recommendations relative to the educational background of the employees by position (required or preferred).
 - 2.1.2** Determine Fair Labor Standards Act (FLSA) designation for each job title/classification.

This Phase of work will be completed by March 31, 2022.

2.2 Market Compensation-Evaluation (April 1, 2022 – May 1, 2022)

2.2.1 Job Evaluation and Market Pricing: The consultant will conduct an internal comprehensive job evaluation and external comparison as outlined below. The organizations in the comparison and survey instruments used will be shared with key Town staff involved in the process.

- a. A comprehensive internal evaluation of every job within Town of Jackson Government to determine relative worth within the organization, placement in the salary structure, and for the establishment of pay ranges.
- b. Establish appropriate benchmarking standards and include a comparison and analysis of salaries and wages of like or similar jobs of comparable State and local government as well as private employers for which the Town competes for labor supply and/or organizations with similar positional or organizational characteristics.
- c. A compensation survey of external regional labor market, selecting a minimum of 10 total external agencies within the Mountain States region for comparison.

2.2.2. Total Compensation Analysis: The Consultant will evaluate total compensation against the selected comparable agencies. The total compensation factors to be evaluated shall include the following:

- a. Salaries and Wages
- b. Benefits
 - 1. Access to and level of Health Care including Employer share of Medical Premiums and Health Savings Account Contributions
 - 2. Level of Retirement Benefits
 - 3. Level of Paid Time Off (PTO)
 - 4. Access to Wellness Programs
 - 5. Access to and level of Short and Long-term Disability and Life, AD&D Insurance
 - 6. Other employer paid benefits such as tuition reimbursement, cell phone allowances, car stipends, housing assistance, etc

2.3 Compensation Structure Evaluation and Recommendations: The Consultant will evaluate the existing compensation structure and update or design a system to assist with successfully recruiting and retaining employees. Factors to be evaluated include:

- a. Analysis of Town of Jackson's current pay practices, pay rules, and market position.
- b. Review and evaluate current classification/pay band structure, methodology and position placement within salary ranges (number of classes, number of pay ranges, percent spread for ranges, and number of pay plans and/or schedules).
- c. Compression Analysis: Examine the equity of pay among present full-time, part-time, and seasonal employees based on qualification, experience, responsibilities, and tenure. Identify problem areas within the internal compensation system, and propose implementation methods to correct identified problems.
- d. Gender Pay Analysis: Examine the equity of pay related to gender in the organization. Identify positions and persons for adjustments to correct inequity.
- e. Evaluate the need to include compensation policies and procedures for: On-call and shift differential compensation (what positions/classes of positions and amounts), hiring incentives, advancement recommendations, and any other monetary incentives (e.g. certification pay, education pay, special pay band increases).
- f. Provide Town of Jackson with information and advice on new developments and innovations in Public Sector compensation. Discuss and recommend pay delivery systems: With what frequency do base pay increases occur, and maximum percent base pay increase for the next 12 months.

2.4 Compensation Structure Implementation:

2.4.1 Implementation Strategy and Plan: The Consultant will design an implementation strategy and provide plan options for an updated compensation system with the lowest financial impact on Town of Jackson's operating process. Implementation strategies will include calculated costs of implementing the plan (including any alternatives proposed). The plan will identify appropriate compensation

adjustments and recommend policies and procedures on how to address the following areas:

- a. An analysis, ranking, and assignment of each job to an appropriate salary pay band to ensure fairness and internal equity. The Consultant will include a recommendation for positions deemed to be undervalued, or overvalued, by the current classification system;
- b. Consistent salary placement of employees who are newly hired externally and for advancement within, and between salary ranges resulting from transfers and/or promotions. Additionally, recommendations for compensation adjustments due to temporary/interim assignments are to be included.
- c. If necessary, recommendations for multiple salary structures within the Town system to accommodate specialized labor markets such as CDL employees, law enforcement personnel, etc.
- d. Provide options for compensating employees who are deemed to have met the maximum in their salary range.
- e. Analysis of Town's fringe benefit package for senior leadership and administrative/professional staff. Provide recommendations for benefit package revisions or enhancements, as appropriate.
- f. Prepare a plan, or alternative plans, for the implementation of salary recommendations, including calculation of detailed cost estimates of implementation for each alternative. The goal would be to permit implementation of the classification and pay plan at a level compatible with the Town policies, capacity of funding, and employee needs. If pay and benefit recommendations are close to the Town's ability to fund, alternative plans may not be required.
- g. Provide Town Administration with recommended policies and procedures to ensure that, once the results of the compensation study have been implemented, the results may be internally maintained and updated appropriately. Any recommendations pertaining to a maintenance process must be supported by relevant staff training and software necessary to maintain and revise the system internally.

The implementation of such a plan may be over a 12 to 24 month period beginning in 2022. If the Consultants find they can recommend implementation as a two-step process to reduce the impact of the initial cost to Town of Jackson, we ask that they identify that option.

Section 3: Proposal Requirements and Submission

Consultants who submit a proposal may be asked to make a virtual presentation to the Town. The Town of Jackson reserves the right, at their sole discretion, to reject any and all proposals. Any contract awarded for services shall not become effective until approved by the Town Council.

Proposals should provide a straightforward and concise description of the respondent's capabilities to satisfy the requirements of the RFP. It should explain the work to be performed, how the work will be accomplished and the results which can be expected. Emphasis should be placed on completeness and clarity of content. Responses of excessive length are discouraged. To be considered, all proposals must contain the following information with an emphasis on

adding value to the Town of Jackson. Proposals not addressing the following items may be considered non-responsive.

3.1 PROPOSAL FORMAT: Each proposal should be organized to clearly address the following requirements, as a minimum:

3.1.1 Availability, credentials and related experience:

- a. List the full name, address, telephone and fax numbers of your firm and if applicable, of the office from which the services are to be provided. Designate the person to serve as project manager and key staff that will be assigned to this project. Include specific information on the staff's experience with public sector compensation studies. Provide information on specific experience with successful outcomes in conducting salary surveys and making presentations to public bodies. List the name or names of the persons in your firm authorized to negotiate the proposed contract associated with this RFP.
- b. Provide an overview of your firm's services and experience in performing compensation studies. Promotional material should NOT be included.
- c. Explain in detail how the project manager and key staff will be assigned to this project. Identify the availability of the project manager and key staff to address any questions or concerns as well as to attend meetings to present the finding to key Town staff.
- d. Has litigation ever been filed against your firm? If so, explain in detail. Is there litigation against your firm currently in progress? If so, explain in detail.

3.1.2 Statement of Methods and Procedures:

- a. Provide a statement describing the Scope of Work as you understand it, and provide a detailed breakdown and description of the specific steps, services, methods, and study products that will be employed to gather the data, analyze the findings, develop recommendations, and coordinate implementation as requested. Firms may elect to include in this section any innovative methods or concepts that might be beneficial to the Town as long as the minimum requirements are met.
- b. Describe your firm's understanding of economic conditions and regional and resort community labor market.

3.1.3 Structure and Content of Work Product:

- a. Describe the way in which the work product will be structured and presented upon completion.

3.1.4 Project Time Table:

- a. Provide the anticipated start and completion date for the project and estimated dates for the fulfillment of each work phase and task. This proposed project timetable will be used as the basis for the project timetable to be included in the project contract. Town of Jackson anticipates that the successful consultant will be able to begin this project on or before February 8, 2022.
- b. Describe techniques your firm would use to keep the Town abreast of the progress of the project and how your firm will meet the proposed timeline.

3.1.5 References:

- a. All proposals should include a list of names, addresses and telephone numbers of at least five (5) references of the same or larger size and complexity as Town of Jackson who will attest to the successful completion and implementation of a classification and compensation study by your firm during the past five (5) years. At least three references should be governmental entities similar to Town of Jackson.

3.1.6 Cost of Services:

- a. Provide a detailed not-to exceed cost estimate for all work to be performed. The breakdown should include, at a minimum, task to be performed, timeline, estimated number of hours for completion, and the not-to exceed cost for that task. Do not include cost of “additional services” outside the scope of work in response to this proposal.

3.2 INSTRUCTIONS FOR SUBMITTING PROPOSALS

3.2.1 Submission of Proposals: Proposals will be received until 4:00 PM, January 14, 2022. All proposals must be submitted via email with the following information in the Subject line:

Town of Jackson Classification and Compensation Study – 2022 RFP

To be considered, consultants must submit a complete response to the RFP. RFP's must be signed by an official authorized to bind the consultant to its provisions. Quotations must include a statement as to the period during which the quotation remains valid. This period must be at least sixty (60) days.

Emailed proposals must be received by Town of Jackson Administration Department no later than the time specified. Proposals shall be submitted via email in .pdf format that allows for printing in hard copy in 8½x11 booklet format.

NO LATE SUBMITTALS WILL BE ACCEPTED.

Proposals may be withdrawn or modified by email resubmission in full prior to the proposal submission deadline.

If it becomes necessary to revise any part of this RFP, an addendum will be provided to all Respondents who have been placed on the official list in the Administration Department.

Town of Jackson reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to the best consultant who will serve the interests of the Town.

3.3 GENERAL INFORMATION

3.3.1 Questions, Inquiries and Clarifications:

- a. Any questions or other inquiries concerning this RFP must be submitted via email to Roxanne Robinson, Assistant Town Manager, Town of Jackson, e-mail: rrobinson@jacksonwy.gov. All written questions and inquiries will be answered via e-mail by the Town.
- b. Clarifications and additional information, if any, will be posted as addendums on the Town website at www.townofjackson.com. It is the responsibility of the prospective proposer to check the website for updates.

3.3.2 Proprietary Information: Trade secrets or proprietary information submitted by any Respondent in connection with this solicitation will not be subject to disclosure under the Wyoming Freedom of Information Act; however, **the offeror must invoke the protections of this section PRIOR to or upon submission of the data or other materials, and must clearly identify the data or other materials to be protected and state the reasons why protection is necessary.**

3.3.3 Confidentiality: All proposals and material submitted become the property of Town of Jackson Government. All proposal information, including detailed price and cost information, shall be held in confidence during the evaluation process and before the Notice of Intent to Award is issued. Thereafter, proposals shall become disclosed as a matter of public record.

3.3.4 Joint ventures shall not be allowed with this RFP.

3.3.5 Conflict of Interest: Each proposal shall include a statement indicating whether the firm or any persons working on the contract has a possible conflict of interest and, if so, the specific nature of the conflict. Town of Jackson reserves the right to cancel the award if any interest disclosed from any source could either give the appearance or a conflict or cause speculation as to the objectivity of the program to be developed by the proposing firm. The Town's determination regarding conflict(s) of interest shall be final.

3.3.6 Limitations: This request for Proposals does not commit Town of Jackson to award a contract, pay any costs incurred in preparation for travel to Town of Jackson, Wyoming to present a proposal to this request, or to procure or contract for services. All proposals submitted in response to this Request for Proposal become the property of Town of Jackson. The Town reserves the right to accept or reject any or all proposals received or to cancel this Request for Proposal in part or in its entirety. After proposals are reviewed, the Town will select the proposal that is deemed in the best interest of the Town.

Section 4: Timeline for Selection Process

Classification and Compensation Study Timeline	
Date	Activity
Wednesday, December 15, 2021	Release of RFP
Tuesday, January 4, 2022	Deadline for Submission of Questions
Friday, January 14, 2022	Proposals Due
January 15, 2022 - January 31, 2022	Evaluation of Proposals & Interviews
Monday, February 7, 2022	Award of Contract/TC Approval
Tuesday, February 8, 2022	Work Begins
Thursday, March 31, 2022	Data Gathering Completion
Sunday, May 1, 2022	Market Compensation Evaluation Completion

Section 5: Evaluation Criteria and Selection Process

Town of Jackson will use all facts, information, and data available to finalize its evaluation of the RFP's. Failure of the Respondent to provide any information requested in this RFP may result in disqualification of the proposal. The sole objective will be to recommend the award of a contract to the Respondent whose proposal is most responsive and most advantageous to the needs and goals of Town of Jackson.

Proposals will be evaluated with respect to the completeness of data provided; support for all claims made; overall approach taken in the proposal; and response to interview questions, if interviews are conducted. The technical evaluation and ranking of proposals shall be accomplished utilizing the following criteria:

- Previous background and experience relevant to this RFP, including services provided to similar type and sized clients. (15 points possible)
- Experience designing and implementing pay plans and overall compensation systems, gathering data, performing job analysis and evaluation, and conducting and analyzing salary survey data. (15 points possible)
- Thoroughness of material submitted, including the proposed work plan and type of service provided. (15 points possible)
- Consultant's conceptual approach and process related to scope of work as well as the ability to manage and coordinate the project effectively with Town staff. This will also include the ability to train staff in administering the program. (15 points possible)
- Qualifications of project staff, including internal staff and/or staff that may be involved in duties being outsourced. (15 points possible)
- Cost of Services proposed. Fee proposals should outline fees for each discrete element of the classification and compensation study and categories of direct expenses that are not included within the fee proposal and an estimated budget for these expenses. (15 points possible)
- Projected time frame, from beginning to a prompt project completion date. (15 Points possible)
- References. References should be from agencies that are similar to Town of Jackson and projects similar in nature. (15 points possible)

TOTAL POINTS POSSIBLE 120

Section 6: Award of Contract

Each Respondent submitting a proposal in response to this RFP will be notified via email as to acceptance or rejection of their proposal. Town of Jackson plans to release such letters within **ninety (90) days** of the proposed submission date. Town of Jackson may delay this action if it is deemed to be in the best interest of Town of Jackson.

The contract will be awarded to the best qualified according to the bid/proposal criteria and a written award letter will be issued.

1. Award of a bid/proposal requires formal approval by the Town Council.

Contract(s) may be negotiated with Respondent(s) whose proposal is selected by Town of Jackson, considering cost as well as other factors based on the criteria described above, all as solely determined by Town of Jackson. Award of contract may be made without discussion or opportunity for oral presentation after proposals are received. Proposals should, therefore, be submitted initially on the most favorable terms, from both price and technical standpoints.

Town of Jackson reserves the right to reject any and all proposals and to waive any informality in proposals received, to accept or reject any or all of the items in the proposals, and award the contract in whole or in part, if it is deemed in the best interest of Town of Jackson.

No proposal will be accepted from, nor will a contract be awarded to, any Respondent who is in arrears to Town of Jackson, upon any debt or contract, or who is in default, as surety or otherwise, upon any obligation to the Town or is deemed to be irresponsible or unreliable by Town of Jackson.

Taxes – Town of Jackson, as a unit of political subdivision, is exempt from any and all taxes.

Non-Wyoming Corporations – Unless waived by Town of Jackson, before or at the time that the contract is awarded to a corporation domiciled outside the State of Wyoming, such corporation shall obtain authorization to do business in the State of Wyoming, and appoint an agent for service of process.

Such corporation must furnish Town of Jackson with a certificate from the State of Wyoming to the effect that a certificate of authority to do business in the State of Wyoming has been issued by the office and is still valid. There shall also be procured from the Wyoming Secretary of State a certified copy of the designation of place of business and appointment of agent for service of process, or a letter from the Wyoming Secretary of State that such designation of place of business and agent for service of process has been made.

The laws of the State of Wyoming shall govern the contract (herein referred to as the Contract) executed between the successful bidder and Town of Jackson and any interpretations or

constructions thereof. Further, the place of performance and transaction of business shall be deemed to be in the Town of Jackson, State of Wyoming, and in the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Wyoming and more specifically, Town of Jackson, Wyoming.