

Request for Proposals

Progress dashboard for Town Sustainability Plan

Issued: January 21, 2026
Jackson, Wyoming

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| <u>Requested By:</u> | Town of Jackson |
| <u>Due Date:</u> | 10:00 AM MST March 2, 2026 |
| <u>Bid Opening:</u> | 10:30 AM MST March 2, 2026 |
| <u>Proposal Submission:</u> | via e-mail: clerk@jacksonwy.gov |
| <u>Deadline for Questions:</u> | 5:00 PM MST January 29, 2026 |
| <u>Questions answered by:</u> | 5:00 PM MST February 6, 2026 |
| <u>Contact and Questions:</u> | Tanya Anderson, Ecosystem Stewardship Administrator tanderson@jacksonwy.gov |

1. SUMMARY

The Town of Jackson seeks proposals from qualified and experienced persons or firms to submit a proposal for a Progress Dashboard, to be displayed on the Town of Jackson's website to publicly display progress towards the goals and strategies set forth in the Town's Sustainability Plan. Proposals should include 1) a plan for creating a publicly available dashboard, 2) a plan for making updates to the dashboard, and 3) a technical support plan. A fee proposal should be submitted as a separate PDF and should include 1) itemized costs to create the dashboard, 2) payment structure, and 3) any estimated technical support costs through June 30, 2026.

2. BACKGROUND

The Town of Jackson is a community in Northwest Wyoming with just over 10,000 residents. It is the sole municipality within Teton County, Wyoming, whose population, including the Town of Jackson, is just over 23,000 residents. The Jackson Town Council accepted a new [Sustainability Plan](#) on July 1, 2024. As the Town works to meet both the municipal and community-wide goals and targets set within the Sustainability Plan, it seeks to contract a business or organization to create a publicly accessible dashboard to display progress towards the goals and strategies outlined in the Sustainability Plan.

3. SCOPE OF WORK

The Town of Jackson seeks a firm to create a publicly available dashboard that displays progress towards goals and strategies in the Town Sustainability Plan on the Town's website that can be updated regularly. The

dashboard should include a way to display progress towards completion of strategies. When appropriate, it should also include ways to measure the percentage of work completed towards specific targets. For example, the number of lights converted to dark-sky compliant lighting should be recorded as a percentage or number, not simply “in progress” and “completed.”

At a minimum, proposals should include the following:

- a) A proposal for the creation of a dashboard, including a detailed timeline and an outline of tasks required by Town staff to support the project.
- b) A plan for updating the dashboard. Will Town of Jackson staff be able to update the dashboard? Will the dashboard require an ongoing contract with a vendor for updates? What is the process for making updates? Is there a training plan? The Town will prioritize proposals that include training staff to be able to update the dashboard without off-site assistance.
- c) A description of how the dashboard will integrate with the Town of Jackson’s CivicPlus-based website. Simple embedded iframe or script? REST APIs/JSON-based app or service for CivicPlus’ own integration APIs or HTML widgets? Respondents shall describe their solution.
- d) Descriptions of the proposed dashboard’s accessibility features, including how the solution supports use with common assistive technologies. Respondents are encouraged to provide any supporting accessibility documentation.
- e) A plan for technical support that extends through June 30, 2031. The Town will prioritize proposals with a low annual cost to maintain the dashboard.

A separate Fee Proposal should include the following:

- a) A detailed budget for the creation of the dashboard.
- b) Additional budgets for any technical support needed through June 30, 2031.

4. QUALIFICATIONS

The Respondent must have the experience and knowledge necessary to supply the work and perform services specified in this RFP, and the time and capacity to complete the project within the mutually agreed timeline set within the final contract. If the dashboard creation requires travel, any transportation and accommodation costs must be included within the proposal.

5. SUBMITTAL REQUIREMENTS

Responses must be submitted through the Town Clerk, Riley Hovorka, at clerk@jacksonwy.gov and must be compiled into two (2) .pdf documents named 1) “Progress Dashboard Proposal – [company name]”-Proposals, and 2) “Progress Dashboard Proposal – [company name] – Fee Proposal” before the date identified in Section 6. Physical (paper) copies of proposals are not allowed.

At a minimum, responses should include the following information in the first PDF:

- a) **Cover Letter** - A transmittal cover letter on the Respondent’s organization’s letterhead, and shall clearly identify the name, title, telephone number, and email address of the person who will serve as the Respondent’s representative for all matters relating to the RFP.

- b) **Table of Contents**
- c) **Project Approach** – Describe your understanding of the objectives, purpose, and scope of this project and your approach to completing the project successfully, highlighting any outstanding features, qualifications, and relevant experience.
- d) **Project Schedule** – Provide a project schedule and describe current job commitments and how your company can complete the work during the specified timeframe.
- e) **Relevant experience or qualifications** – Identify lead and support personnel and include up to three (3) resumes of such with listings of relevant experience and areas of expertise. Identify major projects completed within the last three years. Provide examples of previous projects of a similar nature.
- f) **References** – (Up to 3) Include the reference's name, title, organization, email, phone number, address, and a brief description of their relationship to the Respondent.
- g) **Conflict of Interest** – List any potential conflicts of interest.

Responses should include the following information in the second PDF:

- h) **Cost** - Provide a detailed, itemized budget. The budget shall be placed in a file separate from the original proposal and should include proposed staff hourly rates, plus overhead, travel and additional project costs to be charged for charge order items. Include estimates of hours needed to complete the project and an estimated distribution of those hours over the course of the project. A total price shall be plainly visible.

Responses must be in the same sequence and format as listed in Section 3.

6. EVALUATION CRITERIA

The Selection Panel will refer to the criteria listed below while evaluating proposals. Each Proposal will receive a score of 1 through 10 for each evaluation criterion. 10 – Excellent; 7.5 – Good; 5.0 – Satisfactory; 2.5 – Marginal; 0 – Unsatisfactory. The *rating* for each of the evaluation criteria will be multiplied by the *weight* to calculate the *score* for that criterion. Scores for criteria 1 through 6 will be added together to determine the *subtotal*. Respondents shall submit two PDFs, one for the Proposal and one for the Fee Proposal. Proposals will be opened, evaluated, and weighted first. When this is completed, Fee Proposals will be opened and evaluated. The Proposal Subtotal score and Fee Proposal score will be added together to determine the total score. The maximum score for any proposal is 420.

| | EVALUATION CRITERIA | RATING | | WEIGHT | | SCORE |
|---|---|--------|--|--------|--|-------|
| 1 | Project approach: Alignment with and understanding of project goals | | | 10 | | |
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| 2 | Experience and qualifications: Quality of previous relevant projects; experience and qualifications of key staff | | | 8 | | |
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| 3 | Project management: Project management approach, including timelines and milestones. | | | 6 | | |
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| 4 | References: Relevance of references provided; quality of past client feedback | | | 4 | | |
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| 5 | Sustainability: Does the Respondent demonstrate commitment to sustainability through organizational practices? Does the proposal include reasonable actions to reduce environmental impact in the scope of work? | | | 2 | | |
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| 6 | Overall Quality of the Proposal: Does the Respondent follow directions in the RFP? What is the overall quality of the proposal? | | | 2 | | |
| | | | | Subtotal | | |
| | | | | | | |
| 7 | Proposed Fee Proposal: Is the cost reasonable for the scope of work proposed? Are the ongoing fees for maintenance of the dashboard low? | | | 10 | | |
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| | | | | TOTAL | | |

7. TIMELINE

The RFP will proceed on the following schedule:

RFP Released: January 21, 2026

Deadline for Questions: 5:00 PM MST January 29, 2026

Responses to Questions will be posted by: 5:00 PM MST February 6, 2026

Responses Due: 10:00 AM MST March 2, 2026

Proposal Opening: 10:30 AM MST March 2, 2025, Town Hall Council Chambers

Review Process: March 2, 2026 – April 17, 2026

Select bid- pending Town Council Approval: May 4, 2026

Questions may be directed to the RFP contact, Tanya Anderson, via email at tanderson@jacksonwy.gov by 5:00 PM MST on January 29, 2026.

8. TERMS AND CONDITIONS

- Any and all documents submitted to the Town of Jackson may be deemed public records subject to examination and inspection by third parties. Any material submitted that is to be considered confidential must be clearly marked as such.
- All costs incurred in the preparation and presentation of a submitted response, in any way whatsoever, shall be wholly absorbed by the responding party(ies).
- The Town of Jackson may contact Respondents with clarifying questions. Respondents may be asked to provide supplemental information.
- Submission of an RFP response is not a guarantee of a future contract award.
- Town reserves the right to reject any and all proposals, waive any and all formalities, disregard all nonconforming, non-responsive or conditional proposals, and terminate, modify, or suspend the RFP process.
- This RFP does not commit the Town to award a contract.
- Negotiations with respondents may include, but not be limited to, scope of work, contract schedule, contract terms and conditions, technical specifications, and price.
- As part of its evaluation process, the Town may request clarifications and additional information, conduct customer reference checks, require a subset of finalists to make a presentation to the Town's selection committee, hold multiple rounds of reviews with a limited group of respondents, and take any other action necessary to perform a thorough and objective evaluation of each proposal.
- Once the process is complete, the Town of Jackson retains ownership over the product. The firm may use the final product in their reference portfolio. All other uses are subject to Town of Jackson approval.