


<p>DISCOVER KALISPELL REQUEST FOR PROPOSAL (RFP)</p> <p>THIS IS NOT AN ORDER</p>	 <p>Diane Medler, Executive Director Discover Kalispell 205 Main St, Ste 205 Kalispell, MT 59901</p>
<p>Company Name/Address: (correct any errors)</p>	<p>RFP No.: DK 04-2026</p> <p>RFP Title: Discover Kalispell seeks an experienced public relations contractor to support communications across all Discover Kalispell channels, media relations and brand storytelling efforts. The offeror will strengthen Discover Kalispell's visibility, reputation, and destination narrative through proactive and reactive media engagement, crisis communication support and brand-aligned content development.</p>
	<p>Pages: 1-33</p>
<p>SEALED PROPOSALS will be accepted until 4 p.m. MST on: May 4, 2026</p>	<p>Issued by:</p> <p>Diane Medler, Executive Director</p>
<p>MARK FACE OF THE PROPOSAL ENVELOPE UNDER YOUR RETURN ADDRESS WITH THE FOLLOWING:</p> <p>RFP #DK 04-2026</p>	<p>RETURN YOUR PROPOSAL TO:</p> <p>Diane Medler Discover Kalispell 205 Main St, Ste 205 Kalispell, MT 59901</p>
<p>SPECIAL INSTRUCTIONS:</p>	
<p style="text-align: center;">PLEASE COMPLETE</p>	
<p>Federal I.D. No.:</p>	<p>Payment Terms: Net 30 Days</p>
<p>Company Name/Address: (if different)</p>	<p>Offeror Name: (please print)</p> <p>Email Address:</p>

Phone: ()

Fax: ()

Signature of Offeror:

IMPORTANT

SEE STANDARD TERMS AND CONDITIONS

STANDARD TERMS AND CONDITIONS

By submitting a bid, proposal, or limited solicitation, or acceptance of a contract, the vendor agrees to the following binding provisions:

ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLICITATION RESPONSES: Discover Kalispell MT reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of Discover Kalispell MT. Bids, proposals, and limited solicitation responses will be firm for 30 days, unless stated otherwise in the text of the invitation for bid, request for proposal or limited solicitation.

ACCESS AND RETENTION OF RECORDS: The contractor agrees to provide Discover Kalispell MT, Legislative Auditor, Tourism Advisory Council, their authorized agents, access to any records necessary to determine contract compliance. The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by Discover Kalispell MT or third party.

ASSIGNMENT, TRANSFER AND SUBCONTRACTING: The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of Discover Kalispell MT.

AUTHORITY: The following bid, request for proposal, limited solicitation, or contract is issued in accordance with Title 18, Montana Code Annotated, and the Administrative Rules of Montana, Title 2, Chapter 5.

COMPLIANCE WITH LAWS: The contractor must, in performance of work under the contract, fully comply with all applicable federal, state or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the contractor subjects subcontractors to the same provision. In accordance with section 49-3-207, MCA, the contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

CONFORMANCE WITH CONTRACT: No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of the contract shall be granted without prior written consent of Discover Kalispell MT. Supplies delivered which do not conform to the contract terms, conditions, and specifications may be rejected and returned at the contractor's expense.

DEBARMENT: The contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any government department or agency. If the contractor cannot certify this statement, attach a written explanation for review by the State.

DISABILITY ACCOMMODATIONS: Discover Kalispell MT does not discriminate on the basis of disability in admission to, access to or operations of its programs, services or activities. Individuals, who need aids, alternative document formats, or services for effective communications or other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

ELECTRONIC RESPONSES: Electronic responses will be accepted for request for proposals, invitations for bids, small purchases or limited solicitations ONLY if they are completely received by Discover Kalispell MT before the time set for receipt. Bids, or portions thereof, received after the due time will not be considered.

FAILURE TO HONOR BID/PROPOSAL: If a Bidder/offeror to whom a contract is awarded refuses to accept the award (contract) or fails to deliver in accordance with the contract terms and conditions, Discover Kalispell MT may, in its discretion, suspend the Bidder/offeror for a period of time from entering into any contracts with Discover Kalispell MT.

HOLD HARMLESS/INDEMNIFICATION: The contractor agrees to protect, defend, and save Discover Kalispell MT, its elected and appointed officials, agents and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of Discover Kalispell MT, under this agreement.

INTELLECTUAL PROPERTY: All patents and other legal rights in or to inventions arising out of activities funded in whole or in part by the contract must be available to Discover Kalispell MT for royalty-free and nonexclusive licensing. The contractor shall notify Discover Kalispell MT in writing of any invention conceived or reduced to practice in the course of performance of the contract. Discover Kalispell MT shall have a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use and authorize others to use, copyrightable property created under the contract.

LATE BIDS AND PROPOSALS: Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

PAYMENT TERM: All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted, Discover Kalispell MT is allowed 30 days to pay such invoices.

REGISTRATION WITH THE SECRETARY OF STATE: Any business intending to transact business in Montana must register with the Secretary of State. Businesses that are incorporated in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with sections 35-1-1026 and 35-8-1001, MCA. Such businesses may want to obtain the guidance of their attorney or accountant to determine whether their activity is considered transacting business.

If businesses determine that they are transacting business in Montana, they must register with the Secretary of State and obtain a certificate of authority to demonstrate that they are in good standing in Montana. To obtain registration materials, call the Office of the Secretary of State at 406.444.3665, or visit their website at <https://sosmt.gov>.

SEPARABILITY CLAUSE: A declaration by any court, or any other binding legal source that any provision of the contract is illegal, and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

SHIPPING: Supplies shall be shipped prepaid, F.O.B. Destination, unless the contract specifies otherwise.

SOLICITATION DOCUMENT EXAMINATION: Vendors shall promptly notify Discover Kalispell MT of any ambiguity, inconsistency or error, which they may discover upon examination of a solicitation document.

TAX EXEMPTION: Discover Kalispell MT is exempt from Federal Excise Taxes.

TERMINATION OF CONTRACT: Unless otherwise stated, Discover Kalispell MT may, by written notice to the contractor, terminate the contract in whole or in part at any time the contractor fails to perform the contract.

UNAVAILABILITY OF FUNDING: The contracting agency, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason. (Montana Code Ann. § 18-4-313 (3).)

U.S. FUNDS: All prices and payments must be in U.S. dollars.

WARRANTIES: The contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by Discover Kalispell MT. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance and/or use desired. Exceptions will be rejected.

REQUEST FOR PROPOSAL (RFP)

FOR

DISCOVER KALISPELL SEEKS AN EXPERIENCED PUBLIC RELATIONS CONTRACTOR TO SUPPORT COMMUNICATIONS ACROSS ALL DISCOVER KALISPELL CHANNELS, MEDIA RELATIONS AND BRAND STORYTELLING EFFORTS. THE OFFEROR WILL STRENGTHEN DISCOVER KALISPELL'S VISIBILITY, REPUTATION, AND DESTINATION NARRATIVE THROUGH PROACTIVE AND REACTIVE MEDIA ENGAGEMENT, CRISIS COMMUNICATION SUPPORT AND BRAND-ALIGNED CONTENT DEVELOPMENT.

RFP #DK 04-2026

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SCHEDULE OF EVENTS

Event:	Date:
RFP Released	April 3, 2026
Deadline for Receipt of Written Inquiries.....	April 15, 2026
Written Responses Distributed.....	April 17, 2026
Proposal Due Date.....	May 4, 2026
Procurement Evaluation/Committee Meeting	Before May 22, 2026
Oral Interviews/Site Visits (if deemed necessary)	Week of May 25th, 2026
Intended Date for Contract Award.....	June 5, 2026

NOTICE

From the issuance date of this RFP until a contractor is selected and the selection is announced, offerors are not allowed to communicate with any Discover Kalispell MT staff or board member regarding this procurement, except at the direction of Diane Medler, Executive Director, Discover Kalispell. Any unauthorized contact may disqualify the offeror from further consideration.

Contracts Officer: Diane Medler
Telephone Number: 406.758.2808
Email Address: diane@discoverkalispell.com

SECTION 1: GENERAL INFORMATION

1.0 Introduction

Discover Kalispell is the designated destination marketing and stewardship organization for Kalispell, Montana. As a division of the Discover Kalispell MT Chamber of Commerce, Discover Kalispell is dedicated to supporting the success of our community and empowering local businesses lies at the heart of our mission. By showcasing the unique charm, vibrant culture and breathtaking landscapes of our corner of Montana, we attract visitors while creating meaningful opportunities for the residents and businesses of the Flathead Valley.

Discover Kalispell (DK) seeks an experienced public relations contractor to support communications across all Discover Kalispell channels, media relations and brand storytelling efforts. The offeror will strengthen Discover Kalispell's visibility, reputation, and destination narrative through proactive and reactive media engagement, crisis communication support and brand-aligned content development.

The successful offeror must demonstrate extensive knowledge and understanding of each service outlined in RFP to proactively execute the destination marketing, development and stewardship roles at outlined in our annual destination organization plan. Proposals submitted in response to the specifications contained herein shall comply with the following instructions and procedures.

1.1 Request for Proposal Standard Information

This Request for Proposal is issued in accordance with section 18-4-304, MCA (Montana Code Annotated) and ARM 2.5.602 (Administrative Rules of Montana). The RFP process is a procurement option allowing the award to be based on stated evaluation criteria. The RFP states the relative importance of all evaluation criteria. No other evaluation criteria, other than as outlined in the Request for Proposal, will be used.

1.1.1 Receipt of Proposals and Public Inspection

Upon receipt of proposals, all marked trade secrets and company financial information will be removed from the proposals and provided only to the evaluation committee members or persons participating in the contracting process (see Section 1.1.7 "Claims to Keep Information Confidential" statement below). All remaining proposal materials will be available for public inspection and copying shortly after the deadline for submission of proposals. In addition, all meetings of the evaluation committee are open to the public for observation.

1.1.2 Initial Classification

All proposals will be initially classified as being responsive or non-responsive, according to ARM 2.5.602. If a proposal is found to be nonresponsive, it will not be considered further.

1.1.3 Evaluation

All responsive proposals will be evaluated based on stated evaluation criteria, accepted industry standards and a comparative analysis of all other qualified responses. Submitted proposals must be complete at the time of submission and may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested in the RFP document. Agencies selected as finalists may be asked for oral presentations.

1.1.4. Discussion/Negotiation

Although proposals may be accepted and a contract awarded without discussion, DK may initiate discussions with offerors should clarification or negotiation be necessary. Offerors should be prepared to send qualified personnel to Kalispell, Montana, to discuss technical and contractual aspects of the proposal.

1.1.5. Best and Final Offer

The "Best and Final Offer" is an option available to DK under the RFP process which permits DK to request a "best and final offer" from one or more offerors. Offerors may be contacted asking to submit their best and final offer, which must include the discussed and/or negotiated changes. The "Best and Final Offer" for this RFP may be based on price/cost alone.

1.1.6 Award

Award will be made to the proposal(s) offered by a responsive and responsible offeror which is determined to best meet the evaluation criteria and is therefore the one most advantageous to DK.

1.1.7 Claims to Keep Information Confidential

- (1) All information received in response to this RFP will be available for public inspection except for:
 - (a) trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, Chapter 14, Part 4, MCA;
 - (b) matters involving individual safety as determined by the department;
 - (c) financial information requested by DK to establish offeror responsibility unless prior written consent has been given by the offeror, as set out in section 18-4-308, MCA; and
 - (d) other constitutional protections.
- (2) In order for an offeror to request that material be kept confidential as permitted in (1) (a) through (d), the following conditions must be met:
 - (a) Confidential information must be clearly marked and separated from the rest of the proposal.
 - (b) The proposal may not contain confidential material in the cost or price.

- (c) An affidavit from an offeror's legal counsel attesting to and explaining the validity of the trade secret claim as set out in Title 30, Chapter 14, Part 4, MCA, must be attached to each proposal containing trade secrets. Counsel must use the State of Montana "Affidavit for Trade Secret Confidentiality" in requesting the trade secret claim. This affidavit form is available at the State Procurement Bureau's website: <https://spb.mt.gov/Procurement-Guide>, or by calling 406.444.2575.
 - (d) Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.
- (3) Documents not meeting all of the requirements of (1) and (2) will be available for public inspection, including copyrighted material.

1.2 Late Proposals

Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the offeror's sole risk to assure delivery at the receptionist's desk at the designated office or via email to diane@discoverkalispell.com by the designated time. Late proposals will not be considered may be returned to the offeror at the expense of the offeror or destroyed if requested.

1.3 Preparing a Response

This RFP contains the instructions governing the proposals to be submitted and a description of the mandatory requirements. To be eligible for consideration, an offeror must meet the intent of all mandatory requirements. Compliance with the intent of all requirements will be determined by DK. Responses that do not meet the full intent of all requirements listed in this RFP may be subject to point reductions during the evaluation process or may be deemed nonresponsive.

1.3.1 Offerors shall promptly notify DK of any ambiguity, inconsistency or error, which they may discover upon examination of this RFP.

1.3.3 Offerors requiring clarification or interpretation of any section or sections contained in this RFP shall make a written request to DK by the deadline described in the Schedule of Events. All written correspondence must be addressed to:

Questions for RFP #DK 04-2026
Diane Medler, Executive Director
Discover Kalispell
205 Main St, Ste 205, Kalispell, MT 59901
Email: diane@discoverkalispell.com

1.3.3.1 Each offeror submitting written questions must clearly address each question by reference to a specific section, page and item of this RFP. All questions must be received by Wednesday, April 15, 2026. Written questions received after the deadline may not be considered.

- 1.3.3.2 Responses to written questions will be posted under Discover Kalispell RFP and RFQ Solicitations section on discoverkalispell.com/about by April 17, 2026.
- 1.3.4 Any interpretation, correction or change to this RFP will be made by written Addendum. Interpretations, corrections or changes to this RFP made in any other manner will not be binding and offerors shall not rely upon such interpretations, corrections or changes.
- 1.3.5 DK will issue any necessary Addenda.
- 1.3.6 A point-by-point response to all numbered sections, subsections and appendices must be submitted by each offeror in order to be considered for selection.
 - 1.3.6.1 Offerors must organize proposals into sections following the format of this RFP, with tabs separating each section.

If no exception, explanation, or clarification is required in the offeror's response to a specific subsection, the offeror shall indicate so in the point-by-point response with the following:

"(Offeror's Name)," understands and will comply.

Points may be subtracted for noncompliance with these specified proposal format requests. DK may also choose not to evaluate, may deem nonresponsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read or are missing any requested information.

An Offeror responding to a question with a response similar to, "Refer to our literature..." or "Please see www.....com" may be deemed nonresponsive or receive point deductions. All materials related to a response must be submitted to DK in the RFP response and not just referenced. Any references in an answer to another location in the RFP materials shall have specific page numbers and sections stated in the reference. Each question is scored independently of one another, and the scoring is based solely on the information provided in the response to the specific question. (The evaluation team is not required to search through literature to find a response.)

1.4 Submitting a Proposal

Offerors must submit one original of the written proposal to Discover Kalispell. Proposals must be received at the front desk of DK or via email to diane@discoverkalispell.com before 4 p.m. MST, May 4, 2026. Proposals received after this time will not be accepted for consideration. Electronic submissions are acceptable. (See Section 1.2.)

1.4.1 Each offeror who submits a proposal represents that:

- 1.4.1.1 The proposal is based upon an understanding of the specifications and requirements described in this RFP.

- 1.4.1.2 Costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by DK are entirely the responsibility of the offeror. DK is not liable for any expenses incurred by the offeror in the preparation and presentation of their proposals.
- 1.4.1.3 All materials submitted in response to this RFP become the property of DK and are to be appended to any formal documentation, which would further define or expand any contractual relationship between DK and offeror resulting from this RFP process.
- 1.4.2 The proposals must be signed in ink by an individual authorized to legally bind the business submitting the proposal.
- 1.4.3 A proposal may not be modified, withdrawn or canceled by the offeror for a 120-day period following the deadline for proposal submission, or receipt of best and final offer, if required, as defined in the Schedule of Events, and offeror so agrees in submitting the proposal.

1.5 Rights Reserved

While DK has every intention to award a contract for the combined bid services as a result of this RFP, issuance of the RFP in no way constitutes a commitment by DK to award a contract. Upon a determination that such actions would be in their best interests, DK in its sole discretion reserves the right to:

- (a) waive any formality;
- (b) cancel or terminate this RFP;
- (c) reject any or all proposals received in response to this document;
- (d) waive any undesirable, inconsequential or inconsistent provisions of this document which would not have significant impact on any proposal;
- (e) not award, or if awarded, terminate any contract if DK determines adequate funds are not available.

1.6 Offeror Interview/Product Demonstration/Site Visit

After receipt of all proposals and before the determination of the award, respondents may be required to make an oral presentation and product demonstration in Kalispell, Montana, to clarify their response or to further define their offer. Oral presentations and product demonstrations, if requested, shall be at the offeror's expense.

1.7 Subcontracting

The successful offeror will be the prime contractor and shall be responsible, in total, for all work of bid services. No subcontract services can be listed in the proposal. DK requires that all services be provided by the prime contractor without the need of subcontractors. Subcontractors may be considered and approved after award contract but must be approved before any work being started on our behalf.

- 1.7.1 The contractor shall be responsible to DK for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such

subcontractors, and for the acts and omissions of persons employed directly by the contractor. Further, nothing contained within this document or any contract documents created as a result of any contract awards derived from this RFP shall create any contractual relationships between any subcontractor and DK.

1.8 General Insurance Requirements

General Requirements: The contractor shall maintain for the duration of the contract, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by the contractor, agents, employees, representatives, assignees or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission.

1.9 Compliance with Workers' Compensation Act

The contractor is required to supply DK with proof of compliance with the Montana Workers' Compensation Act while performing work for DK. (Montana Code Ann. §§ 39-71-120, 39-71-401 and 39-71-405.) Neither the contractor nor its employees are employees of the State or DK. The proof of insurance/exemption must be valid for the entire contract period and must be received Discover Kalispell, 205 Main St, Ste 205, Kalispell, MT 59901 within 10 working days of the Request for Documents Notice.

CONTRACTS WILL NOT BE ISSUED TO VENDORS WHO FAIL TO PROVIDE THE REQUIRED DOCUMENTATION WITHIN THE ALLOTTED TIME FRAME.

Coverage may be provided through a private carrier or through the State Compensation Insurance Fund 406.444.6500. An independent contractor's exemption can be requested through the Department of Labor and Industry, Employment Relations Division 406.444.1446. Corporate officers must provide documentation of their exempt status.

1.10 Compliance with Laws

The contractor must, in performance of work under this contract, fully comply with all applicable federal, state or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the contractor subjects subcontractors to the same provision. In accordance with section 49-3-207, MCA, the contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, gender, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

1.11 Offeror Competition

DK encourages free and open competition among offerors. Whenever possible, specifications, proposal requests and conditions are designed to accomplish this objective,

consistent with the necessity to satisfy DK's need to procure technically sound, cost-effective services.

1.12.1 The offeror's signature on a proposal in response to this RFP guarantees that the prices quoted have been established without collusion and without effort to preclude DK from obtaining the best possible supply or service.

1.12 Contract Provisions and Terms

1.12.1 This RFP and any addenda, the offeror's response including any amendments, any best and final offers, any clarification question responses, and any negotiations shall be included in any resulting contract. Appendix A contains the contract terms and conditions which will form the basis of any contract between DK and the successful offeror. The contract language contained in Appendix A does not define the total extent of the contract language that may be negotiated. In the event of a dispute as to the duties and responsibilities of the parties under this contract, the contract, along with any attachments prepared by DK, will govern.

1.12.2 Offerors should notify DK of any terms within the sample contract that either preclude them from responding to the RFP or add unnecessary cost. This notification must be made by the deadline for receipt of written inquiries.

1.12.3 The contract term is for a period of approximately 12 months beginning July 1, 2026, and ending June 30, 2027. Updated and signed renewals of the contract, by mutual agreement of both parties, may be made at one-year intervals or any interval that is advantageous to DK, not to exceed a total of seven years, at the option of DK.

1.12.4 Price increases may be permitted at the time of contract renewal through a process of negotiation with the contractor and DK. Any price increases must be based on demonstrated industrywide or regional increases in the contractor's costs. Publications such as the Federal Bureau of Labor Statistics and the Consumer Price Index (CPI) for all Urban Consumers may be used to determine the increased value. All price changes must be made and approved at the time of contract renewal.

SECTION 2: SCOPE OF PROJECT

2.0 Introduction

Discover Kalispell is seeking an experienced public relations contractor to support communications across all DK channels, media relations and brand storytelling efforts. The offeror will strengthen Discover Kalispell's visibility, reputation, and destination narrative through proactive and reactive media engagement, crisis communication support and brand-aligned content development.

2.1 Background

The Montana Legislature created a dedicated four percent accommodations tax in 1987. DK funds its public destination organization programs from this source, with no dollars from the state's general fund. Additionally, DK is funded through the Kalispell Tourism Business Improvement District. The existence of this funding, and the valuable efforts it has allowed, are essential to building sustainable tourism growth in Kalispell.

2.2 Specifications and Requirements

2.2.1 Kalispell Tourism Overview

Kalispell is a rapidly growing tourism hub in Northwest Montana and a key access point for regional travel throughout the Flathead Valley. Visitors are drawn to the area's proximity to iconic natural assets, including Glacier National Park, Flathead Lake, the Whitefish Range, and the Swan Mountains.

Tourism in Kalispell is characterized by several strengths:

- **Gateway location:** Kalispell provides convenient access to Glacier National Park while offering a more relaxed and authentic Montana basecamp experience.
- **Year-Round recreation:** Outdoor activities include hiking, biking, skiing, fishing, boating, wildlife viewing, and scenic driving across all four seasons.
- **Vibrant downtown:** A historic and evolving downtown district with locally owned restaurants, breweries, shops, galleries, and cultural attractions.
- **Events and community experiences:** Festivals, arts programming, sporting events, and community celebrations contribute to the visitor experience throughout the year.
- **Regional access:** Served by Glacier Park International Airport and major transportation routes, Kalispell functions as a hub for visitors exploring the broader region.

2.2.2 About Discover Kalispell

Discover Kalispell is the Destination Marketing and Stewardship organization for Kalispell. The organization serves to build a strong year-round tourism economy which supports local businesses and to participate in a multi-stakeholder approach to maintaining the cultural, environmental and economic integrity of Kalispell.

This is accomplished through the following strategies:

- Thriving with Intention – strategic marketing campaigns, shifting visitor services to meet the needs of today’s traveler and our community, and supporting diversity and inclusivity for all travelers to Kalispell.
- Community Stewardship – shifting away from the traditional role of solely marketing the destination, grant program to support local events and development of community assets and promoting local business and guided adventures.
- Stronger Together – partnerships to promote 18-hour vibrancy and walkability through the heart of the city, partnerships with public land and recreation managers for cohesive messaging to visitors, and advocacy for the hospitality and tourism industry.
- Recreate Responsibly – build an inclusive outdoors, make it better – volunteer, donate and advocate for the outdoors, respect and protect the land, water, wildlife and Native communities, be a kind and responsible traveler.

2.2.3 Expectations

Discover Kalispell seeks agency partners who can help elevate the destination’s brand narrative, generate high-impact media exposure and position Kalispell competitively within the mountain west and national travel landscape.

The selected agency should demonstrate:

- Knowledge and adherence to DK’s brand, style guide for graphic and writing standards, voice, audience and reporting requirements. Provide design, copywriting, proofing and editing according to these standards.
- Develop compelling destination storytelling aligned with Kalispell’s brand identity
- Secure meaningful earned media coverage in top-tier travel, lifestyle, and outdoor outlets
- Identify and leverage emerging travel trends and cultural moments
- Position Kalispell within national conversations around outdoor recreation, small-town travel and authentic western experiences
- Support integrated brand visibility across media, influencer, and partnership opportunities

Agencies should approach this work with an understanding of the balance between destination promotion and a balanced tourism economy in Kalispell.

2.3 Scope of Work

The successful offeror shall be expected to complete the full scope of work outlined below. The services outlined in this RFP are to be bid as one proposal. Services must be existing services provided by the offeror without the need for subcontractors.

Bid services request:

Discover Kalispell seeks an experienced public relations contractor to support communications across all Discover Kalispell channels, media relations and brand storytelling efforts. The offeror will strengthen Discover Kalispell's visibility, reputation, and destination narrative through proactive and reactive media engagement, crisis communication support and brand-aligned content development.

1. Media Relations

The offeror will develop and execute a strategic media relations program that supports Discover Kalispell's organizational and marketing objectives.

Responsibilities include:

- Proactive outreach to regional, national, and industry media outlets
- Development and distribution of story pitches aligned with seasonal campaigns, events, and strategic priorities
- Reactive response to inbound media inquiries
- Cultivation and maintenance of media relationships
- Coordination of interviews and media opportunities with DK leadership and partners
- Advisement to DK team on earned media opportunities based on established marketing plan and seasonal needs
- Identification of qualified candidates for press/influencer trips based on criteria provided by DK
- Development of press materials such as press releases, media alerts, fact sheets, talking points, destination backgrounders

2. Proactive & Reactive Story Development

- Identify compelling, brand-aligned story angles that position Kalispell as a premier Montana destination
- Collaborate with the DK team to align pitches with campaigns, destination priorities, and community messaging
- Respond quickly and professionally to timely media opportunities
- Track and report media coverage and earned placements

3. Crisis Management & Mitigation

The offeror will support DK in protecting and managing the organization's reputation. In times of community or environmental crisis situations offeror will work with DK leadership in collaboration with local partner organizations to amplify information relevant to visitors.

- Development of crisis communication messaging and response strategies for DK
- Drafting holding statements, key messages, and media responses
- Advising on mitigation strategy and public messaging
- Coordinating with leadership during active situations
- Providing strategic counsel to ensure consistent, calm, and brand-aligned communications

4. Brand Content Management (Paid, Earned & Owned Channels)

Serve as a consultant to advise DK team and advertising agency of record to support brand storytelling across multiple communications channels, ensuring consistency in voice and message.

- Oversight of brand content across:
 - Paid media placements
 - Earned media content
 - Owned channels: website, social media, blog, newsletters, partner communications
- Copywriting and editing copy assignments in coordination with DK Marketing Manager, supporting short and long-form storytelling initiatives that elevate DK's destination narrative
- Ensuring messaging alignment across campaigns and platforms
- Administering the social media content calendar, agreed-upon posting schedule and responding to applicable comments or messages posted to DK's Facebook and Instagram channels.

5. Collaboration & Communication

To ensure collaboration and effective communication, the offeror will:

- Work closely with DK team on strategy, messaging, and approvals
- Participate in regular planning meetings and check-ins (in person and zoom or teams)
- Maintain consistent and timely communication via Teams, Slack, email, or scheduled meetings
- Demonstrate a high level of knowledge of and familiarity with Kalispell and northwest Montana and the Montana tourism industry
- Offeror shall work cooperatively with DK's partners, including, but not limited to, other DK contracted agencies, Destination MT, Western Montana's Glacier Country, Tourism Business Improvement District (TBID) board of directors and Kalispell Chamber of Commerce.

6. Reporting Requirements

The offeror will implement and track all efforts of performance to provide a monthly report summarizing activities, outcomes, and recommendations. Reporting will include:

- **Media outreach**
 - Number of pitches distributed
 - Target outlets and media contacts engaged
 - Status of outreach (pending, interest, secured)
- **Earned media**
 - Media placements secured (with links)
 - Estimated reach and/or impressions
- **Social media**
 - Monthly report showing agreed-upon KPI's with MoM change per channel.
- **Retainer hours**

- Summary of work performed and completed deliverables (e.g., press releases, pitches, messaging documents, campaign copy writing)
- **Projects outstanding**
 - Active or in-progress projects with status updates
 - Any delays or dependencies impacting progress
- **As applicable, provide recommendations or opportunities**
 - Strategic recommendations for upcoming story angles, media opportunities, or campaigns
 - Emerging trends or timely opportunities relevant to DK

7. Brand Alignment Requirements

The offeror must:

- Be a proficient and strategic storyteller
- Demonstrate strong writing and editorial skills
- Ensure all communications reflect the organization's commitment to community, stewardship, economic vitality and balanced tourism
- Adhere to Discover Kalispell's:
 - Brand voice and tone
 - Mission and vision
 - Marketing strategy and destination positioning

2.4 Working Relationship

DK can be subjected to outside forces that can dictate the need for immediate action or response from their PR and brand content agency. As such, DK is a service-intensive client. The successful offeror will therefore be expected to understand the inner workings and needs of such a client and have the ability to provide a high level of quality account service and project management, no matter what timelines or deadlines are imposed.

DK intends to have a close working relationship with the successful offeror. It is expected that key personnel be available for meetings either virtual or in Kalispell as needed at their own expense, and available at all times via telephone, email or messaging platform. DK will require the successful offeror to provide: (1) cost estimates on all projects, and (2) for DK to review all materials. DK's final approval will be required on all proposals undertaken on its behalf. It is also expected that DK be kept informed as to the status and progress of all approved projects through completion.

DK requests representation of the agency at two (2) in person meetings during the year such as board meetings or DK team/contractor meetings and expects offeror's full attention to DK business while in attendance.

SECTION 3: Offeror Qualifications

3.0 References

DK may make such investigations as deemed necessary to determine the ability of the offeror to supply the products and perform the services specified.

3.1 References (Failure to Qualify or Negative)

DK reserves the right to reject any proposal if the evidence submitted by, or investigation of, the offeror fails to satisfy DK that offeror is properly qualified to carry out the obligations of the contract. This right includes DK's ability to reject the proposal based on negative references.

3.2 Reference Requirements

In determining the capabilities of an offeror to perform the services specified herein, the following informational requirements must be met by the offeror and will be weighed by DK. (Note: each item must be thoroughly addressed. Taking exception to any requirements listed in this Section may disqualify the proposal.)

3.2.1 References

Offeror shall provide a minimum of three (3) references that are using services of the type proposed in this RFP. The references should include any experience in developing and implementing integrated destination marketing organization strategic projects and programs addressing the needs of rural Montana. At a minimum, the offeror shall provide the company or agency name, the location where the services were provided, contact person(s), customer telephone number, a complete description of the service type and dates the services were provided. DK reserves the right to use any information or additional references deemed necessary to establish the ability of the offeror to perform the conditions of the contract. Negative references may be grounds for proposal disqualification.

3.2.2 Resumes/Company Profile and Experience

Offeror shall specify how long the individual/company submitting the proposal has been in the business of providing professional advertising and consultation services similar to those requested in this RFP. Offeror shall also include proposed staffing and organization of personnel to be assigned to this account and provide answers to the following information requests concerning the qualifications and experience of personnel to be assigned to this contract.

3.2.2.1 Key Account Personnel. Identify key individuals who will manage each aspect of the contract work.

3.2.2.2 Business/Marketing Philosophy. Detail your agency's business and marketing philosophies. Describe your agency's work environment and internal culture.

3.2.3 Samples of Campaigns

The offeror should provide a minimum of two (2) samples of media outreach, social media posts and brand storytelling which are pertinent to this proposal. The components of the program must be detailed and specific. Provide an explanation of what the campaign was designed to accomplish, budget information and measurable outcomes of the campaign. For the samples provided, identify the personnel responsible for the campaign components and cross-reference how the person is proposed to be utilized for the DK campaign. The campaigns cited should include components such as:

- Target market identification
- Online content creation
- Campaign development and implementation
- Process to evaluate travel media and influencers
- Metrics and reporting

3.2.4 Method of Providing Service

Provide a detailed narrative description of the specific methods the offeror intends to use in order to provide the services needed as described in Section 2, Scope of Project. Information is desired regarding client reporting methods, project management and in-house production capabilities.

3.2.5 Your Turn

Use this component to share any additional information about your company that has not been directly covered in the RFP but is relevant to your ability to service this account.

SECTION 4: COST PROPOSAL

4.0 Cost Proposal

The anticipated annual cumulative budget for the professional services detailed herein is approximately \$58,000 to \$68,000 based on 30 monthly retainer hours and social media management.

4.1 Billable Hour/Annual Retainer Service

List all services for which you charge that would be included in the annual retainer for the initial 12-month contract term relevant to the proposal that DK would be expected to pay. Total contract will include all services under the RFP - no matter the hours worked. Adjustments based on monthly retainer hours worked (over or under) will be made in the next contract year. Services outside the RFP would be provided on a project-by-project basis with a cost proposal that includes hourly rate, estimated time and third-party service costs.

Hourly Rates Outside Retainer

Amount per Hour

Account Management

Copywriting/Editing

Accounting

Social Media Management

Other services not listed (please list where appropriate)

Travel to attend meetings **outside** of region

- Travel time

- Out-of-pocket expenses (lodging, meals, etc.)

- Meeting time

- Other

4.2 Non-billable Services:

List all services for which you do not charge with an explanation of how non-billable services are determined.

SECTION 5: EVALUATION CRITERIA

5.0 Evaluation Procedure

5.0.1 The procurement officer will separate proposals into “responsive” and “nonresponsive” proposals. Non-responsive proposals will be eliminated from further consideration.

5.0.2 Any proposal that fails to achieve a passing score for any part/section for which a passing score is indicated will be disqualified from further consideration.

The evaluation committee will evaluate the remaining proposals in a two-stage process. Stage one will consist of a scored process based on the submitted proposals as described in Section 5.1. If the first and second top scoring proposals are within five percent scoring of each other and the third top scoring proposal is within 10 percent of the top scoring proposal, all three top scoring offerors will proceed to stage two, which will consist of an oral interview and on-site visit.

The evaluation committee reserves the right to adjust these percentages as they deem appropriate, if need be. One of the individuals participating in stage two oral interviews must be the person designated in the proposal as the account manager.

5.0.4 For each finalist, total points for written responses, as scored by the evaluation committee, and total points for the oral interview and possible site visit will be combined into one total. The contract will be awarded to the finalist with the highest combined total.

5.0.5 Award will be based on the offeror’s proposal and other items outlined in this RFP. Responses must be complete and address all the criteria listed. Information or materials presented by offerors outside the formal response or subsequent discussion/negotiation or “best and final offer,” if requested, will not be considered and will have no bearing on any award. Offerors who attempt to provide information or materials outside the formal response may be found non-responsive.

5.0.7 A “best and final offer” may be requested on price/cost alone.

5.1 Stage One Evaluation Criteria

Based on a maximum possible value of **2,100 points**, the evaluation committee will review and evaluate the offers according to the following criteria:

COMPANY QUALIFICATIONS

13% OF POINTS FOR A POSSIBLE 300

Category	Section of RFP	Point Value
A. References	3.0-3.2	Pass/Fail
B. Experience similar to contract needs	3.2.2	100
C. Agency staff	3.2.2.1	100
D. Agency philosophy/environment	3.2.2.2	100

PR AND EARNED MEDIA SERVICES

17% OF POINTS FOR A POSSIBLE 400

Category	Section of RFP	Point Value
A. Creativity	3.2.3	100
B. Travel media connections	3.2.3	100
C. Effectiveness of storytelling	3.2.3	100
D. Measurable results	3.2.3	100

METHOD OF PROVIDING SERVICES

22% OF POINTS FOR A POSSIBLE 500

Category	Section of RFP	Point Value
A. Scope of work assessment	3.2.4	50
B. Reporting methods	3.2.4	50
C. In-house capabilities	3.2.4	100
D. Project management	3.2.4	100
E. Ability to work as a team with DK	2.3	200

YOUR TURN

13% OF POINTS FOR A POSSIBLE 300

Category	Section of RFP	Point Value
A. Demonstrates a strong understanding of what is required and needed to	3.2.5	300

provide the utmost service to this contract including knowledge and familiarity of Kalispell and Discover Kalispell.

COST FOR SERVICES

26% OF POINTS FOR A POSSIBLE 400

Category	Section of RFP	Point Value
A. Offeror cost for billable services	4.1	100
B. Non-billable services	4.2	100

WRITTEN PROPOSAL

9% OF POINTS FOR A POSSIBLE 200

Category	Section of RFP	Point Value
A. Offeror's written response to this RFP will be evaluated in its entirety in terms of completeness, responsiveness, clarity, quality of writing and overall layout.		200

5.2 Stage Two Evaluation Criteria

Based on a maximum possible value of **1000 points**, the evaluation committee will review and evaluate the stage two proposals according to the following criteria:

ORAL INTERVIEW

100% OF POINTS FOR A POSSIBLE 1000

Category	Point Value
A. Clarity of presentation	100
B. Ability to address evaluation committee questions	100
C. Ability to articulate the company's capabilities	100
D. Overall presentation/style/tone/professionalism	100
E. Overall knowledge of Montana's travel and tourism industry	200
F. Overall understanding of Kalispell Montana tourism, geography, people, culture, way of life	200
F. Please describe your ability to actively participate in an impromptu meeting at the request of DK either in Kalispell or within Montana.	200

APPENDIX A: SAMPLE CONTRACT

1. Parties
2. Effective Date, Duration and Renewal
3. Price Adjustments
4. Services and/or Supplies
5. Consideration/Payment
6. Access and Retention of Records
7. Assignment, Transfer and Subcontracting
8. Hold Harmless/Indemnification
9. Contract Performance Security
10. Insurance
11. Compliance with Workers' Compensation Act
12. Intellectual Property
13. Compliance with Laws
14. Contract Termination
15. Liaison and Service of Notices
16. Meetings
17. Choice of Law and Venue
18. Scope, Amendment and Interpretation
19. Execution

(INSERT PROJECT TITLE)

(insert date), 2026

1. PARTIES

THIS CONTRACT, is entered into by and between Discover Kalispell MT, (hereinafter referred to as "Discover Kalispell"), whose address and phone number are (2 Main St, Ste 205, Kalispell, MT 59901), (406.758.2808) and (insert name of contractor), (hereinafter referred to as the "Contractor"), whose nine digit Federal ID Number, address and phone number are (insert federal id number), (insert address) and (insert phone number).

THE PARTIES AGREE AS FOLLOWS:

2. EFFECTIVE DATE, DURATION, AND RENEWAL

(a) This contract (insert contract number) shall take effect on (insert date), 2026. The contract shall terminate on (insert date), 2027, unless terminated earlier in accordance with the terms of this contract. (Montana Code Ann. § 18-4-313.)

(b) This contract may, upon mutual agreement between the parties and according to the terms of the existing contract, be extended in (insert number)-year intervals, or any interval that is advantageous to Discover Kalispell, for a period not to exceed (insert number) additional years. This extension is dependent upon legislative appropriations and in no case may this contract run longer than a (insert number)-year period. (State contracts generally may not exceed a total of seven years.)

3. PRICE ADJUSTMENTS

Contractor and Discover Kalispell agree price adjustments may be made at the time of contract renewal under the following conditions: Price increases may be permitted at the time of contract renewal through a process of negotiation with the Contractor and Discover Kalispell. Any price increases must be based on demonstrated industrywide or regional increases in the Contractor's costs. Publications such as the Federal Bureau of Labor Statistics and the Consumer Price Index (CPI) for all Urban Consumers may be used to determine the increased value.

4. SERVICES AND/OR SUPPLIES

Contractor agrees to provide to Discover Kalispell the following (insert supplies, services, etc.).

5. CONSIDERATION/PAYMENT

(a) In consideration for the (insert supplies or services) to be provided, Discover Kalispell shall pay according to the following schedule: (insert pay schedule).

(b) Discover Kalispell may withhold payments to the Contractor if the Contractor has not performed in accordance with this contract. Such withholding cannot be greater than the additional costs to the State caused by the lack of performance.

6. ACCESS AND RETENTION OF RECORDS

(a) The Contractor agrees to provide Discover Kalispell, Legislative Auditor or their authorized agents access to any records necessary to determine contract compliance. (Montana Code Ann. § 18-1-118.)

(b) The Contractor agrees to create and retain records supporting the (insert services rendered or supplies provided) for a period of three years after either the completion date of this contract or the conclusion of any claim, litigation or exception relating to this contract taken by the State of Montana or a third party.

7. ASSIGNMENT, TRANSFER AND SUBCONTRACTING

The Contractor shall not assign, transfer or subcontract any portion of this contract without the express written consent of Discover Kalispell (Montana Code Ann. § 18-4-141.)

8. HOLD HARMLESS/INDEMNIFICATION

The Contractor agrees to protect, defend and save Discover Kalispell, its elected and appointed officials, agents and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the Contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the Contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of Discover Kalispell, under this agreement.

9. INSURANCE

General Requirements: The Contractor shall maintain for the duration of the contract, at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by the Contractor, agents, employees, representatives, assigns or subcontractors. This insurance shall cover such claims as may be caused by any negligent act or omission.

Certificate of Insurance/Endorsements: A certificate of insurance, indicating compliance with the required coverages, has been received by Discover Kalispell, 205 Main St, Ste 205, Kalispell, MT 59901. The Contractor must notify Discover Kalispell immediately, of any material change in insurance coverage, such as changes in limits, coverages, change in status of policy, etc. Discover Kalispell reserves the right to require complete copies of insurance policies at all times.

10. COMPLIANCE WITH THE WORKERS' COMPENSATION ACT

Contractors are required to comply with the provisions of the Montana Workers' Compensation Act while performing work for the State of Montana in accordance with sections 39-71-120, 39-71-401 and 39-71-405, MCA. Proof of compliance must be in the form of workers' compensation insurance, an independent contractor exemption, or documentation of corporate officer status. Neither the Contractor nor its employees are employees of the State. This insurance/exemption must be valid for the entire contract period. A renewal document must be sent to Discover Kalispell, 205 Main St, Ste 205, Kalispell, MT 59901, upon expiration.

11. INTELLECTUAL PROPERTY

(a) All patent and other legal rights in or to inventions arising out of activities funded in whole or in part by this contract must be available to Discover Kalispell for royalty-free and nonexclusive licensing. The Contractor shall notify Discover Kalispell in writing of any invention conceived or reduced to practice in the course of performance of this contract.

(b) Discover Kalispell shall have a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use and authorize others to use, copyrightable property created under this contract.

12. COMPLIANCE WITH LAWS

The Contractor must, in performance of work under this contract, fully comply with all applicable federal, state or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the Contractor subjects subcontractors to the same provision. In accordance with section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

13. CONTRACT TERMINATION

(a) Discover Kalispell may, by written notice to the Contractor, terminate this contract in whole or in part at any time the Contractor fails to perform this contract.

(b) Discover Kalispell, at its sole discretion, may terminate or reduce the scope of this contract if available funding is reduced for any reason. (See Montana Code Ann. § 18-4-313(3).)

14. LIAISON AND SERVICE OF NOTICES

All project management and coordination on behalf of Discover Kalispell shall be through a single point of contact designated as Discover Kalispell's liaison. Contractor shall designate a liaison who will provide the single point of contact for management and coordination of Contractor's work. All work performed pursuant to this contract shall be coordinated between Discover Kalispell's liaison and the Contractor's liaison.

Diane Medler, will be the liaison for Discover Kalispell.
205 Main St, Ste 205, Kalispell, MT 59901
406.758.2808

_____ will be the liaison for the Contractor.

_____ (Address)
_____ (City, State, ZIP)
_____ (Telephone #)
_____ (Fax #)

Discover Kalispell's liaison and Contractor's liaison may be changed by written notice to the other party. Written notices, requests, or complaints will first be directed to the liaison.

15. MEETINGS

The Contractor is required to meet with Discover Kalispell's personnel, or designated representatives, to resolve technical or contractual problems that may occur during the term of the contract, at no additional cost to Discover Kalispell. Meetings will occur as problems arise and will be coordinated Discover Kalispell. The Contractor will be given a minimum of three full working days notice of meeting date, time and location. Face-to-face meetings are desired. However, at the Contractor's option and expense, a conference call meeting may be substituted. Consistent failure to participate in problem resolution meetings two consecutive missed or rescheduled meetings, or to make a good faith effort to resolve problems, may result in termination of the contract.

16. CHOICE OF LAW AND VENUE

This contract is governed by the laws of Montana. The parties agree that any litigation concerning this bid, proposal or subsequent contract must be brought in the Eleventh Judicial District in and for the County of Flathead, State of Montana and each party shall pay its own costs and attorney fees. (See Montana Code Ann. § 18-1-401.)

17. SCOPE, AMENDMENT AND INTERPRETATION

(a) This contract consists of (insert number) numbered pages, any Attachments as required, RFP #2022-01 as amended and the Contractor's response as amended. In the case of dispute or ambiguity about the minimum levels of performance by the Contractor the order of precedence of document interpretation is in the same order.

(b) These documents contain the entire agreement of the parties. Any enlargement, alteration or modification requires a written amendment signed by both parties.

18. EXECUTION

The parties through their authorized agents have executed this contract on the dates set out below.

Discover Kalispell MT

CONTRACTOR'S NAME
ADDRESS
CITY, STATE, ZIP
FEDERAL ID #

BY: _____
(Name/Title)

BY: _____
(Name/Title)

BY: _____
(Signature)

BY: _____
(Signature)

DATE: _____

DATE: _____