

# RAILROAD COMMISSION OF TEXAS

## OPERATIONS DIVISION

### **ADDENDUM #1**

**DATE: 10/27/2025**

**IFB#: 455-26-1007-A**

**TITLE: IFB RRC REGULATORY CONFERENCE**

**PROPOSAL DEADLINE: Tuesday, October 28, 2025, at 2:00 PM Central Standard Time**

**Item 1:**

**The purpose of this Addendum is to publicize submitted questions with answers:**

NO.	QUESTIONS	ANSWERS
1	Is there a formal question deadline and anticipated addendum release schedule? Please add us to any distribution list for addenda.	Deadline for Submission of Written Inquiries (No later than 3:00PM CT) 10/20/2025
2	Please confirm the submission format (single PDF vs. separate files), email size limits, and any requirement to include completed forms in native format.	Up to the vendor to choose between single pdf or separate files. See Vendor Instructions page 1 of IFB.
3	Is there a planned pre-bid conference or site visit? If yes, date/time and RSVP instructions?	No.
4	What is the anticipated award date and project kickoff timeline?	Award Date (Estimated) 10/31/2025, Kickoff (TBD)
5	Requested dates/months for FY26 and FY27 events; number of conference days per year.	See Statement of Services
6	Expected attendance range (peak daily and total), and historical no-show/cancellation rates.	Expected 800 attendees.
7	Required meeting room count/capacities (plenary, breakouts, registration, speaker ready, storage).	See Statement of Services.
8	Any exhibit space, poster sessions, or sponsor/vendor tables?	See Statement of Services.

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9	Accessibility requirements beyond ADA (e.g., reserved seating, assistive listening systems). Rooms, F&B, and Logistics	No
10.	Estimated room block (peak/nightly pickup), cut-off date, and whether rooms must be government per diem.	<a href="#">See Statement of Services</a>
11.	Food & beverage expectations (breakfast, breaks, lunches, receptions), any F&B minimums, and dietary policies (allergens, kosher/halal/vegetarian).	<a href="#">See Statement of Services</a>
12.	Parking, valet/self-park rates, and any validation requirements.	<a href="#">See Statement of Services</a>
13.	Shipping/receiving guidelines (advanced freight, drayage, storage fees). AV/IT & Technology	<a href="#">See Statement of Services</a>
14.	Plenary and breakout AV packages (projection, screens, lecterns, mics, confidence monitors, recording/streaming).	<a href="#">See Statement of Services</a>
15.	Wi-Fi/Internet requirements and minimum bandwidth (attendee + production networks) and whether separate VLANs are required.	<a href="#">See Statement of Services</a>
16.	Any hybrid/recording deliverables or captioning/translation needs. Staffing, Safety & Compliance	None
17.	Expected on-site staffing (event manager, A/V techs, registration, security) and required credentials.	<a href="#">See Statement of Services</a>
18.	Applicable RRC rules, state statutes, and any agency-specific safety protocols (fire marshal approvals, occupancy limits).	<a href="#">All work under the Contract shall be performed in accordance with applicable federal, state, and local statutes, laws, ordinances, regulations,</a>

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		and rules, including applicable RRC Rules, the specifications as described in this bid document, and all terms and conditions of the Contract shall apply.
19.	Insurance minimums, certificate language, and any unusual indemnification or liquidated damages clauses.	See RRC Terms and Conditions.
20.	Required pricing structure (package vs. itemized rate card) and whether a pricing template will be provided.	No pricing structure. No template will be provided.
21.	Any not-to-exceed budget or guidance the Commission can share.	Not to exceed 1.2 million dollars.
22.	Evaluation criteria and weights (e.g., price, technical approach, past performance, HUB).	Best value to the state.
23.	Are prompt-payment discounts considered in the evaluation? (We can extend 2/15, Net 30.) HUB & Policy Items	No.
24.	Are there Texas HUB participation goals or form submittals for this IFB?	No.
25.	Please confirm tax-exempt status and which taxes/fees (if any) apply to lodging/F&B for a state agency.	See RRC Terms and Conditions.
26.	Any incumbent performing similar services and any material scope changes versus prior years. Contracting & Invoicing	No.

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27.	Invoicing cadence (per milestone, per event, monthly) and required backup (BEOs, sign-offs).	See RRC Terms and Conditions.
28.	Accepted payment methods (PO, ACH) and the Commission's standard Net-30 terms.	See RRC Terms and Conditions.
29.	Cancellation/attrition policies the Commission expects from the awarded vendor and any force majeure specifics.	See RRC Terms and Conditions.
30.0	If there are forms, appendices (e.g., Appendix A Statement of Services), or a pricing worksheet that must be used, kindly share the latest versions.	See IFB Table for forms. No required pricing worksheet.

All other aspects of **IFB# 455-26-1007-A** remain as is.

Pablo Almaraz, CTCM, CTCD  
Contract Manager IV  
Contract Management  
**Phone:** 512-463-7150  
**Email:** pablo.almaraz@rrc.texas.gov

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**RECEIPT OF ADDENDUM #1 OF IFB# 455-26-1007-A**