

RAILROAD COMMISSION OF TEXAS

OPERATIONS DIVISION

ADDENDUM #1

DATE: 02/19/2026

IFB: 455-26-1024

TITLE: Professional Leadership Course Training

RESPONSE DEADLINE: February 25 at 2:00 PM Central Time

Item 1:

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

No.	QUESTIONS	ANSWERS
1	On page 3 of the, the bidder should be recognized by one of these Public Institutions, does the bidder need to have this?	Yes, the vendor must be recognized by one of these Public Institutions of Higher Education Accrediting Organizations. (1) Accrediting Commission for Community and Junior Colleges (ACCJC); (2) Higher Learning Commission (HLC); (3) Middle States Commission on Higher Education (MSCHE); (4) New England Commission of Higher Education (NECHE); (5) Northwest Commission of Colleges and Universities (NWCCU); (6) Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); or (7) Western Association of Schools and Colleges (WASC) Senior College and University Commission.
2	I would like to confirm whether recognition through the Texas Workforce Commission (TWC) would be acceptable for this solicitation. Our organization is actively completing the TWC training provider approval process and anticipates full recognition prior to the contract start date.	The Texas Workforce Commission (TWC) is not a recognized accreditation for this solicitation. See the Answer to Question No.1.

3	There are conflicting dates for submission. Can you please confirm the deadline for submission? Is it March 6 th or February 25 th ?	The response due date is February 25.
4	Does the online modality imply “virtual live sessions” or “self-paced” or both?	The online courses are self-paced.
5	Based on the minimum bidder qualifications to below, is this solicitation targeting colleges or higher education institutions only? <i>“The bidder should be recognized by one of these Public Institutions of Higher Education Accrediting Organizations.”</i>	Yes
6	I wanted to ask for clarification regarding the proposal timeline. Given the scope of work and the coordination required to meet accreditation and delivery expectations, the schedule appears compressed. Can you share whether the timeline reflects an urgent operational need or if extensions are anticipated?	There is no urgent need, and there will not be any extensions.
7	If a prime contractor with broader institutional infrastructure is expected to be selected, is there a mechanism or recommended approach for smaller firms to partner with the awardee in a subcontracting capacity?	The decision to select a smaller firm would be up to the prime contractor.
8	Our instruction team is an IIBA [®] Endorsed Education Provider, an APMG [®] Accredited Training Organization, and a Business Relationship Management Institute (BRMi [®]) Knowledge Provider. Which are all globally recognized as premier accreditation and examination institutions.	See the Answer to Question No. 1.
9	I was unable to find any details about the SOW, etc. When I used the "download pdf" button, it downloaded a screenshot of the ESBD listing. Am I doing something wrong?	Go to https://www.txsmartbuy.gov/esbd/455-26-1024 Go to “Attachments” at the bottom of the page and click on attachment #1 for download.
10	Can you please confirm whether this requirement must apply to the bidding entity itself, or whether it may be satisfied through a formal partnership with an accredited institution? Or be a certified provider of professional development?	See the Answer to Question No. 1. There may not be any substitutions to the requirements listed on the solicitation.
11	Is it possible to provide us with those documents or is there an alternate way to request support to view the posted content?	No documents will be provided. You may consider changing your internet browser.

12	Do these qualifications suffice for this requirement or is the expectation for the vendor to bid only if they have one of these accreditation requirements?	The requirements listed in the IFB solicitation must apply. There may not be any substitutions to the requirements listed on the solicitation.
13	Does a vendor team of bachelors, masters, and doctorate degreed individuals suffice for the accreditation recognition requirement listed in the IFB?	See the Answer to Question No. 12.
14	Are there preferred platforms for virtual delivery (Zoom, Microsoft Teams, etc.)?	The vendor must provide a dashboard or portal for RRC administrative access for course enrollments.
15	Will training sessions be expected synchronously, asynchronously, or both?	Asynchronously
16	Does a current LMS exist for training uploads? If so, which platform is used? If not, will the vendor be expected to provide an LMS platform?	Currently, there is no LMS platform; The vendor must provide a dashboard or portal for RRC administrative access for course enrollments. .
17	Will the 100 courses be delivered as one-time sessions, recurring offerings, or a mixture of both?	Recurring based on the needs of the RRC employees. The RRC Training Department will make course enrollments based on employee needs.
18	How will desired timelines or deadlines associated with course development and delivery be communicated to the vendor's project manager?	The vendor must provide a dashboard or portal for RRC administrative access course enrollments. The RRC Training Department will make course enrollments based on employee needs.
19	Are there any existing course materials available for review (presentations, manuals, videos, course shells, etc.) that require redesign, enhancement, or full redevelopment?	No
20	Will multimedia assets such as videos, interactive activities, or simulations be required?	No
21	Is the level of interactivity expected for each course (basic presentation, moderate interaction, or advanced scenario-based learning) to be determined by the vendor?	There is no interactivity expected, but the vendor must be available to provide technical support and course questions if needed.

<p>22</p>	<p>The IFB states under “Vendor Experience and Minimum Qualifications” that the bidder “<u>should</u> be recognized by one of [the] Public Institutions of Higher Education Accrediting Organizations,” followed by a list of the seven regional accrediting commissions.</p> <p>If TopTalent Learning is not recognized by one of the listed accrediting commissions, does that automatically disqualify our bid? The statement regarding this qualification uses the word “should” instead of “must.” Please clarify.</p>	<p>To be eligible for consideration of contract award, Respondent must meet all minimum qualification requirements as outlined in the Solicitation and Contract Documents, including requirements stated within any part of this IFB and/or the Statement of Services (SOS), if applicable</p>
<p>23</p>	<p>The IFB states under “Vendor Experience and Minimum Qualifications” that the bidder “<u>should</u> be recognized by one of [the] Public Institutions of Higher Education Accrediting Organizations,” followed by a list of the seven regional accrediting commissions.</p> <p>TopTalent Learning has a current contract with RRC to deliver similar training to another RRC department. Since we are already delivering training to RRC, does this allow for an exception to any disqualification due to lack of regional accreditation?</p>	<p>No</p>
<p>24</p>	<p>In Line Item 924-41, RRC requests a quote for specific courses detailed in Appendix A to “facilitate one hundred (100) online course enrollments per year, totaling 400 course enrollments.” This total number is assumed to be over the course of the original 1-year contract with three (3) additional 1-year extensions. Please clarify the following:</p> <p>Are the training classes expected to be instructor-led virtual classes or eLearning?</p>	<p>eLearning</p>

<p>25</p>	<p>In Line Item 924-41, RRC requests a quote for specific courses detailed in Appendix A to “facilitate one hundred (100) online course enrollments per year, totaling 400 course enrollments.” This total number is assumed to be over the course of the original 1-year contract with three (3) additional 1-year extensions. Please clarify the following: If these are instructor-led classes, is there a preference for how to break up the 100 course enrollments over a one-year time frame across 5 primary topics and 21 individual Leadership courses? Please clarify if there are expectations or parameters for class scheduling. Do you require an open-enrollment schedule or dedicated classes?</p>	<p>See Answer to Question No. 28.</p>
<p>26</p>	<p>In Line Item 924-41, RRC requests a quote for specific courses detailed in Appendix A to “facilitate one hundred (100) online course enrollments per year, totaling 400 course enrollments.” This total number is assumed to be over the course of the original 1-year contract with three (3) additional 1-year extensions. Please clarify the following: Regarding pricing for instructor-led virtual classes, please give guidance on whether you prefer pricing per student enrollment, per class session, or other pricing method.</p>	<p>Pricing may be provided by students per enrollment year.</p>
<p>27</p>	<p>In Line Item 924-41, RRC requests a quote for specific courses detailed in Appendix A to “facilitate one hundred (100) online course enrollments per year, totaling 400 course enrollments.” This total number is assumed to be over the course of the original 1-year contract with three (3) additional 1-year extensions. Please clarify the following: If the classes expected are eLearning, then please confirm the intent of the bid is for 100 students per year to have access to a full catalog of courses that cover topics listed in the SOS.</p>	<p>Yes, all employees should have access to the full catalog.</p> <p>100 enrollments represent the number of courses, not students.</p> <p>The Training Department must have administrative access to the vendor dashboard or portal to schedule the 100 courses/enrollments for employees.</p>

Item 2:

The purpose of this item is to publicize the revised response due date.

FROM:

March 6th, 2026

TO:

February 25th, 2026

All other aspects of the **IFB #455-26-1024** remain as is.

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Contract Manager

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RECEIPT OF ADDENDUM #1 OF IFB# 455-26-1024