



**Procurement and Contract Management
Competitive Bidding Form
(Invitation For Informal Bids)**

Bid No. 455-26-1030

Issue Date: June 25, 2026

Response Due Date: July 15, 2026, by 2:00 PM CT

Respond to: Sonya Patterson, Contract Manager

Telephone: 512-463-6813

E-mail : Sonya.Patterson@rrc.texas.gov

TABLE 1

Calendar of Events	Date
Issuance of IFB	June 25, 2026
Submission of HSP for RRC Courtesy Review	June 30, 2026
Deadline for Submission of HSP for Courtesy Review	July 6, 2026
Deadline for Submission of Written Inquiries (no later than 2:00 PM	July 8, 2026
Response to Written Inquiries, if any (Addenda posted to ESBD)	July 10, 2026
Offer Due Date (no later than 2:00 PM CT)	July 15, 2026
Award Date (estimated only)	TBD

Vendor Instructions:

The vendor's authorized agent must sign below. By signing this document, the bidder acknowledges that all information contained in the document is true and correct and that bidder agrees to comply with all terms and conditions. Failure to sign will disqualify this bid. By signing this bid, bidder certifies that if a Texas address is shown as the address of the bidder, bidder qualifies as a Texas Bidder as defined in 34 TAC Rule §20.282. **(Form must be signed; failure to sign will disqualify response.)**

Texas Vendor Identification No. (or Federal Employer's ID):

Name of Business:

Street Address:

City-State-Zip Code:

Telephone Number:

E-Mail Address:

Print Name:

Signature

Title

Date

Line Item No.	Class & Item	Description	Qty	UOM	Unit Price	Extension – Total Cost
		In accordance with the provisions of Texas Government Code 2156.121-2156.127, Texas Government Code 2157.121-2157.127, and the Rules and Procedures adopted by the Railroad Commission of Texas (RRC), RRC is soliciting proposals to provide live audio-video broadcasting (webcast) for the Commissioners' Conference open meetings held by the agency or on-demand from a hosted website solely dedicated to open meetings of RRC.				
1	710-52 840-14 840-56 840-84 880-11 911-10 915-06 915-07 915-09	The Awarded Vendor shall provide all labor, materials, equipment, tools, incidentals, and services necessary to deliver all services to RRC as described in (Appendix A) Statement of Services. The Awarded Vendor shall perform all service activities required to deliver a completed project. All work under the Contract shall be performed in accordance with applicable federal, state, and local statutes, laws, ordinances, regulations, and rules, including applicable RRC Rules, the specifications as described in this bid document issued under the Contract, and all (Appendix C) Terms and Conditions of the Contract shall apply. Pursuant to Texas Government Code Chapter 2161, state agencies are required to make a good faith effort to increase the contract awards for the purchase of goods or services the state agencies expect to make to Veteran Heroes United in Business (VetHUB) during a fiscal year. VetHUBs are strongly encouraged to respond to this solicitation. See (Appendix D) Veteran Heroes United in Business (VetHUB) Requirements, and State of Texas Subcontracting Plan.				
		Vendor Experience and Qualifications Minimum qualifications. 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 Work (SOS), if applicable. A Response must clearly demonstrate Respondent meets the following minimum qualifications:				
		Responses shall include, but not be limited to the following information: Pricing: Pricing information shall be reported as a line item, lump sum, with a grand total, and shall include all costs to complete and deliver all deliverables. Respondent shall include deliverable and itemized project pricing for each service listed in the (Appendix B) Pricing Worksheet. Vendor Experience and Qualifications: Respondent shall include examples and detailed descriptions of at least three (3) projects delivered by Respondent within the past five (5) years that demonstrate Respondent's ability and qualifications to deliver the goods and services required under a contract arising from this IFB. Respondent shall include projects that represent delivery of information technology				

		services, similar in size and scope to that of the project within this IFB, and that were delivered to one or more state oil and gas regulatory agencies in the U.S. Responses shall include, at a minimum, resumés for all Respondents' key personnel, such as; Project team key personnel, and sub-vendors, who are assigned to the project, and/or assigned in a project management role, and/or operations management role, and/or personnel assigned to critical project activities and/or work segments. Resumés shall include, but not be limited to, the following required information: - Relevant certifications and/or licenses. - Detailed description of experience, including quantity (years/months), projects, roles, and type of tasks (vendor-personnel shall be fully qualified with the applicable and relevant experience for the task(s) required); RRC maintains the authority to approve and/or remove vendor personnel from the project. Vendor personnel must be replaced immediately with the equivalent or greater skill set. All associated costs will be covered by the vendor. <u>Company Information:</u> - Respondent's name and physical address. - Respondent's Vendor Identification Number (11-digit number issued by the Texas CPA; - Respondent's Federal Employer Identification Number (9-digit number issued by the IRS); - Respondent's authorized agent's signature, printed name, title, and date of signature to Response. <u>References:</u> Provide three (3) work-related references.				
		Email responses to Sonya.Patterson@rrc.texas.gov Please reference the Bid # in the subject line of your quotes.				

Check below if preference claimed under Pursuant to 34 TAC §20.306 Vendor claims the preference(s) checked below:

- ☐ Goods produced or offered by a Texas bidder that is owned by a Texas resident service-disabled veteran
- ☐ Goods produced in Texas or offered by a Texas bidder that is not owned by a Texas resident service-disabled veteran
- ☐ Agricultural products grown in Texas
- ☐ Agricultural products offered by a Texas bidder
- ☐ Services offered by a Texas bidder that is owned by a Texas resident service-disabled veteran
- ☐ Services offered by a Texas bidder that is not owned by a Texas resident service-disabled veteran
- ☐ Texas Vegetation Native to the Region
- ☐ USA produced supplies, materials or equipment
- ☐ Products of persons with mental or physical disabilities
- ☐ Products made of recycled, remanufactured, or environmentally sensitive materials, including recycled steel
- ☐ Energy Efficient Products
- ☐ Rubberized asphalt paving material
- ☐ Recycled motor oil and lubricants
- ☐ Products produced at facilities located on formerly contaminated property
- ☐ Products and services from economically depressed or blighted areas
- ☐ Vendors that meet or exceed air quality standards
- ☐ Recycled or Reused Computer Equipment of Other Manufacturers
- ☐ Foods of Higher Nutritional Value.

VETHUB Statement

The bidder must answer the following questions:

If an award is issued, do you plan to utilize a subcontractor or supplier for any portion of the contract? ____ Yes ____ No.

If yes, what percentage of the total award would be subcontracted or supplied by VETHUBs? ____%

If you will be subcontracting any portion of the work of this contract with a State of Texas VETHUB certified vendor, please identify the subcontractor's contact information and FEIN below (or attach an additional sheet if needed):

Work to be subcontracted:

Subcontractor Name:

FEIN:

Address:

Phone/Fax: _____

Email:

If no, explain below, or in a separate document, why no subcontracting opportunities are available or what efforts were made to subcontract part of this project.

Are you certified as a Texas VETHUB? ____ Yes ____ No

APPENDIX A STATEMENT OF SERVICES

1. General Overview.

The Respondent shall provide all labor, equipment, materials, services, coordination, and supervisory activities required to provide live-audio-video broadcasts (webcasts) of Commissioners' Conference Open Meetings, certain hearings, and additional meetings as deemed appropriate by RRC for streaming video live, for viewing in real time, or on demand from video archives. The services include internet connectivity for webcasting meetings, a dedicated private data circuit to connect a video server, software licenses required to operate the webcasting system, storage media for archiving meetings, and operation of video and web servers.

Respondents shall provide a segment to the response, providing options for closed captioning and/or a transcript of the live-broadcast and archived meetings.

2. Project-Based Services.

The responsibilities of the Respondent for the duration of the Contract are to:

- a. Provide on-site staff, software, and equipment for temporary internet live-audio broadcast (website) services in room 7-100 for unlimited time limits. Thereafter, provide internet live-audio broadcast (website) services in rooms 1-100, 1-104, and 1-11 of the William B. Travis State Office Building located at 1701 N. Congress Ave, Austin, TX, 78701.
- b. Provide on-site staff, software, and equipment with internet live-audio-video broadcast (webcast) services in rooms 1-100, 1-104, and 1-111 of the William B. Travis State Office Building, located at 1701 N. Congress Ave, Austin, TX, 78701.
- c. Webcast approximately twenty (20) Commission Open Meetings per year, along with other hearings, rules workshops, and RRC internal events that may be added throughout the year. Five hearings (5) and four (4) Executive Director town hall meetings are estimated for Fiscal Year 2026 (September 1, 2026, through August 31, 2027).
- d. Provide multiple cameras in each meeting room. The largest room, room 1-104, requires a minimum of four (4) cameras. Room 1-100 requires at least two (2) cameras. Room 1-111 requires at least three (3) cameras. The camera's location must enable the on-site operator to position speakers within camera range from anywhere in the room. In addition, the system shall allow input for other uses, such as a feed from a PowerPoint projector or a second video feed from a sign-language interpreter.
- e. Provide and host a website, dedicated solely to webcasts of the RRC, to view and access both live and archived video files. This page will also include a copy of the meeting agenda, agenda tools such as the live agenda marker, agenda clips, and notes with important information or updates.
- f. Publish archive of each webcast meeting on the Respondent-hosted website within 24 hours of meeting conclusion.
- g. Maintain online video archives of meetings for two years following the date of the meeting. The archives will include a separate video segment for each agenda item.
- h. Maintain copies of archives, either on or offline, for seven (7) years and furnish a copy to RRC at no additional cost and in any format requested by RRC.
- i. Provide webcasts in high definition over the internet, available for viewing on the latest versions of Chrome, Firefox, Internet Explorer, and Safari on desktops and laptops, and the latest versions of Android Native, Chrome, Safari, and additional interest services as may be identified, on mobile devices such as smartphones and tablets.
- j. Provide all equipment and staff to live broadcast hearings in an adjacent room when attendance at the hearing is expected to exceed room capacity.
- k. Verify and check camera focus and range capabilities, audio levels and feeds, and confirm functionality of other equipment onsite before each meeting.
- l. Provide technical support to RRC staff or its customers accessing meeting content.
- m. Communicate with RRC personnel (via email) of any relevant technical information, including firewall or network adjustments.
- n. Post-meeting agenda during live-broadcasted open meetings using an interactive marker to indicate the

agenda item currently being discussed.

- o. Ensure adequate bandwidth to support reasonable access by the agency's staff and customers.
- p. Provide a system with redundant backup. If the live stream is interrupted, the meeting video will be restored for archival purposes using a designated redundant path.
- q. Provide coverage for a webcast meeting within 14 calendar days of RRC request.
- r. Provide independent data circuits, separate from the RRC network to the video server.
- s. Provide the RRC with an automated method to post a URL for live broadcasts on the RRC website, <https://www.rrc.texas.gov>. The script will automatically populate the RRC webpage with live and archived links, as well as notices, as they become available on the Respondent-hosted website.
- t. Provide a mobile broadcast solution if RRC's primary facility, the William B. Travis building, becomes uninhabitable. Respondent will supply all required equipment and staff to provide webcast coverage. If no internet connection is available at the temporary facility, Respondent will produce and save a video for upload as an archive.

3. Project Risks, Assumptions, and Constraints.

- a. Respondent must detail the pricing for the services as required to perform this Contract. Respondents shall submit pricing as indicated in Appendix B.
- b. Respondent will provide an inventory of all equipment required of this IFB or modified as needed to provide a summary of assumptions and exclusions.
- c. Respondent and subcontract staff will sign Non-Disclosure Agreements and security agreements prior to implementation of the Contract and any Subcontracts between the Respondent and third-party providers fulfilling tasks under the scope of this IFB.
- d. There must be a Prime Respondent ("Respondent") legally and financially responsible for all the required scope to perform this Project. One consolidated cost section must be provided by any Respondent acting as a Respondent on behalf of multi-Respondent responses. The Prime Respondent assumes total responsibility for the performance of the work as specified in this IFB.
- e. Subcontractors providing the scope under the Contract shall meet the same requirements and level of experience as required of Respondent. No subcontract under the Contract shall relieve Respondent of responsibility for ensuring performance of the requested services. Respondents planning to subcontract all or a portion of the work to be performed shall identify the proposed Subcontractors.

4. Respondent Roles and Responsibilities.

- a. Responsible for planning and scheduling activities to accomplish work as needed to complete the work described in this IFB.
- b. Provide personnel who have identifiable work experience and education to perform their assigned work. Detailed experience and qualifications for the Respondent's staff members will be provided to RRC prior to the staff commencing any work.
- c. Comply with all records retention requirements and schedules as required by Texas state law (13 Texas Administrative Code § 6.94). Respondent understands that the video archive files are considered electronic records.
- d. Retain video archive files and maintain any software, hardware, or documentation required to retrieve and view such files. Respondents will re-copy or reformat archive files as required to ensure their availability and usability until the electronic record's retention period expires. Respondents will provide individually accessible files based on meetings, and a date-specific file naming convention. In the event of termination for convenience or non-performance, contract expiration, or the business failure of the Respondent, all data will be transferred to the RRC in a format usable by a succeeding Respondent or system.
- e. Address known cybersecurity risks associated with the technology and any costs associated with addressing identified cybersecurity risks.
- f. Ensure recording and transmission services provide content integrity to all users in a manner that the website and its content contain what the end user intends to access, as specified in this IFB.
- g. Assume responsibility for the cost, maintenance, and security of all equipment and software required to perform the scope of services as specified in this IFB. The equipment includes but is not limited to: pan-tilt zoom cameras, data circuits, editing boards, and software. Any equipment, software, or services that the Respondent is unable to provide shall be described in the response.
- h. Conform to requirements of 1 Texas Administrative Code §209 as well as Department of Information Resources SRPUB05 Video Conferencing Guidelines where applicable.
- i. Meet or exceed the standards of the International Telecommunications Union for video conferencing, as applicable, with the equipment and software utilized for encoding the video stream.

- j. Utilize H.264 streaming protocol for the video stream:
 - 1. Mixed video and audio signals are sent to an encoding computer, and the video is compressed and sent to the Respondent's video servers that deliver the H.264 content to the end user via live or on-demand streaming.
 - 2. The stream delivered will not require a specific player (i.e., the video plays embedded in an HTML window) and will scale to the maximum bandwidth available on the end user side.
- k. Communicate with the agency point of contact for any scheduling clarifications or requests outside of the calendar postings or email notifications. The Respondent understands that the schedule can change and will check the calendar frequently to ensure complete coverage.
- l. Maintain a continuity of disaster recovery plan providing for restoration of service. This plan will include maintenance of mobile equipment; transport over a self-healing network; routers that can be rebooted remotely or by onsite staff; backup power generators for power outages at the Respondent's network operations center (NOC); and co-location of network equipment. Respondent will provide a copy of its disaster recovery plan to RRC upon request.
- m. Perform test of the disaster recovery plan on an annual basis and provide RRC with the results and any remediation plans.
- n. Comply with the Texas Department of Information Resources (DIR)'s Electronic and Information Resources (EIR) Accessibility Policy in its compliance with accessibility rules as mandated by Texas Administrative Code Title 1, Section 206 and Section 213, and Texas Government Code 2054, Subchapter M.
 - 1. Respondent shall provide, when applicable, the Texas Department of Information Resources ("DIR") with the universal resource locator ("URL") to its Voluntary Product Accessibility Template (VPAT) for reviewing compliance with the State of Texas Accessibility requirements (based on the federal standards established under Section 508 of the Rehabilitation Act), or indicate that the product/service accessibility information is available from the General Services Administration "Buy Accessible Wizard" (<http://www.buyaccessible.gov>). Respondents not listed in the "Buy Accessible Wizard" or who supply a URL to their VPAT must provide DIR with a report that addresses the same accessibility criteria in substantially the same format. Additional information regarding the "Buy Accessible Wizard" or obtaining a copy of the VPAT is located at [Home | Section508.gov](#).
- o. Certifies and ensures that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security's E-Verify system, in accordance with the U.S. Department of Homeland Security's rules, to determine the eligibility of:
 - 1. all persons employed to perform duties within the State of Texas, during the term of the Contract; and
 - 2. all persons, including Subcontractors, assigned by the Respondent to perform work pursuant to the Contract, within the United States of America.
- p. Perform all services required under the scope of the contract at an acceptable service level and in a manner consistent with the acceptable Project Management Institute (PMI) standards. RRC will have the right to inspect and test.
- q. Provide 100% service availability during open meetings and public hearings. Respondent's circuit network shall have a Multiprotocol Label Switching (MPLS) backbone, or equivalent, providing low-latency routing. MPLS is a scalable, protocol-independent transport. MPLS circuits on the carrier network are fully routed connections. If part of the internet network goes down, traffic will be automatically rerouted without the respondent having to actively reconfigure physical equipment. If the circuit at the RRC facility goes down, Respondent can send the stream to its server via the Internet. Respondent shall have added redundancy at its server connections. Respondent must provide its own Network Operating Center (NOC), have co-located equipment at other NOC's. Respondent shall have established automatic failovers to those co-locations if its network is compromised. If unforeseen technical issues arise that compromise the live video stream and cannot be resolved through redundancy, automatic rerouting, or alternate connection methods, backup recordings will ensure full coverage of the meeting for the archive.

- 5. **Contract Term** The initial term of the Contract will be from the last party's signature to August 31, 2027. The Contract may be renewed for three (3) additional one-year renewal terms. This Contract is contingent upon continued funding availability. If funds become unavailable through lack of appropriations, legislative budget cuts, amendment of the Appropriations Act, state agency consolidations, or any other disruption of current appropriations, provisions of the Termination Article in the Services Contract shall apply.

6. Questions

The sole point of contact for inquiries concerning this solicitation is:

Sonya Patterson
Operations Division
Tel: (512) 463-6813
sonya.patterson@rrc.texas.gov

Direct all communications relating to this IFB to the RRC contact person named above. All other communication between a respondent and RRC agency staff concerning this solicitation is prohibited. In no instance is a respondent to discuss cost information contained in a response with the RRC point of contact or any other staff prior to response evaluation. **Failure to comply with these requirements shall result in bid disqualification.**

**APPENDIX B
PRICING WORKSHEET**

The Pricing Worksheet provides the framework for detailed cost information for Live Audio-Visual Streaming Services and shall include all activities proposed in the Respondent's technical approach.

<u>Task</u>		<u>Price</u>
1	Commissioners' Conference Open Meetings	
2	Hearings, including up to 8 hours of coverage	
3	Rules Workshops	
4	Executive Director Town Halls	
5	RRC Internal Meetings requiring webcasting & archiving	
6	Hourly rate for webcasting & archiving meetings	
7	Hourly rate for webcasting and archiving meetings (live broadcasting not included)	
8	Displaying the webcast in the room adjacent to the live-webcast meeting room	
9	Hourly rate for transcription/Closed-Captioning	



**RAILROAD COMMISSION OF TEXAS
STANDARD TERMS AND CONDITIONS
APPLICABLE TO PURCHASES OF
GOODS AND SERVICES**

As used herein, **RRC** shall mean the Railroad Commission of Texas, and **Vendor** shall mean the Vendor identified on the RRC Purchase Order for goods and/or services to which these RRC Standard Terms and Conditions is attached or incorporated within by reference.

The following terms and conditions shall be fully incorporated into and constitute part of any offer by Vendor to RRC and any agreement between RRC and Vendor. Vendor shall comply, and Vendor shall require all Vendor's subcontractors and sub-vendors (if any) to comply with these terms and conditions.

1. CONTRACT SCOPE:

Vendor shall provide the goods and/or services in accordance with the specifications and terms and conditions of the solicitation/agreement/purchase order/contract documents.

2. NO QUANTITY GUARANTEES:

RRC makes no express or implied guarantees or warranties that any specific quantity or dollar amount of products and related services will be procured except as agreed to within the fully executed Contract.

3. DEFINITIONS:

As used throughout the Contract, the following terms have the meaning set forth below:

- A. Compliance Check-** an audit of Vendor's compliance with the Contract may be performed by a third-party auditor, RRC's internal audit department, RRC's contract management and/or purchasing staff, or RRC's authorized designees.
- B. Contract** - the entire agreement between RRC and Vendor, including all the Contract Documents, into which these Terms and Conditions are incorporated as if fully set forth therein.
- C. Contract Documents** – includes the fully executed agreement between RRC and Vendor and fully executed amendments thereto (if any), these "Terms and Conditions of the Contract", specifications, solicitation documents, purchase orders, and any exhibits, appendices, and attachments thereto and incorporated therein through written reference.
- D. Day** - business days, Monday through Friday, except for State and Federal holidays, unless otherwise specified as calendar days. If the Contract calls for performance on a day that is not a business day, then performance is intended to occur on the next business day.
- E. Party** – individually either RRC or Vendor; collectively, "Parties".
- F. Purchase Order** - RRC's fiscal form or format used when making a purchase (e.g., formal written Purchase Order, Procurement Card, Electronic Purchase Order, or another authorized instrument.) An RRC Purchase Order may be considered a Contract or one document of a collective set of Contract Documents that comprise a Contract.
- G. State-** the State of Texas.
- H. Term-** means the period during which the Contract remains in force and effect. Extension of the Term shall occur only through written amendment to the Contract, fully executed prior to date of the Contract's then current Term.

4. GENERAL PROVISIONS:

A. Entire Agreement:

The Contract Documents constitute the entire agreement between RRC and Vendor. No statement, promise, condition, understanding, inducement, or representation, oral or written, expressed or implied, which is not contained in the Contract Documents shall be binding or valid.

B. Modification of Contract Terms and/or Amendments:

The terms and conditions of the Contract shall govern all transactions between RRC and Vendor under the Contract. The Contract may be amended only upon written agreement between RRC and Vendor; however, the Contract may not be amended in a manner that conflicts with the laws of the United States or of the State of Texas.

C. Invalid Term or Condition:

1. To the extent any term or condition in the Contract conflicts with any applicable State and/or United States law or regulation, such Contract term or condition is void and unenforceable. By executing a contract which contains the conflicting term or condition, RRC makes no representations or warranties regarding the enforceability of such term or condition and RRC does not waive the applicable State and/or United States law or regulation which conflicts with the Contract term or condition.
2. If one or more terms or conditions in the Contract, or the application of any term or condition to a Party or circumstance, is held invalid, unenforceable, or illegal in any respect by a final judgment or order of a court of competent jurisdiction, the remainder of the Contract and the application of the term or condition to a Party or circumstance shall remain valid and in full force and effect.

D. Assignment:

Vendor may not assign the Contract or assign, transfer or delegate, in whole or in part, any of its interest in, or rights or obligations under, the Contract without the prior written consent of RRC, and any attempted or purported assignment, transfer or delegation thereof without such consent shall be null and void.

E. Survival:

All applicable guarantees and warranties for products and services delivered under the Contract shall survive the expiration or termination of the Contract. Rights and obligations under this Contract which by their nature should survive, including but not limited to any payment obligations invoiced prior to the termination or expiration hereof, obligations of confidentiality, and indemnification will remain in effect after termination or expiration hereof.

F. Governing Law and Venue:

The laws of the State shall govern the construction and interpretation of the Contract. Exclusive venue for all actions will be in a court of competent jurisdiction, Travis County, Texas. The Parties expressly agree that no provision of the Contract, Exhibits, Appendices, Amendments, or any Purchase Order is in any way intended to constitute a waiver by the State of Texas or by the RRC of any immunities from suit or from liability that the State of Texas or the RRC may have by operation of law. The failure to enforce, or any delay in the enforcement of, any privileges, rights, defenses, remedies, or immunities available to the State of Texas and the RRC under this Contract or under applicable law does not constitute a waiver of such privileges, rights, defenses, remedies, or immunities or be considered as a basis for estoppel.

G. Limitation of Authority:

Vendor shall have no authority to act for or on behalf of the State of Texas except as expressly provided for in this Contract; no other authority, power, or use is granted or implied. Vendor may not incur any debts, obligations, expenses, or liabilities of any kind on behalf of the State or RRC.

H. Proof of Financial Stability:

RRC may require Vendor to provide proof of financial stability prior to or at any time during the Contract term.

I. Vendor Identification:

Vendor shall provide Vendor's Texas Identification Number (TIN) issued by the Texas Comptroller of Public Accounts prior to Vendor issuing its first invoice to RRC.

5. PRODUCT TERMS AND CONDITIONS:

A. Electronic and Information Resources Accessibility Standards, As Required by 1 TAC Chapters 206 and 213 (Applicable to State Agency and Institution of Higher Education Purchases Only):

1. Effective September 1, 2006 state agencies and institutions of higher education shall procure products which comply with the State Accessibility requirements for Electronic and Information Resources specified in 1 TAC Chapters 206 and 213 when such products are available in the commercial marketplace or when such products are developed in response to a procurement solicitation.
2. Upon request, but not later than thirty (30) calendar days after request, Vendor shall provide RRC with a completed Voluntary Product Accessibility Template (VPAT) of the specified product or a URL to the VPAT for reviewing compliance with the State Accessibility requirements (based on the federal standards established under Section 508 of the Rehabilitation Act).

B. Warranties:

Notwithstanding any disclaimers in Vendor's terms and conditions and notwithstanding any other provision of the Contract to the contrary, Vendor warrants and guarantees that all services will meet all specifications of the Contract.

6. CONTRACT FULFILLMENT:

A. Use of Access Data Prohibited:

If Vendor stores, collects, or maintains data electronically as a condition of accessing Contract information, such data shall only be used internally by Vendor to implement the Contract and shall not be disseminated to third parties or used for marketing or other purposes unauthorized by RRC.

B. Orientation Meeting:

At discretion of RRC, an orientation meeting to discuss the content and procedures of the Contract may be required. In the event of such requirement, Vendor agrees to attendance of such meeting. Orientation meeting may be scheduled at a mutually agreed time and location; RRC reserves the right to schedule such meeting to be held via telephone or teleconference.

7. PRICING, PURCHASE ORDERS, INVOICES, AND PAYMENTS:

A. All-inclusive Price:

Unless otherwise noted within the Contract Documents, the purchase price to be paid by RRC to Vendor under this Contract shall include all expenses related to Vendor's delivery of all goods and/or services required under the Contract.

B. Tax-Exempt:

As per Section 151.309, Texas Tax Code, purchased by RRC under this Contract are exempt from the assessment of State sales, use and excise taxes. Further, purchases by RRC under this Contract are exempt from Federal Excise Taxes, 26 United States Code Sections 4253(i) and (j).

C. Purchase Orders:

As applicable, all RRC Purchase Orders will be placed directly with the Vendor. Accurate Purchase Orders not conflicting with the Contract Documents shall be effective and binding upon Vendor when accepted by Vendor.

D. Invoices:

1. Invoices shall be submitted by the Vendor directly to RRC and shall be issued in compliance with Chapter 2251, Texas Government Code. All payments for products and/or services purchased under the Contract and any provision of acceptance of such products and/or services shall be made by the RRC to Vendor.
2. Invoices must be timely and accurate. Each invoice must match RRC's Purchase Order and include any written changes that may apply, as it relates to products, prices, and quantities, as applicable. Invoices must include the RRC's Purchase Order number or other pertinent information for verification of receipt of the product or services by the RRC.

E. Payments:

RRC shall comply with Chapter 2251, Texas Government Code, in making payments to Vendor. The statute states that payments for goods and services are due thirty (30) calendar days after the goods are provided, the services completed, or a correct invoice is received, whichever is later. Payment under the Contract shall not foreclose the right to recover wrongful payments.

8. CONTRACT ADMINISTRATION:

A. Contract Managers:

RRC and Vendor will each provide a dedicated staff member to support the Contract.

1. State Contract Specialist:

RRC shall provide a Contract Specialist or Purchasing Manager whose duties shall include, but not be limited to, i) advising RRC and Vendor of Vendor's compliance with the terms and conditions of the Contract, ii) periodic verification of product pricing, and iii) verification of monthly reports submitted by Vendor, if required.

Upon execution of the Contract, RRC shall provide Vendor with written notification of the RRC Contract Specialist's name and contact information.

2. Vendor Contract Manager:

Vendor shall provide a dedicated Contract Manager or designated point of contact whose duties shall include but not be limited to: i) supporting the management of the Contract, ii) facilitating dispute resolution between Vendor and RRC, and iii) advising RRC of Vendor's performance under the terms and conditions of the Contract. RRC reserves the right to require a change in Vendor's then-current Contract Manager if the assigned Contract Manager is not, in the reasonable opinion of RRC, adequately serving the needs of the State.

Upon execution of the Contract, Vendor shall provide RRC with written notification of the following: i) Vendor Contract Administrator name and contact information, ii) Vendor sales representative name and contact information, and iii) name and contact information of Vendor personnel responsible for submitting reports (if required under the Contract) and receiving RRC's payment.

B. Records and Audit:

1. The State auditor may conduct an audit or investigation of any entity receiving funds from the State directly under the Contract or indirectly through a subcontract under the Contract. The acceptance of funds directly under the Contract or indirectly through a subcontract under the Contract acts as acceptance of the authority of the State auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, an entity that is the subject of an audit or investigation by the State auditor must provide the State auditor with access to any information the State auditor considers relevant to the investigation or audit. Vendor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Vendor and the requirement to cooperate is included in any subcontract it awards pertaining to the Contract.
2. Vendor shall maintain adequate records to establish compliance with the Contract until the later of a period of seven (7) years after termination of the Contract or until full, final and unappealable resolution of all Compliance Check or litigation issues that arise under the Contract. Such records shall include per transaction: Vendor's name, RRC name, invoice date, invoice number, description, part number, manufacturer, quantity, MSRP or list price, unit price, extended price, RRC Purchase Order number, contact name, RRC's complete billing address, HSP reports, and such other documentation as RRC may request.
3. Upon reasonable request of RRC, Vendor shall grant access to all paper and electronic records, books, documents, accounting procedures, practices and any other items relevant to the performance of the Contract to the RRC Internal Audit department or RRC Contract Management staff, including the compliance checks designated by the RRC Internal Audit department, RRC Contract Management staff, the State Auditor's Office, and of the United States, and such other persons or entities designated by RRC for the purposes of inspecting, Compliance Checking and/or copying such books and records. Vendor shall provide copies and printouts requested by RRC without charge. RRC shall provide Vendor ten (10) business days' notice prior to inspecting, Compliance Checking, and/or copying Vendor's records. Vendor's records, whether paper or electronic, shall be made available during regular office hours. Vendor personnel familiar with the Vendor's books and records shall be available to the RRC Internal Audit department, RRC Contract Management staff, and/or designees as needed. Vendor shall provide adequate office space to RRC staff during the performance of Compliance Checks. If Vendor is found to be responsible for inaccurate reports, RRC may invoice for the reasonable costs of the audit, which Vendor must pay within thirty (30) calendar days of receipt.

9. VENDOR RESPONSIBILITIES:

A. Indemnification:

1. General:

VENDOR SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS THE STATE OF TEXAS AND RRC, AND/OR THEIR OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES ARISING OUT OF, OR RESULTING FROM ANY ACTS OR OMISSIONS OF THE VENDOR OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, ORDER FULFILLERS, OR SUPPLIERS OF SUBCONTRACTORS IN THE EXECUTION OR PERFORMANCE OF THE CONTRACT AND ANY PURCHASE ORDERS ISSUED UNDER THE CONTRACT. THE DEFENSE SHALL BE COORDINATED BY VENDOR WITH THE OFFICE OF THE TEXAS

ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT, AND VENDOR MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE TEXAS ATTORNEY GENERAL. VENDOR AND THE RRC AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

THIS GENERAL INDEMNIFICATION SECTION IS NOT INTENDED TO AND SHALL NOT BE CONSTRUED TO REQUIRE VENDOR TO INDEMNIFY OR HOLD HARMLESS THE STATE OF TEXAS OR RRC FOR ANY CLAIMS OR LIABILITIES RESULTING FROM THE NEGLIGENT ACTS OR OMISSIONS OF THE RRC OR ITS EMPLOYEES.

For avoidance of doubt, RRC shall not indemnify Vendor or any other entity under this Contract.

2) Infringement: Patent, Trademark, Copyright, and Other Intellectual Property:

C. Claims.

VENDOR SHALL INDEMNIFY, SAVE, AND HOLD HARMLESS THE STATE OF TEXAS AND RRC FROM AND AGAINST ANY AND ALL CLAIMS, VIOLATIONS, MISAPPROPRIATIONS OR INFRINGEMENT OF ANY PATENT, TRADEMARK, COPYRIGHT, TRADE SECRET OR OTHER INTELLECTUAL PROPERTY RIGHTS AND/OR OTHER INTANGIBLE PROPERTY, PUBLICITY OR PRIVACY RIGHTS, AND/OR IN CONNECTION WITH OR ARISING FROM: (1) THE PERFORMANCE OR ACTIONS OF VENDOR PURSUANT TO THIS CONTRACT; (2) ANY DELIVERABLE, WORK PRODUCT, CONFIGURED SERVICE OR OTHER SERVICE PROVIDED HEREUNDER BY VENDOR; AND/OR (3) THE STATE'S OR RRC'S USE OF OR ACQUISITION OF ANY REQUESTED SERVICES OR OTHER ITEMS PROVIDED TO THE RRC BY VENDOR OR OTHERWISE TO WHICH THE STATE OF TEXAS AND/OR RRC HAS ACCESS AS A RESULT OF VENDOR'S PERFORMANCE UNDER THIS CONTRACT. VENDOR AND THE STATE OF TEXAS AND/OR RRC AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM. VENDOR SHALL BE LIABLE TO PAY ALL COSTS OF DEFENSE, INCLUDING ATTORNEYS' FEES. THE DEFENSE SHALL BE COORDINATED BY VENDOR WITH THE OFFICE OF THE TEXAS ATTORNEY GENERAL (OAG) WHEN THE STATE OF TEXAS AND/OR THE RRC ARE/IS NAMED AS A DEFENDANT IN ANY LAWSUIT, AND VENDOR MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE WRITTEN CONCURRENCE FROM THE OAG. IN ADDITION, VENDOR SHALL REIMBURSE THE STATE OF TEXAS AND THE RRC FOR ANY CLAIMS, DAMAGES, LOSSES, COSTS, EXPENSES, JUDGMENTS, OR ANY OTHER AMOUNTS INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES AND COURT COSTS, ARISING FROM ANY SUCH CLAIM. IF RRC DETERMINES THAT A CONFLICT EXISTS BETWEEN ITS INTERESTS AND THOSE OF VENDOR OR IF RRC IS REQUIRED BY APPLICABLE LAW TO SELECT SEPARATE COUNSEL, RRC WILL BE PERMITTED TO SELECT SEPARATE COUNSEL AND VENDOR WILL PAY ALL REASONABLE COSTS OF RRC'S COUNSEL. VENDOR REPRESENTS THAT IT HAS DETERMINED WHAT LICENSES, PATENTS, AND PERMITS, IF ANY, ARE REQUIRED UNDER THIS CONTRACT AND HAS ACQUIRED ALL SUCH LICENSES, PATENTS, AND PERMITS.

D. Notice.

If Vendor becomes aware of an actual or potential claim, or RRC provides Vendor with notice of an actual or potential claim, Vendor may (or in the case of an injunction against RRC, shall), at Vendor's sole option and expense; (i) procure for RRC the right to continue to use the affected portion of Vendor's goods and/or services, or (ii) modify or replace the affected portion of Vendor's goods and/or services with functionally equivalent or superior product or service so that RRC's use is non-infringing.

E. Limitations.

Vendor shall have no liability under this section if the alleged infringement is caused in whole or in part by: (i) use of Vendor's goods and/or services for a purpose or in a manner for which Vendor's goods and/or services were not designed, (ii) any modification made to Vendor's goods and/or services without Vendor's written approval, (iii) any modifications made to Vendor's goods and/or services by Vendor pursuant to RRC's specific instructions, (iv) any intellectual property right owned by or licensed to RRC, or (v) any use of Vendor's goods and/or services by RRC that is not in conformity with the terms of any applicable license agreement.

B. Independent Contractor:

VENDOR AGREES AND ACKNOWLEDGES THAT DURING THE EXISTENCE OF THIS CONTRACT, IT IS FURNISHING PRODUCTS AND SERVICES IN THE CAPACITY OF AN INDEPENDENT CONTRACTOR AND THAT VENDOR IS NOT AN EMPLOYEE OF THE STATE OF TEXAS OR THE RRC. Vendor's employees are not and shall not be construed as employees or agents of the State of Texas or RRC. Subject only to the terms of this Contract, Vendor shall have the sole right to supervise, manage, operate, control, and direct performance of its duties under this Contract. Nothing contained in the Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for RRC whatsoever with respect to the indebtedness, liabilities, and obligations of Vendor or any other party.

C. Taxes/Worker's Compensation/Unemployment Insurance:

1. VENDOR AGREES AND ACKNOWLEDGES THAT DURING THE EXISTENCE OF THIS CONTRACT, VENDOR SHALL BE ENTIRELY RESPONSIBLE FOR THE LIABILITY AND PAYMENT OF VENDOR'S AND VENDOR'S EMPLOYEES' TAXES OF WHATEVER KIND, ARISING OUT OF THE PERFORMANCES IN THIS CONTRACT. VENDOR AGREES TO COMPLY WITH ALL STATE AND FEDERAL LAWS APPLICABLE TO ANY SUCH PERSONS, INCLUDING LAWS REGARDING WAGES, TAXES, INSURANCE, AND WORKERS' COMPENSATION. THE RRC AND/OR THE STATE SHALL NOT BE LIABLE TO THE VENDOR, ITS EMPLOYEES, AGENTS, OR OTHERS FOR THE PAYMENT OF TAXES OR THE PROVISION OF UNEMPLOYMENT INSURANCE AND/OR WORKERS' COMPENSATION OR ANY BENEFIT AVAILABLE TO A STATE EMPLOYEE OR EMPLOYEE OF ANOTHER GOVERNMENTAL ENTITY RRC.
2. VENDOR AGREES TO INDEMNIFY AND HOLD HARMLESS RRC, THE STATE OF TEXAS AND/OR THEIR EMPLOYEES, AGENTS, REPRESENTATIVES, CONTRACTORS, AND/OR ASSIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEYS' FEES, AND EXPENSES, RELATING TO TAX LIABILITY, UNEMPLOYMENT INSURANCE AND/OR WORKERS' COMPENSATION IN ITS

PERFORMANCE UNDER THIS CONTRACT. VENDOR SHALL BE LIABLE TO PAY ALL COSTS OF DEFENSE INCLUDING ATTORNEYS' FEES. THE DEFENSE SHALL BE COORDINATED BY VENDOR WITH THE OFFICE OF THE ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND VENDOR MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE ATTORNEY GENERAL. VENDOR AND THE RRC AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

D. Legal Obligations:

Vendor shall procure and maintain for the duration of the Contract any state, county, city, or federal license, authorization, insurance, waiver, permit, qualification, or certification required by statute, ordinance, law, or regulation to be held by Vendor to provide the goods or services required by the Contract. Vendor will be responsible to pay all taxes, assessments, fees, premiums, permits, and licenses required by law. Vendor shall be responsible for payment of any such government obligations not paid by its subcontractors during performance of Contract.

E. Federal, State, and Local Requirements:

Vendor shall demonstrate compliance with the Federal Tax Reform Act of 1986, Section 1706, amending Section 530 of the Revenue Act of 1978, dealing with issuance of Form W-2s to common law employees. Vendor is solely responsible for both federal and State unemployment insurance coverage and standard Worker's Compensation Insurance coverage. Vendor shall comply with all federal and State tax laws and withholding requirements. The State of Texas shall not be liable to Vendor or its employees for any unemployment or workers' compensation coverage, or federal or State withholding requirements. Vendor shall indemnify the State of Texas and RRC and shall pay all costs, penalties, or losses resulting from Vendor's omission or breach of this section.

F. Ability to Conduct Business in Texas:

Vendor shall be authorized and validly existing under the laws of its state of organization and shall be authorized to do business in the State of Texas.

G. Equal Opportunity Compliance:

Vendor agrees to abide by all applicable laws, regulations, and executive orders pertaining to equal employment opportunity, including federal laws and the laws of the State in which its primary place of business is located. In accordance with such laws, regulations, and executive orders, the Vendor agrees that no person in the United States shall, on the grounds of race, color, religion, national origin, sex, age, veteran status or handicap, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed by Vendor under the Contract. If Vendor is found to be not in compliance with these requirements during the term of the Contract, Vendor agrees to take appropriate steps to correct these deficiencies. Upon request, Vendor will furnish information regarding its nondiscriminatory hiring and promotion policies, as well as specific information on the composition of its principals and staff, including the identification of minorities and women in management or other positions with discretionary or decision-making authority.

H. Use of Subcontractors:

If Vendor uses any subcontractors in the performance of this Contract, Vendor must make a good faith effort in the submission of its Subcontracting Plan in accordance with the State's Policy on Utilization of Historically Underutilized Businesses. A revised Subcontracting Plan shall be required before Vendor can engage additional subcontractors in the performance of this Contract. Vendor shall remain solely responsible for the performance of its obligations under the Contract.

I. Responsibility for Actions:

1. Vendor is solely responsible for its actions and those of its agents, employees, or subcontractors, and agrees that neither Vendor nor any of the foregoing has any authority to act or speak on behalf of RRC or the State.
2. Vendor, for itself and on behalf of its subcontractors, shall report to RRC promptly any changes to the disclosures, certifications, representations, and warranties within the Contract Documents, including but not limited to those within section 10 of this Exhibit A-Terms and Conditions of the Contract. Vendor covenants to fully cooperate with RRC to update and amend the Contract to accurately disclose employment of current or former State employees and their relatives and/or the status of conflicts of interest.
3. Vendor agrees to fully cooperate with RRC in the execution of any Contract amendments necessary to effectuate compliance with laws of the State of Texas when such laws require RRC to include additional language in the Contract. During the term of the Contract and any extensions thereof, RRC reserves the right to request amendments or modifications to the Contract when RRC determines such action to be in the best interests of the State of Texas and/or RRC and for compliance with all applicable state and federal laws, regulations, requirements, and guidelines.

J. Confidentiality:

1. Vendor acknowledges that RRC is a government agency subject to the Texas Public Information Act. Vendor also acknowledges that RRC is a government agency that will comply with the Public Information Act and with all opinions of the Texas Attorney General's office concerning this Act.
2. Information, documentation, and other material in connection with the Contract may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (the "Public Information Act"). In accordance with Texas Government Code §2252.907, Vendor is required to make any information created or exchanged with the State pursuant to this Contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the State. Specific formats acceptable to RRC include MS Word®, MS Excel®, and *.pdf.
3. Under the terms of the Contract, RRC may provide Vendor with information related to RRC. Vendor shall not re-sell or otherwise distribute or release RRC information to any party in any manner.

K. Security of Premises, Equipment, Data and Personnel:

Vendor may, from time to time during the performance of the Contract, have access to the personnel, premises, equipment, and other property, including data, files and/or materials (collectively referred to as "Data") belonging to the RRC. Vendor shall use their best efforts to preserve the safety, security, and the integrity of the personnel, premises, equipment, Data and other property of the RRC, in accordance with the instruction of the RRC. Vendor shall be responsible for damage to RRC's equipment, workplace, and its contents when such damage is caused by its employees or subcontractors. If a Vendor fails to comply with RRC's security requirements, then RRC may immediately terminate its Purchase Order and related Service Agreement.

L. Background and/or Criminal History Investigation:

By signature to the Contract, Vendor agrees and consents that prior to commencement of any services, background and/or criminal history investigation of the Vendor's employees and subcontractors who will be providing services to the RRC under the Contract may be performed by RRC. Should any employee or subcontractor of the Vendor who will be providing services to the RRC under the Contract not be acceptable to the RRC because of results from the background and/or criminal history check, then RRC may immediately terminate the Contract or request replacement of the employee or subcontractor in question.

M. Limitation of Liability:

For any claim or cause of action arising under or related to the Contract: i) to the extent permitted by the Constitution and the laws of the State, none of the parties shall be liable to the other for punitive, special, or consequential damages, even if it is advised of the possibility of such damages; and ii) Vendor's liability for damages of any kind to the RRC shall be limited to the total amount paid to Vendor under the Contract during the twelve months immediately preceding the accrual of the claim or cause of action. However, this limitation of Vendor's liability shall not apply to claims of bodily injury; violation of intellectual property rights including but not limited to patent, trademark, or copyright infringement; indemnification requirements under this Contract; and violation of State or Federal law including but not limited to disclosures of confidential information and any penalty of any kind lawfully assessed as a result of such violation.

N. Overcharges:

Vendor hereby assigns to RRC all its claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 U.S.C.A. Section 1, et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. and Comm. Code Section 15.01, et seq.

O. Antitrust Affirmation:

Respondent represents and warrants that, in accordance with Section 2155.005 of the Texas Government Code, neither Respondent nor the firm, corporation, partnership, or institution represented by Respondent, or anyone acting for such a firm, corporation or institution has (1) violated any provision of the Texas Free Enterprise and Antitrust Act of 1983, Chapter 15 of the Texas Business and Commerce Code, or the federal antitrust laws, or (2) communicated directly or indirectly the contents of this Response to any competitor or any other person engaged in the same line of business as Respondent.

P. Required Insurance Coverage:

As a condition of this Contract with RRC, Vendor shall provide the listed insurance coverage within five (5) business days of execution of the Contract if the Vendor is awarded services which require that Vendor's employees perform work at any RRC premises and/or use employer vehicles to conduct work on behalf of RRC. Vendor may not begin performance under the Contract until such proof of insurance coverage is provided to, and approved by, RRC.

1. All required insurance must be issued by companies that have both a financial strength rating of A or better and a financial size category class of VII or better by A.M. Best, licensed in the State of Texas, and authorized to provide the corresponding coverage.
2. Policies shall be provided on a form approved by the Texas Department of Insurance and be satisfactory to the RRC.
3. Required policies and coverages must be written on a primary and non-contributory basis with any other insurance coverage Vendor currently has in place, include a Waiver of Subrogation endorsement, and provide 30-day Notice of Cancellation, non-renewal, or reduction in coverage.

4. All certificates of insurance except Worker's Compensation shall name the State of Texas and the Railroad Commission of Texas as Additional Insureds.
5. Failure to obtain, maintain, and/or renew the required insurance shall constitute a material breach of and default under this Contract. If Vendor fails to remedy such breach within five (5) business days after notice by the RRC, Vendor will be liable for all costs, liabilities, damages and penalties resulting to the State of Texas and the RRC from such breach, unless a written waiver of the specific insurance requirement(s) is provided to the Vendor by the RRC. In the event of any failure by Vendor to comply with the provisions of this Contract, the RRC may, without compromising or waiving any right or remedy at law or in equity, on notice to the Vendor, purchase such insurance, at the Vendor's expense, provided that the RRC shall have no obligation to do so and if the RRC shall do so, Vendor shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.
6. Required coverage must remain in effect through the full term of the Contract. The minimum acceptable insurance provisions are as follows:

Table 1: Minimum Acceptable Insurance Provisions

<u>Type of Insurance</u>	<u>Each Occurrence/Aggregate</u>
Worker's Compensation	Statutory limits Pursuant to Texas Labor Code §§406.096(a) and 406.096(b)
Employer's Liability Bodily Injury by Accident Bodily Injury by Disease Bodily Injury by Disease	\$1,000,000 Each Accident \$1,000,000 Each Employee \$1,000,000 Policy Limit
Commercial General Liability (occurrence based) Includes liability arising out of all locations and operations of Vendor, including but not limited to liability assumed under this Contract (including the tort liability of another assumed in a business contract). Defense shall be provided as an additional benefit and not included within the limits of liability.	Bodily Injury and Property Damage \$1,000,000 Each Occurrence Limit \$2,000,000 Aggregate Limit \$5,000 Medical Expense each person \$2,000,000 Products/Completed Operations Aggregate Limit \$1,000,000 Personal Injury and Advertising Liability
Automobile Liability. <u>Any Auto</u> coverage required	\$1,000,000 Combined Single Limit (for each accident)
Other. (Example: Umbrella, Prof. Liability)	\$\$\$\$,\$\$\$,\$\$\$ Each/Limit type (as applicable)

Q. Use of State Property:

Vendor is prohibited from using the RRC's equipment, the RRC's location, or any other resources of the RRC or the State for any purpose other than performing services under this Agreement. For this purpose, equipment includes, but is not limited to, copy machines, computers and telephones using State long distance services. Any charges incurred by Vendor using the RRC's equipment for any purpose other than performing services under this Agreement must be fully reimbursed by Vendor to the RRC immediately upon demand by the RRC. Such use shall constitute breach of contract and may result in termination of the contract and other remedies available to RRC and RRC under the contract and applicable law.

R. Immigration:

The Vendor shall comply with all requirements related to federal immigration laws and regulations, to include but not be limited to, the Immigration and Reform Act of 1986, the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 ("IIRIRA") and the Immigration Act of 1990 (8 U.S.C.1101, et seq.) regarding employment verification and retention of verification forms for any individual(s) who will perform any labor or services under this Contract.

Vendor shall require its subcontractors to comply with the requirements of this section, and Vendor is responsible for the compliance of its subcontractors. Nothing herein is intended to exclude compliance by Vendor and its subcontractors with all other relevant federal immigration statutes and regulations promulgated pursuant thereto.

S. U.S. Department of Homeland Security's E-Verify System:

By entering into this Contract, the Vendor certifies and ensures that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security's E-Verify system (<https://www.uscis.gov/e-verify>) to determine the eligibility of:

1. All persons employed to perform duties within Texas, during the term of the Contract; and
2. All persons (including subcontractors) assigned by Vendor to perform work pursuant to the Contract, within the United States of America.

Vendor shall provide, upon request of RRC, an electronic or hardcopy screenshot of the confirmation or tentative non-confirmation screen containing the E-Verify case verification number for attachment to the Form I-9 for the three most recent hires that match the criteria above, by the Vendor, and Vendor's subcontractors, as proof that this provision is being followed.

IF THIS CERTIFICATION IS FALSELY MADE, THE CONTRACT MAY BE IMMEDIATELY TERMINATED, AT THE DISCRETION OF RRC AND AT NO FAULT TO RRC, WITH NO PRIOR NOTIFICATION. IN THE EVENT OF SUCH TERMINATION, VENDOR SHALL BE RESPONSIBLE FOR DIRECT, CONSEQUENTIAL, AND INDIRECT COSTS OF ANY SOLICITATION RRC MUST UNDERTAKE TO REPLACE THE TERMINATED CONTRACT.

T. Public Disclosure:

No public disclosures or news releases pertaining to this Contract shall be made without prior written approval of RRC.

U. Product and/or Services Substitutions:

Substitutions are not permitted without the written permission of RRC.

V. Warranties:

Notwithstanding any disclaimers in Vendor's Proposal and notwithstanding any other provision of the Contract to the contrary, Vendor warrants and guarantees that all services will meet all specifications of the Contract.

W. Secure Erasure of Hard Disk Products and/or Services:

Vendor agrees that all products and/or services equipped with hard disk drives (i.e. computers, telephones, printers, fax machines, scanners, multifunction devices, etc.) shall have the capability to securely erase data written to the hard drive prior to final disposition of such products and/or services in accordance with 1 TAC 202.

X. Deceptive Trade Practices; Unfair Business Practices:

Vendor represents and warrants that neither Vendor nor any of its subcontractors has been (i) found liable in any administrative hearing, litigation or other proceeding of Deceptive Trade Practices violations as defined under Chapter 17, Texas Business & Commerce Code, or (ii) has outstanding allegations of any Deceptive Trade Practice pending in any administrative hearing, litigation or other proceeding.

Vendor certifies that it has no officers who have served as officers of other entities who (i) have been found liable in any administrative hearing, litigation or other proceeding of Deceptive Trade Practices violations or (ii) have outstanding allegations of any Deceptive Trade Practice pending in any administrative hearing, litigation or other proceeding.

Y. Drug Free Workplace Policy:

Vendor shall comply with the applicable provisions of the Drug-Free Work Place Act of 1988 (Public Law 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.) and maintain a drug- free work environment; and the final rule, government-wide requirements for drug-free work place (grants), issued by the Office of Management and Budget and the Department of Defense (32 CFR Part 280, Subpart F) to implement the provisions of the Drug-Free Work Place Act of 1988 is incorporated by reference and Vendor shall comply with the relevant provisions thereof, including any amendments to the final rule that may hereafter be issued.

Z. Vendor Reporting Requirements:

Vendor shall comply with Subtitle C, Title 5, Business & Commerce Code, Chapter 109 as added by HB 2539 of the 83rd Texas Legislature, Regular Session, requiring computer technicians to report images of child pornography.

AA. Vendor Certifications:

Vendor certifies that the information contained in this Contract is accurate and complete. By Vendor's signature affixed to the Contract, Vendor certifies on behalf of Vendor and Vendor's subcontractors, if any, that they:

1. have not given, offered to give, and do not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the Contract;
2. are not currently delinquent in the payment of any franchise tax owed the State and acknowledge the Contract may be terminated and payment withheld if this certification is inaccurate;
3. under Section 231.006 of the Family Code, Vendor certifies that the individual or business entity named in this Contract is not ineligible to receive the specified grant, loan, or payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate;
4. neither they, nor anyone acting for them, have violated the antitrust laws of the United States or the State, nor communicated directly or indirectly to any competitor or any other person engaged in such line of business for obtaining an unfair price advantage;
5. have not received payment from RRC or any of its employees for participating in the preparation of the Contract;
6. under §2155.004(b) of the Texas Government Code, Vendor certifies that the individual or business entity named in the Contract is not ineligible to receive the specified Contract and acknowledges that the Contract may be terminated, and payment withheld, if this certification is inaccurate;

7. to the best of their knowledge and belief, there are no suits or proceedings pending or threatened against or affecting them, which if determined adversely to them will have a material adverse effect on the ability to fulfill their obligations under the Contract;
8. Vendor and its principals are not suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from participation in the Contract by any state or federal agency;
9. as of the effective date of the Contract, are not listed in the prohibited vendors list authorized by Executive Order #13224, "Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism", published by the United States Department of the Treasury, Office of Foreign Assets Control;
10. to the extent applicable to the Contract, Vendor certifies its compliance with Subchapter Y, Chapter 361 of the Texas Health and Safety Code related to the Computer Equipment Recycling Program and the Texas Commission on Environmental Quality rules in 30 TAC Chapter 328;
11. agree that any payments due under the Contract shall be directly applied towards eliminating any debt or delinquency it has to the State of Texas including, but not limited to, delinquent taxes, delinquent student loan payments, and delinquent child support;
12. are in compliance with Section 669.003, Texas Government Code, relating to contracting with executive head of a state agency, and Vendor certifies that it is not (1) the executive head of RRC, (2) a person who at any time during the four years before the date of the Contract was the executive head of RRC, or (3) a person who employs a current or former executive head of RRC;
13. have identified all current or former, within the last five years, employees of the RRC assigned to work on the RRC Contract 20% or more of their time and have disclosed them to RRC and have disclosed or do not employ any relative of a current or former RRC employee within two degrees of consanguinity, and, if these facts change during the course of the Contract, certify they shall disclose the name and other pertinent information about the employment of current and former employees and their relatives within two degrees of consanguinity;
14. represent and warrant that the provision of goods and services or other performance under the Contract will not constitute an actual or potential conflict of interest and certify that they will not reasonably create the appearance of impropriety, and, if these facts change during the course of the Contract, certify they shall disclose the actual or potential conflict of interest and any circumstances that create the appearance of impropriety;
15. under §§2155.006 and 2261.053 of the Texas Government Code Vendor and Vendor's subcontractors, if any, are not ineligible to receive the specified contract and acknowledge that this contract may be terminated, and payment withheld, if this certification is inaccurate;
16. have complied with the Section 556.0055, Texas Government Code, restriction on lobbying expenditures.
17. in accordance with §2155.4441, Texas Government Code, Vendor agrees that during the performance of this Contract for services it shall purchase products and materials produced in Texas when they are available at a price and time comparable to products and materials produced outside this state;

18. represent and warrant that the RRC's payment and their receipt of appropriated or other funds under this Agreement are not prohibited by Sections 556.005 or Section 556.008, Texas Government Code;
19. represent and warrant that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by §2252.152 of the Texas Government Code;
20. represent and warrant that (1) Vendor does not, and shall not for the duration of the Contract, boycott Israel or (2) the verification required by Texas Government Code §2271.002 does not apply to the Contract, and if circumstances relevant to this provision change during the course of the Contract, Vendor shall promptly notify RRC;
21. represent and warrant that pursuant to Texas Government Code §2273.003 as added by SB 22 (86R), Vendor either (1) meets an exemption criterion under Texas Government Code §2273.002; or (2) it is not an abortion provider or an affiliate of an abortion provider during the term of the Contract resulting from this solicitation;
22. represent and warrant that pursuant to Texas Government Code §2276.002 as added by SB 13 (87R), Vendor (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of the contract;
23. represent and warrant that pursuant to Texas Government Code §2274.002 as added by SB 19 (87R), Vendor (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association;
24. to the extent applicable to the Contract, Vendor represents and warrants that it will comply with the requirements of Texas Government Code §2054.5192 relating to cybersecurity training and required verification of completion of the training program;
25. upon request of RRC, Vendor shall provide the descriptions of its business continuity and disaster recovery plans;
26. under §2155.0061 of the Texas Government Code Vendor certifies that the individual or business entity named in the Contract is not ineligible to receive the specified Contract and acknowledges that this Contract may be terminate and payment withheld if this certification is inaccurate;
27. if Vendor signs the Contract with a false statement or it is subsequently determined that Vendor has violated any of the representations, warranties, guarantees, certifications, or affirmations included in the Contract, Vendor will be in default under the Contract and RRC may terminate or void the Contract;
28. the individual signing the Contract (including a Purchase Order issued by RRC), is duly authorized to execute the Contract on behalf of the Vendor.

10. CONTRACT ENFORCEMENT:

A. Enforcement of Contract and Dispute Resolution:

1. Vendor and RRC agree to the following: (i) a Party's failure to require strict performance of any provision of the Contract shall not waive or diminish that Party's right thereafter to demand strict compliance with that or any other provision; (ii) for disputes not resolved in the normal course of business, the dispute resolution process provided for in Chapter 2260, Texas Government Code, shall be used; and (iii) actions or proceedings arising from the Contract shall be heard in any court of competent jurisdiction in Travis County, Texas.

2. Disputes arising between a RRC and Vendor shall be resolved in accordance with the dispute resolution process in subparagraph A.1), above. RRC shall not be a Party to any dispute resolution process inconsistent with that listed in subparagraph A.1), above, unless RRC and Vendor otherwise agree in writing.
3. State agencies are required by 34 TAC §20.115 to report vendor performance through the Vendor Performance Tracking System (VPTS) on every purchase over \$25,000.

B. Termination:

The Contract may be terminated, canceled, or cancellation of services may occur, in whole or in part, in any one of the following circumstances

1. Termination or Cancellation for Convenience:

- a) **Bi-lateral Agreement:** Upon a written agreement between RRC and Vendor the Contract may be terminated or canceled.
- b) **RRC Cancel Upon Thirty (30) Days' Notice:** RRC may in its sole discretion terminate, cancel the Contract, or cancel specific services of the Contract with thirty (30) calendar days' written notice to Vendor.

2. Termination for Lack of Appropriated Funds, Legislative Action, or Necessity of Performance:

The Contract is subject to termination or cancellation, without penalty to RRC, in either whole or in part, subject to the availability of state funds. In the event of a termination or cancellation under this Part, RRC will not be liable to Vendor for any damages which are caused or associated with such termination or cancellation, and RRC will not be required to give prior notice.

3. Termination or Cancellation for Cause:

- a) **Absolute Right:** RRC shall have the absolute right to terminate the Contract without recourse in the event: i) Vendor becomes listed on the prohibited vendors list authorized by Executive Order #13224, "Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism", published by the United States Department of the Treasury, Office of Foreign Assets Control; ii) Vendor becomes suspended or debarred from doing business with the federal government as listed in the System for Award Management (SAM) maintained by the General Services Administration; or (iii) Vendor is found by RRC to be ineligible to hold this Contract under Subsection (b) of Section 2155.006, Texas Government Code. Vendor shall be provided written notice in accordance with Section 12.A, Notices, of intent to terminate.
- b) **Breach of Material Term:** Either party may, upon giving thirty (30) calendar day's written notice identifying specifically the basis of such notice, terminate the Contract for breach of a material term or condition of the Contract, provided the breaching party must not have cured such breach within the thirty (30) calendar day period. In the event of such termination, Vendor will be paid for all services accepted prior to the date of the termination.

No additional charges or fees will be assessed to RRC for the termination or cancellation.

Upon termination or cancellation under this provision, Vendor shall refund to RRC any amounts attributable to the terminated or canceled months within thirty (30) days of the termination or cancellation.

c) **Vendor Nonperformance:** If Vendor defaults on the Contract after execution of the Contract, RRC reserves the right to cancel the Contract without notice. In such instance Vendor will not be considered for award of a Contract, and may not be considered in future solicitations, for the same type of work unless the specification or scope of work significantly changed. Vendor's period of suspension from being considered will be determined by the agency based on the seriousness of the default. The Vendor remains liable for all covenants and indemnities under the Contract. The Vendor is liable for all costs and expenses, including court costs, incurred by RRC with respect to the enforcement of any remedies listed herein.

d) **Bankruptcy:** Upon the filing of a petition for bankruptcy, or upon the judgment of bankruptcy or insolvency by or against the Vendor, RRC may terminate the Contract for cause without notice. Such termination shall be effective upon the date of such filing or upon the date of judgment.

e) **Legal Remedies and Damages from Breach of Contract:** RRC expressly reserves all legal remedies to which it may be entitled to collect and all damages directly or indirectly resulting from breach of contract by Vendor or any of its agents, representatives, subcontractors, employees, or any other party acting on behalf of Vendor. RRC reserves the right to pursue all applicable rights and remedies if the Contract is terminated for any reason and RRC expressly waives no such rights or remedies.

f) **Substitution of Services:** In the event of RRC's termination or cancellation of the Contract for cause, RRC may procure, upon such reasonable terms and in such manner as RRC deems appropriate, substitute services similar to any services terminated or canceled. Vendor shall be liable to RRC for any excess or additional costs incurred by RRC in acquiring such services plus court costs and attorneys' fees. RRC's recovery of costs under this section is in addition to any other remedies available to RRC under the Contract and/or under applicable law.

4. Miscellaneous Termination Provisions:

a) **RRC Rights Under Termination:** In the event the Contract expires or is terminated for any reason RRC shall retain its rights under the Contract.

b) **Vendor Rights Under Termination:** In the event a Purchase Order expires or is terminated RRC shall pay: 1) all amounts due for products or services ordered prior to the effective termination date and ultimately accepted.

c) **Recovery of Funds:** RRC reserves the right to recover reasonable costs, fees, expenses, and other amounts or damages available to RRC under the Contract or under applicable law, including, but not limited to, attorneys' fees and court costs, if termination or cancellation is at Vendor's request or if termination or cancellation is for cause. This right is in addition to any other remedies available to RRC under the Contract or under applicable law. RRC reserves the right to pursue all applicable rights and remedies if the Contract is terminated for any reason, and RRC expressly waives no such rights or remedies.

5) Force Majeure:

RRC or Vendor may be excused from performance under the Contract for any period when performance is prevented as the result of an act of God, strike, war, civil disturbance, epidemic, or court order, provided that the Party experiencing the event of Force Majeure has prudently and promptly acted to take any and all steps that are within the Party's control to ensure performance and to shorten the duration of the event of Force Majeure. The Party suffering an event of Force

Majeure shall provide notice of the event to the other Party when commercially reasonable. Subject to this provision, such non-performance shall not be deemed a default or a ground for termination. However, RRC may terminate a Purchase Order if it is determined by RRC that Vendor will not be able to deliver product or services in a timely manner to meet the business needs of RRC.

Notwithstanding the foregoing paragraph, in the event any strike, boycott, picketing, work stoppage, slowdown, or other labor activity is directed against Vendor at RRC's facility and such labor activity results in the curtailment or discontinuation of services performed under the Contract, RRC shall have the right during said period to employ any means legally permissible to have the work performed.

C. Severability.

If any provision contained in the Contract is held to be unenforceable by a court of law or equity, the Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

11. NOTIFICATION:

All notices, demands, designations, certificates, requests, offers, consents, approvals and other instruments given pursuant to the Contract shall be in writing and shall be validly given on: (i) the date of delivery if delivered by email, facsimile transmission, mailed by registered or certified mail, or hand delivered, or (ii) three business days after being mailed via United States Postal Service. All notices under the Contract shall be sent to the awarded vendor at address indicated below or to such other address as such other address as such Party shall have notified the other Party in writing.

A. Vendor Contact and Notice Information:

Vendor Legal Name |
Point of Contact: **Name** |
Physical Address: **### Street, Suite** |
City, State, Zip: **City, TX or other #####** |
Mailing Address: **Vendor Legal Name** |
Street or PO Box |
Phone: **(area code) ###-####** |
Email: email@name.com |

B. RRC Contact and Notice Information:

Railroad Commission of Texas

Point of Contact: **Theresa Lopez, Director of Operations** |
Physical Address: 1701 N. Congress Avenue
Austin, TX 78701
Mailing Address: Railroad Commission of Texas
PO Box 12967
Austin, TX 78711-2967

Phone: 512 463-6953 |

Email: Theresa.Lopez@rrc.texas.gov |

12. CAPTIONS:

Captions, titles, headers, and labels contained in the Contract, Exhibits, Appendices, and Attachments, if any, are intended for convenience and reference purposes only and shall in no way be deemed to define or limit any provision thereof.

13. COUNTERPARTS:

The Contract may be executed in any number of counterparts, each of which shall be an original, and each such counterpart shall together constitute but one and the same agreement.

14. SIGNATURES:

The Parties agree that where the Contract and any written amendments thereto necessary for the consummation of the transaction contemplated by the Contract requires signature of one or more Party, such Contract and any amendments thereto may be accepted, executed or agreed to through the use of an electronic signature in accordance with the Electronic Signatures in Global and National Commerce Act ("E-Sign Act"), Title 15, United States Code, Sections 7001 et seq., the Uniform Electronic Transaction Act ("UETA") and any applicable state law. Any document accepted, executed, or agreed to in conformity with such laws will be binding on each Party as if it were physically executed. If signature is required, the Parties to this Contract have electronically executed this Contract which shall be deemed an original. By affixing of a signature to the Contract each signatory represents and warrants that they have the authority to enter into the Contract on behalf of the respective Parties.

Veteran Heroes United in Business (VetHUB) Requirements

Pursuant to [Texas Government Code Chapter 2161](#), state agencies are required to make a good faith effort to increase the contract awards for the purchase of goods or services the state agencies expect to make to **Veteran Heroes United in Business (VetHUB)** during a fiscal year. **VetHUBs** are strongly encouraged to respond to this solicitation.

VetHUB Subcontracting Plan. In accordance with Texas Government Code Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, responses, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. RRC has determined subcontracting opportunities are probable under a contract arising from this solicitation, therefore:

ALL RESPONDENTS, INCLUDING TEXAS CERTIFIED VETHUBS, MUST SUBMIT A COMPLETED VETHUB SUBCONTRACTING PLAN (“HSP”) FORM (SEE **VETHUB SUBCONTRACTING PLAN (HSP) FORM**) WITH THE RESPONSE FOR THE RESPONSE TO BE CONSIDERED RESPONSIVE. A RESPONDENT’S FAILURE TO INCLUDE A COMPLETED HSP FORM WILL BE DEEMED A MATERIAL FAILURE TO COMPLY WITH SOLICITATION REQUIREMENTS AND SHALL RESULT IN RRC’S REJECTION OF THE RESPONSE AND RENDERING THE RESPONSE INELIGIBLE FOR AWARD OF A CONTRACT ARISING FROM THIS SOLICITATION.

RESPONDENTS MUST SUBMIT A COMPLETED VETHUB HSP FORM WITH THEIR PROPOSAL; NO ALTERNATE FORMS, INCLUDING ALTERNATE OR PRIOR VERSIONS OF HSP FORMS, WILL BE ACCEPTED.

Preliminary VetHUB HSP Review. A Respondent may submit a draft of Respondent’s VetHUB HSP for a preliminary review by RRC’s VetHUB team. Respondents wishing to take advantage of the preliminary VetHUB HSP review must submit the VetHUB HSP no later than the deadline for submission of VetHUB HSP for preliminary review stated within **TABLE 2: Schedule of Events**. Respondents are strongly encouraged to utilize this opportunity for a preliminary review of the VetHUB HSP. The preliminary review is not an official review of the VetHUB HSP for determination of responsiveness or contract award but is a preliminary review for compliance with VetHUB HSP form instructions and required Good Faith Effort.

Good Faith Effort Required. In accordance with 34 Texas Administrative Code §20.285(d), any person submitting a bid, response, offer, or other applicable expressions of interest in response to this solicitation shall submit a completed VetHUB Subcontracting Plan form demonstrating evidence of good faith effort in developing that

plan. Good faith effort shall be in full conformance with all directions for demonstration and submission specified in the **VetHUB Subcontracting Plan (HSP)**.

RRC has identified potential areas of subcontracting opportunities which are listed within **TABLE 1: Potential VetHUB Subcontracting NIGP Codes** below. Full commodity and service descriptions may be found on the Texas Comptroller's website (<https://comptroller.texas.gov/purchasing/nigp/>). The list is for information purposes only and is not intended as an exhaustive list of subcontracting opportunities related to this solicitation. It is solely the responsibility of a Respondent to determine what if any, subcontracting opportunities are most applicable to the Respondent's business in the performance of work under a Contract arising from this solicitation. Respondent is not required to include within a VetHUB HSP form any or all the commodities or services listed in **TABLE 1: Potential VetHUB Subcontracting NIGP Codes** of this solicitation below. Respondents should review the VetHUB HSP form for instructions applicable to the identification of specific commodities or services intended for subcontracting.

TABLE 1: Potential VetHUB Subcontracting NIGP Codes

NIGP Class	NIGP Item	Description (Commodities and Services)
710	52	Audio Equipment for the Visual and Hearing Impaired (Not Otherwise Classified)
840	14	Audio Equipment and Accessories, Television, Microphones, Mixers, and Amplifiers
840	56	Teleconference Systems, Audio/Video, Including Video on Demand Systems
840	84	Video and Audio Systems, Accessories and Parts, Closed Circuit TV, Including Surveillance Type
880	11	Audio Visual Equipment and Supplies, (Not Otherwise Classified)
911	10	C.I.P., Audio Visual Equipment, Expense
915	06	Audio Production Services
915	07	Audio Recording Services
915	09	Audio and Video Production Services

VetHUB Subcontracting Plan Prime Contractor Progress Assessment Report (HSP PAR). Pursuant to 34 Texas Administrative Code §20.285(f)(1), as a condition of payment, a prime contractor shall maintain business records documenting compliance with the VetHUB Subcontracting Plan and shall submit a compliance report to the state contracting agency each month. Therefore, as a condition of payment under the Contract, from the start date of the Contract through the completion date of Contract, a prime contractor awarded a Contract arising from this solicitation shall monthly submit a VetHUB Subcontracting Plan Prime Contractor Progress Assessment Report (HSP PAR) for each active Work Order prior to RRC's approval of payment under the Contract.

RRC's VetHUB Program Administration. For an explanation of the RRC's VetHUB program or assistance in completing the VetHUB HSP form, Respondents are

encouraged to contact RRC's VetHUB Administration via Phone: 737-308-1842, 512-463-7211; or email: VetHUB@rrc.texas.gov.



State of Texas Subcontracting Plan

When is a subcontracting plan required?

A subcontracting plan is required for state of Texas contracts when the contracting agency has determined that subcontracting opportunities are probable with prospective vendors certified by the Texas Comptroller through the Veteran Heroes United in Business (VetHUB) program, for a contract with an expected value of \$100,000 or more. (Texas Government Code Chapter 2161, Subchapter F; 34 Texas Administrative Code Section 20.285.)

When a state agency requires a subcontracting plan as part of the contract solicitation, a bid, proposal, offer or other applicable expression of interest must contain a completed plan to be considered responsive.

Who completes a subcontracting plan?

Every responding vendor — whether a prime contractor or self-performing with no subcontractors — must submit a complete subcontracting plan.

A vendor who intends to use subcontractors must demonstrate their good faith effort to recruit certified VetHUBs, whether or not they ultimately award business to them. *A state agency will not use the subcontractors' VetHUB status to select the winning vendor.* All subcontractors must be listed in the subcontracting plan.

A self-performing vendor who will not subcontract any of the work on the contract must indicate that it will complete the contract with its own resources and submit the completed subcontracting plan.

Does a subcontracting plan have to be followed?

The subcontracting plan forms part of the contract. Subcontractors may not be dropped or replaced without amending the subcontracting plan with approval by the agency. A self-performing contractor may not use subcontractors without amending the subcontracting plan.

SUBCONTRACTING PLAN INSTRUCTIONS

The contracting agency must complete this section and include this form in the solicitation.

Solicitation Number

455-26-1030

Agency Number

Solicitation Title

Visual Audio Broadcasting Services

Agency Name

AGENCY COORDINATOR FOR COURTESY SUBCONTRACTING PLAN REVIEWS (OPTIONAL)

Michael Herman, CTCD, CTCM

Name

michael.herman@rrc.texas.gov

737-308-1842

Email Address

Phone Number: (Point of Contact)

SOLICITATION POINT OF CONTACT

Sonya Patterson

Name

sonya.patterson@rrc.texas.gov

512-463-6813

Email Address

Phone Number: (Point of Contact)

The contracting agency must describe the subcontracting goal and provide examples of potential subcontracting opportunities. This information may also be included in the solicitation document.

710-52-Audio Equipment for the Visual and Hearing Impaired (Not Otherwise Classified)
840-14-Audio Equipment and Accessories, Television, Microphones, Mixers, and Amplifiers
840-56-Teleconference Systems, Audio/Video, Including Video on Demand Systems
840-84-Video and Audio Systems, Accessories and Parts, Closed Circuit TV, Including Surveillance Type
880-11-Audio Visual Equipment and Supplies, (Not Otherwise Classified)
911-10-C.I.P., Audio Visual Equipment, Expense
915-06-Audio Production Services
915-07-Audio Recording Services
915-09- Audio and Video Production Services

Section 1: Respondent Information

Respondent (Company) Name		State of Texas Vendor ID Number
Point of Contact	Email Address	Phone Number
Is your company a state of Texas Certified VetHUB?	Yes	No
Requisition/Solicitation No.		Bid/Response Due Date (mm/dd/yyyy)

Section 2: Declaration of Self-performing or Subcontracting

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. 34 Texas Administrative Code Section 20.282 defines a "Subcontractor" as an entity that contracts with a prime contractor to work or contribute toward completing work under a purchase order or other contract. *The term does not include employees of the contractor but includes contracted workers who will work on the contract.*

Will your company fulfill the entire contract with its own resources, including employees, goods and services?

Yes, my company will self-perform the entire contract.

Submit pages 1 and 2 only.

No, my company will subcontract portions of the contract.

Go to Section 4: Respondent's Subcontracting Opportunities

Section 3: Affirmation of Self-performing Contractor

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in Section 1, and that the information and supporting documentation submitted with the subcontracting plan is true and correct. Respondent understands and agrees that, if awarded any portion of the contract:

- The respondent must seek approval from the contracting agency prior to making any modifications to its subcontracting plan, including hiring subcontractors to perform any work under this contract. If the subcontracting plan is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work site where services are being performed and must provide documentation regarding staffing and other resources.

**sign
here** ➡

Signature

Title

**print
here** ➡

Printed Name

Date (mm/dd/yyyy)

Section 4: Respondent's Subcontracting Opportunities

This section must be completed by all respondents who propose to subcontract portions of the contract work.

List below all opportunities (commodities, services or contractor staffing) you will subcontract. Also, based on the total value of the contract, provide the percentage of the contract you expect to subcontract to certified VetHUBs, and the percentage of the contract you expect to award to other subcontractors.

Search NIGP Code Book at <https://commbook.app.cpa.state.tx.us/>

Item Number	Subcontracting Opportunity Description	Reference Code (e.g. NIGP, NAICS, CIS, UNSPSC)	VetHUB-certified subcontracted percentage of total contract	Other subcontracted percentage of total contract
1			%	%
2			%	%
3			%	%
4			%	%
5			%	%
6			%	%
7			%	%
8			%	%
9			%	%
10			%	%
11			%	%
12			%	%
13			%	%
14			%	%
15			%	%
16			%	%
17			%	%
18			%	%
19			%	%
20			%	%
21			%	%
22			%	%
23			%	%
24			%	%
25			%	%



Section 5: Subcontracting Plan – Good Faith Effort

Section 5.1: Subcontracting Opportunity

Submit a copy of Section 5 for each subcontracting opportunity you listed in Section 4. Download additional forms at <https://comptroller.texas.gov/purchasing/vendor/hub/forms.php>.

Enter the item number and description of the subcontracting opportunity you listed in Section 4.

Item Number	Subcontracting Opportunity

Section 5.2 Mentor Protégé Program

If respondent is participating as a mentor in a state of Texas Mentor Protégé Program, submitting a protégé (protégé must be a state of Texas certified VetHUB) as a subcontractor to perform the subcontracting opportunity listed in **Section 5.1** constitutes a good faith effort for that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in Section 5.1 to your protégé.

No. Go to Section 5.3: Notification of Subcontracting Opportunity.

Yes. Go to Section 5.4: Subcontractor Selection.

Section 5.3 Notification of Subcontracting Opportunity

Demonstrate your good faith effort to notify Texas certified VetHUBs by communicating each subcontracting opportunity you listed in Section 4.

Search the **VetHUB Directory** by business category or NIGP code to identify appropriate VetHUBs that work in the area where you are seeking subcontractors. Certified VetHUBs can be sourced using the VetHUB-only search and will be marked with the Active Bidder (A-Approved) VetHUB status.

Send either the **Subcontracting Opportunity Notification template** or an email notice that includes at minimum:

- Scope of work
- Location to review plans and specifications (if applicable)
- Bonding and insurance requirements
- Required qualifications
- Name of state agency
- State agency's point of contact
- State agency point of contact's phone number
- Requisition/solicitation number
- Prime contractor's contact name
- Prime contractor's contact email
- Prime contractor's contact phone number
- Date response required; allow at least seven business days for response excluding weekends and state holidays.

Save copies of emails sent to VetHUBs and the responses received and attach to your subcontracting plan to document the good faith effort. A contract shall not be awarded to a prime contractor whose subcontracting plan good faith effort does not contain accurate supporting documentation.

List two VetHUBs you notified of the subcontracting opportunity listed in Section 5.1. Include the company's Texas Vendor Identification (VID) Number, the date of the notice and indicate whether the HUB responded.

Company Name	Texas VID (Do not enter Social Security Nos.)	Date Notice Sent (mm/dd/yyyy)	VetHUB Response	
			☐ Yes	☐ No
			☐ Yes	☐ No

Section 5.4 Subcontractor Selection

A copy of Section 5 must be completed for each subcontracting opportunity you listed in Section 4. Download additional forms at <https://comptroller.texas.gov/purchasing/vendor/hub/forms.php>.

Company Name	Certified VetHUB	Texas VID or Federal EIN (Do not enter Social Security Nos.)	Approximate Dollar Amount	Expected Percentage of Contract
	Yes No		\$	%
	Yes No		\$	%
	Yes No		\$	%
	Yes No		\$	%
	Yes No		\$	%
	Yes No		\$	%

Section 6: Affirmation of Prime Contractor

I am an authorized representative of the respondent listed in Section 1 ("Respondent"). I affirm that the information and supporting documentation submitted with this subcontracting plan is true and correct. Respondent understands and agrees that, if awarded a contract:

- Respondent will promptly notify all the subcontractors of their selection as a subcontractor for the contract. The notice must specify the contracting agency's name, point of contact for the contract, the contract award number, the subcontracting opportunity the subcontractor will perform and the value of the subcontract.
- Respondent must obtain approval from the contracting agency prior to modifying its subcontracting plan, including hiring subcontractors to perform any work under this contract.
- Respondent must submit progress assessment reports (PAR) with each invoice to the contracting agency. The PAR template is available on the **Comptroller's website**.
- Respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and work site where services are being performed and provide documentation regarding staffing and other resources.

**sign
here** ➡

Signature

Title

**print
here** ➡

Printed Name

Date (mm/dd/yyyy)



Subcontracting Opportunity Notification Form

If your business is interested in bidding on the subcontracting opportunity identified in Section C, please reply by the date listed.

Section A: Prime Contractor's Information

Company Name

Point of Contact

Email Address

Phone Number

Section B: Contracting State Agency Information

Visual Audio Broadcasting Services

Agency Name

Solicitation No.

Section C: Due Date and Description

Subcontracting Opportunity

Time and Date Response Due (minimum seven business days):

Time _____ ☐ a.m. ☐ p.m. on Date (mm/dd/yyyy) _____

Subcontracting Opportunity Scope of Work:

Required Qualifications:

Bonding and Insurance Requirements:

Other Contract Requirements:

☐ Not Applicable

Location to Review Plans/Specifications:

☐ Not Applicable