

**ON-SITE CONFERENCE PVC BADGE SERVICES
PUBLICATION**

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1. SCOPE:

This SOW is for services to provide on-site conference services to print PVC badges for event attendees at the TxDOT 2026 Transportation Short Course to be held in October 2026 in College Station, Tx.

2. LOCATION(S):

Are specified on the solicitation. TxDOT reserves the right to add or delete facilities serviced under the contract. TxDOT will provide 10 calendar day(s) written notice to the vendor for locations to be deleted or of any additional locations requiring service within the same area or region.

3. DEFINITIONS OF TERMS AND ACRONYMS:

- 3.1. Contract – Any Purchase Order (PO) or Blanket Purchase Order (BPO) resulting from this solicitation as listed in the Order of Precedence in the resulting PO or BPO
- 3.2. POC – Point-of-Contact
- 3.3. TxDOT – Texas Department of Transportation
- 3.4. TxDOT POC – TxDOT Point of Contact
- 3.5. PO - Purchase Order
- 3.6. Respondent - An individual or entity that submits an offer/proposal or anyone acting on behalf of the individual or entity that submits an offer/proposal, such as an agent, employee, or representative

4. APPLICABLE LAWS AND STANDARDS:

Not Applicable

5. HISTORY OR BACKGROUND:

Not Applicable

6. CURRENT ENVIRONMENT:

Not Applicable

7. VENDOR QUALIFICATIONS:

The vendor must be a company or an individual engaged, or whose partners are engaged in the business of providing conference services for a minimum of three years within the past five years. Years of experience of an individual(s) or partner(s) with a of 25% ownership of the company can be applied to the company's years in business.

8. VENDOR PERSONNEL QUALIFICATIONS AND RESPONSIBILITIES:

The vendor must provide the following personnel with the listed qualifications:

- 8.1. Pre-Event Project Manager must have a minimum of three years' experience within the past five years in the services identified in the Scope of Work. xx
- 8.2. OnSite Hardware Technician must have a minimum of one years' experience within the past five years in the services identified in the Scope of Work. xx
- 8.3. All personnel who will be driving to and from TxDOT work locations must:
 - 8.3.1. Possess a valid driver license acceptable in the state of Texas.
 - 8.3.2. Have no Driving Under Influence (DUI) or Driving While Intoxicated (DWI) incidents on driving record within the past three years.
 - 8.3.3. Have no more than two moving violations on driving record within the past three years.

NOTE: TxDOT reserves the right to request proof of qualifications.

9. SERVICE REQUIREMENTS:

The vendor must:

- 9.1. Provide all required safety equipment and instruct personnel to observe all safety policies, rules, and requirements at all times.
- 9.2. Provide a primary POC.
- 9.3. Conduct driver license checks annually on vendor staff that drive to and from TxDOT work locations to verify compliance.
- 9.4. Provide an updated list of all vendor personnel or subcontractors at each job site and comply with all security measures required by TxDOT.
- 9.5. Ensure personnel do not use personal multi-media devices while performing services for TxDOT unless furnished by the vendor to facilitate communication with TxDOT or the vendor.
- 9.6. Begin work within 10 business days after the issuance of written authorization from the authorized TxDOT representative.
- 9.7. Must provide three Check-in Kiosk (iPad). Attendee or Admin Kiosks with tabletop stands. Contactless Check-In (via QR code) available. 12 kiosk iPads already contracted + 3 for a total of 15. Split is 9 at Main Registration, 3 at Senior Leadership & 3 at General Session. All reg locations live on Monday, Leadership & General Session closed after Monday.
- 9.8. Must provide fifteen large format PVC printers. Large Format PVC 3.5" x 5.5" badge printers. Printers deployed in a 1:1 ratio with Check-in iPads. May print full color onsite/on demand. Single sided printing only onsite. Split is 9 at Main Registration, 3 at Senior Leadership & 3 at General Session. All reg locations live on Monday, Leadership & General Session closed after Monday.
- 9.9. Networking and Equipment Provide 2 additional Networking and equipment for (3) total registration areas (1 networking already contracted). Wireless networking hardware for OnArrival 360. Requires Power and a Hard-Line Internet Connection. Each networking appliance can be used for up to four printers.

TEXAS DEPARTMENT OF TRANSPORTATION

STATEMENT OF WORK

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Additional hardware may be required for additional printers OR additional check in locations.

- 9.10. Large Format PVC Badge - Color Ribbon, 2 Slot Punch, Double Sided Artwork, No Chip 3.5" x 5.5" PVC Badge with Dynamic Color Printing (front) and Pre-Printed Color Graphics (front/back). Includes Die Cut Slots for Single or Dual Clip Lanyards. Minimum Badge Order per design for pre-print: 1,200 (additional badges will be purchased in increments of 400).
- 9.11. Plate Charge - Pre-printed Artwork Configuration per badge design. Must meet minimum badge order requirements per design.
- 9.12. Provide project management, badge creation and configuration, badge testing, configuration of OnArrival settings, training, procurement and logistics management of badge stock and hardware, managing onsite support, creation of project playbook, pre and post event calls and overall support for planners with Cvent Onsite Solutions.
- 9.13. Provide Pre-event Project Management. Will perform pre-event planning and logistics to include: calls, timelines, badge setup, hardware orders, training, and configuration.
- 9.14. Must provide two Onsite Hardware Technicians - Two (2) OnArrival Tech for up to 10 hours each day to include 2 half travel days, 1 set up day and 2 event days. Includes Two (2) Onsite Techs for 2 haf travel days 1 setup day and 3 event days. Onsite responsibilities include: Technical support onsite; Implement and facilitate setup of contracted equipment, following timeline; Support for Project Manager within their scoped role; Inventory and setup of registration area, and any attendance-tracking equipment; Train onsite client or temp staff on applicable software; Troubleshoot software and hardware as needed; Break down and shipment of all hardware following event conclusion. Customer is responsible for coordinating additional staff to interact with attendees and manage check in, help desk, scanning of sessions, etc. Your Project Manager may not be the assigned onsite personnel supporting your event.
- 9.15. Provide One (1) additional Onsite Technician for 2 half travel days and 1 Event Day (Monday Only to support 3rd Reg Location). Onsite responsibilities include: Technical support onsite; Implement and facilitate setup of contracted equipment, following timeline; Support for Project Manager within their scoped role; Inventory and setup of registration area, and any attendance-tracking equipment; Train onsite client or temp staff on applicable software; Troubleshoot software and hardware as needed; Break down and shipment of all hardware following event conclusion. Customer is responsible for coordinating additional staff to interact with attendees and manage check in, help desk, scanning of sessions, etc. Your Project Manager may not be the assigned onsite personnel supporting your event.
- 9.16. Includes total per diem costs for Cvent onsite support staff for travel, set-up and event days.
- 9.17. Includes Total Round Trip Shipping Costs for Cvent hardware & supplies.
10. MATERIALS OR PARTS PRICING:
Not Applicable

11. MISCELLANEOUS EQUIPMENT:

Not Applicable

12. VENDOR DELIVERABLES:

Not Applicable

13. PROJECT SCHEDULE:

Not Applicable

14. WARRANTY REQUIREMENTS:

Not Applicable

15. VENDOR PERFORMANCE:

Vendor performance will be monitored on a regular basis by TxDOT.

15.1. An unsatisfactory performance determination includes, but is not limited to:

15.1.1. One service "call back" to correct the same problem within 30 calendar days.

15.1.2. Failure to deliver any portion of work.

15.1.3. Any requirement not met as outlined in the service requirements determined by TxDOT.

NOTE: Unsatisfactory performance may result in a negative vendor performance report, or cancellation of the contract or both, in addition to any other rights, liquidated damages and remedies provided by the contract or allowed by law.

15.2. An exceptional performance determination includes, but is not limited to:

15.2.1. Deliverables made early upon TxDOT personnel request.

15.2.2. Product upgrade substitution suggested and accepted at no additional cost to TxDOT.

15.2.3. Vendor commended for exceptional customer service, exceptional service provided.

16. CONTRACT REMEDIES:

Not Applicable

17. PERSONNEL CONTINUITY AND REPLACEMENT:

Not Applicable

18. QUALITY ASSURANCE PLAN:

Not Applicable

19. BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN:

Not Applicable

20. TRAVEL:

All travel and per diem must be included in the unit price.

21. MOBILIZATION:

Not Applicable

22. TRIP CHARGE:

Not Applicable

23. ADDITIONAL INVOICING INSTRUCTIONS:

Not Applicable

24. TxDOT RESPONSIBILITIES:

TxDOT will:

- 24.1. Provide a contract manager.
- 24.2. Provide a POC.
- 24.3. Monitor vendor performance.

25. TRANSITION OF TxDOT PROPERTY:

Not Applicable

26. CONTRACT ADMINISTRATION:

Administration of the contract is a joint responsibility of the TxDOT contract manager and TxDOT purchasing staff. Purchasing staff will be responsible for administering the contractual business relationship with the vendor.

- 26.1. Any proposed changes to work to be performed, whether initiated by TxDOT or the vendor, must receive final written approval in the form of a Purchase Order Change Notice signed by the authorized TxDOT purchasing staff.
- 26.2. Upon issuance of contract, TxDOT will designate an individual to serve as the contract manager and POC between the agency and the vendor. The contract manager does not have any express or implied authority to vary the terms of the contract, amend the contract in any way, or waive strict performance of the terms or conditions of the contract. This individual's contract management responsibilities include, but are not limited to:
 - 26.2.1. Monitoring the vendor's progress and performance and ensuring services conform to established specification requirements.
 - 26.2.2. Managing the financial aspects of the contract including approval of payments.
 - 26.2.3. Meeting with the vendor as needed to review progress, discuss problems, and consider necessary action.
 - 26.2.4. Identifying a breach of contract by assessing the difference between contract performance and non-performance.
 - 26.2.5. Other areas as identified by the State of Texas Procurement and Contract Management Guide version 4.0.