



# Texas Association of Counties Affiliate Association CONFERENCE MANAGEMENT AND SERVICES AGREEMENT

This agreement for services is made between **County of El Paso, as the grantee of the Office of the Governor, Homeland Security Grants Division, Grant No. 5222801, and acting as fiscal agent for the Border Prosecution Unit (Client)** and the Texas Association of Counties (TAC). The purpose of this agreement is to document the conference management services that TAC will provide to the Client during its 2025 fiscal year.

## TAC Contacts

- Haley Click, Director of Education & Member Services
- Michele Mund, EMS Operations and Finance Specialist
- Deanna Auert, Deputy Director of Education, Event and Affiliate Services,  
Marisol Ybarra, Project Manager

A Project Manager has been assigned to work with the Client throughout the events with which TAC will assist, including planning, production and post-conference wrap-up to ensure success of your event.

## Client Contacts

Hon. Ricardo Samaniego	Hon. Bill Hicks	Tom Krampitz and Kathy Braddock
County Judge, El Paso County	Attorney, 34 <sup>th</sup> Judicial District	BPU

## FY25 CONFERENCES

**Conference Name: 4 Events for the Border Prosecution Unit**

**Conference Dates and Location: February, March, April and June 2025, Locations TBD**

**Please designate the services offered below that the Client would like TAC to provide on your behalf.**

## CONFERENCE MANAGEMENT SERVICES OFFERED

### Conference Venue Selection

- Develop request for proposals (RFP) based on history and with assistance from Client officers or assigned designee/committee.
- Coordinate RFP's with venues.
- Review and negotiate contracts, for business purposes only, with venues.

- Assist Client designee in finalizing contracts.
- Retain and Maintain copies of contracts pursuant to TAC's records retention policy, currently 7 years for client contracts. All such records will remain the Client's property and all requests for such information will be directed to the Client.

### ☒ **Registration Services**

- Provide registration through TAC website
- Provide Client with registration reports
- Maintain registration records for future needs, based on the Client's records retention policy or applicable law

### ☒ **Conference Management Services**

- Manage overall operation of conference and logistics
- Assist in defining roles and responsibilities for conference and scheduled activities
- Act as the primary point of contact between the Client and venue
- Adhere to the budget/grant guidelines and monitor conference budget throughout entire conference process
- Assist Client in developing conference format and agenda
- Serve as conference point of contact for attendees, speakers
- Contact speakers and schedule presentations after Client has developed curriculum
- Coordinate continuing education requests, approvals, filing of hours
- Coordinate and provide conference material printing, including programs, signs, and handouts
- Monitor payments and seeks approval from Client or designee for all final payments
- Provide conference close-out of budgets, evaluations, and future conference needs

### ☒ **Audio Visual Services**

- Provide audio visual equipment, including projectors, computers and microphones as needed, pending availability and quantity of TAC equipment.
- Arrange for audio visual equipment rental, if necessary. TAC does not own screens.
- Provide staff to set up and monitor audio visual equipment in conference room

## ADDITIONAL SERVICES OFFERED

### ☒ **Continuing Education Tracking Services**

- Process continuing education forms and enter information into SBOT Portal
- Generate and mail defined reports and transcripts at the direction of the Client.
- The Client acknowledges that all information and data created or stored pursuant to this agreement are property of the Client and requests for such information will be directed to the Client. The Client, through its officers or legal counsel, shall be responsible for responding to the requestor and asserting any exceptions or objections to requests for information. TAC will make

a good faith effort to provide back end technical support for data access and retrieval whenever practicable on a case-by-case basis.

- The Parties agree that other than an authorized requests for an official's own records made by the official or their staff, all requests for information or documents created in conjunction with this agreement shall be directed to the Client's designee. The Client, through its designee or legal counsel, shall be responsible for responding to the requestor and asserting any exceptions or objections to each request not made by officials for their own records.

## Costs Associated with Conference Management Services

The Client will be charged for the following expenses in the amounts described:

- **Printing for conference materials and other documents** - TAC's actual 'out of pocket' expense is invoiced to the Client at cost. For example, printing and postage will be invoiced at the actual expense, including the cost of supplies and postage/ mailing fees. Printing costs provided by TAC are typically 20-30% less than a commercial print shop.
- **Audio visual** - TAC owned audio-visual equipment is available for use by the Client at a TAC managed conference, if the equipment is sufficient for conference requirements. If TAC needs to rent equipment for use at a conference, actual 'out of pocket' expenses will be invoiced to the Client. TAC does not own screens.

## Conference Management Services not provided by TAC

- Contacting or coordinating sponsors or sponsorships.
- Curriculum development.
- Contacting, coordinating or managing exhibitors or exhibit show.
- Reviewing contracts for legal purposes, including confirming that conference presenters have secured necessary intellectual property rights, licenses, or permissions.
- Legal services, including but not limited to providing legal advice or opinions regarding the production of Client data or Client information created by or in relation to this agreement.

## Payment for Services

TAC will provide to Client final attendance number for each event to the representatives and grant auditor for payment. The cost agreed to is \$100 per attendee.

TAC will pay for conference costs on behalf of BPU and provide detailed accounting and receipts back to the representatives/grant auditor.

Detailed invoices will be provided for payment within 60 days after the conference

## Terms

The Client shall confirm that all materials prepared in connection with the conference, whether prepared by the Client itself or by any conference participant, do not infringe or misappropriate any copyright or other the intellectual property right of any third party, and the Client agrees to indemnify and defend TAC against claims by such third parties. The Client hereby grants TAC a non-exclusive license to copy, publish and make derivative works of such materials, including publication of such materials on TAC's website, and hereby represents to TAC that it has the right to grant such license. This agreement is effective for a 12-month period beginning on the September 1, 2024. This agreement may be terminated by either party with 90 days written notice.

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Susan Redford  
TAC Executive Director

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Date

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Hon Bill D. Hicks,  
34<sup>th</sup> Judicial District Attorney

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Date

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Hon. Ricardo A.  
Samaniego, County  
Judge, El Paso County

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Date