

# Event Details

## State of Indiana Request for Quotation

Event ID	Format	Type	Page
00225-0000086083	Buy	RFx	1
Event Round	Version		
1	1		
Event Name	June 1-3, 2026 OSHSPA Conference		
Start Time	Finish Time		
11/04/2025 11:04:58 EST	12/08/2025 13:00:00 EST		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** INTERNAL EVENT DETAILS  
**Submit To:** Labor  
Dept. of Labor  
402 W WASHINGTON ST RM W195  
INDIANAPOLIS IN 46204  
United States  
**Contact:** Rhapsody Owens  
**Phone:**  
**Email:** RHOWENS@dol.in.gov

## Event Description

Project Description.

The Indiana Department of Labor is seeking through a competitive bidding process respondents who can satisfy the state's need for the June 1-3, 2026 Occupational Safety and Health State Plan Association Conference in Indianapolis, IN. Respondents may bid on all project deliverables or individual project deliverables.

General Requirements.

Dates: June 1 - 3, 2026

The conference must be held within walking distance of the Indiana Government Center at 402 W Washington St, Indianapolis, IN 46204. The conference is held over three days. The first day is a travel and registration day. The second and third days are for meetings. Hotel rooms for 70 attendees must be at the per diem rate of \$133.00. Meeting space on site at the hotel must accommodate attendees set up for a U shape. Morning and afternoon snacks on each day of the conference will be provided as well as coffee and water throughout the day. Audio and visual services must include all items and setup necessary, including one podium with a projector set up on either side that can connect to a laptop and one microphone that can be turned on and off.

Project Deliverables.

1. Hotel rooms for seventy (70) attendees at \$133.00 per night for June 1 and June 2, 2026.
2. Registration space for June 1 and June 2 including one table and two chairs.
3. Meeting space for seventy (70) attendees setup in a U shape.
4. Morning and afternoon snacks for June 2 and June 3.
5. Breakfast for June 2 and June 3.
6. Water and coffee service for June 2 and June 3.
7. Audio and visual rigging, power, and service techs for setup and teardown.
8. Media projector package, wired microphone with on/off switch, desktop microphone stand, microphone cable, podium microphone, digital mixer board, digital snake, audio-visual tech to manage event, and delivery, setup, and teardown.

Delivery Schedule and Milestones.

1. Provider of venue space will schedule a walkthrough of completed setup of the meeting space with the agency on June 1.
2. Provider of audio and visual equipment will complete setup on June 1.
3. Start time on June 2 and June 3 is 7:30 AM Eastern Time.
4. End time on June 2 and June 3 is estimated to be 5:00 PM Eastern Time.

**Bid Instructions.** Respondents must submit completed bids to rhowens@dol.IN.gov no later than December 8th, 2025 at 1:00 pm Eastern Time. Completed bids must include:

# Event Details (cont.)

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Rhapsody Owens  
  
Contact:  
Phone:  
Email: RHOWENS@dol.in.gov

- 1. Solicitation package completed and signed by respondent.
- 2. Quote with prices for each project deliverable to be considered.

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### Line Details

No Bid: ☐

Line: 1 Item ID: Line Qty: 1 UOM: Each Bid Qty:

Required: No Reserve Price: No

Description: June 1-3, 2026 OSHSPA Conference

Question	UOM	Best	Worst	Response
What is your quote/bid price?				<input type="text"/>
Required: Yes Mandatory Response: No				

Response Comments

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Rhapsody Owens

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## Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		