



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000004403
Purchase Order Change Notice (# 3)

Page: 1 of 4

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **See Detail Below** PCC: **S** Date: **09/2** PO Method: **7/17** **DG** Dispatch: **Dispatch Via Print** Rev Dt: **09/25/19**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: ON THE RECORD REPORTING & TRANSCRIPTION
3636 EXECUTIVE CENTER DR STE G22
AUSTIN TX 787311660
United States

Ship To: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1201811366 7

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Paula A Ramsey
Phone: 512/465-4193
Fax: 512/465-5641
Email: PaulaRamsey@mail.com

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Per Invitation for Bid 608-18-5002

Quantity(ies):

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

Each UNT (unit) is priced at \$1.00. A UNT is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

Change Orders:

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

Payment:

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV_FIN-INVOICES@TxDMV.gov (note: There is an underscore "_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

Renewal/Extension:

This purchase order may be renewed/extended for two (2) additional two (2) year periods, provided both parties agree in writing prior to the expiration date. Any renewal/extension shall be at the terms and conditions, plus any approved changes.

Cost Adjustments:

Price escalations must be made by vendor ninety (90) days prior to the date of the contract's renewal date and must not exceed a maximum of three (3) percent. Both parties shall agree to price escalation in writing prior to renewal.

Order Placement:

Order will be placed on an as-needed basis. No quantities of any items are ordered by the execution of the purchase order. An individual Work Authorization will be issued by TxDMV indicating quantity of the items(s) ordered.

Authorized Signature

09/25/2019



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000004403
Purchase Order Change Notice (# 3)

Page: 2 of 4

.
.
Price Schedule:
The pricing schedule, which was submitted with On The Record's original IFB, pertains to all lines on the PO.

1. Transcription Service, legal, per reporting hour - \$35.00
2. Transcription Service, legal, per page, 10-14 calendar days - \$3.90
3. Transcription Service, legal, per page, 7-9 calendar days - \$4.25
4. Transcription Service, legal, fee for failure to cancel - \$75.00
5. Transcription Service, legal, administrative expenses - \$12.50
6. Transcription Service, legal, per page for copies - Additional copies of transcriptions required by TxDMV - \$0.30
7. Transcription Service, legal, per page for copies - Additional copies of exhibits required by TxDMV - \$0.50
8. Transcription Service, legal, per copies - e-transcripts, diskettes, mini transcripts, CD, DVD, etc. - \$15.00
9. Transcription Service, legal, per page, 1 calendar day - \$7.25
10. Transcription Service, legal, per page, 2 calendar days - \$6.35
11. Transcription Service, legal, per page, 3-4 calendar days - \$5.75
12. Transcription Service, legal, per page, 5-6 calendar days - \$5.00
13. Transcription Service, legal, per reporting hour off-shift - \$50.00

.
TxDMV Contact:
Stacy Steenken - 512-302-2380 or Stacy.Steenken@TxDMV.gov

.
Vendor Contact:
Laurel H. Stoddard - 512-450-0342 or laurel@ontherecordreporting.com

.
POCN# 1 PAR 3-21-2018
Changed buyer from RG to PAR
Added additional line to add funds for Special Court Requirement for Enforcement Division.

POCN# 2 PAR 8-16-2018
Reduced funding for FY18 and added that reduction for FY19.

POCN 3, 9-25-2019; REVISED BY DROSAS
Line 2 Distribution 3 Reduce FY 2020 Merchandise Amount from \$4,000 To \$500
PO TOTAL DECREASED FROM \$28,500.00 TO \$25,000.00
REASON: Without this change the new requisition for FY2020 will error out for MVCPA

Authorized Signature

09/25/2019



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000004403
Purchase Order Change Notice (# 3)

Page: 3 of 4

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Transcription & Reporting Services, Legal - TxDMV Board of Directors Period of Service: Nov. 1, 2017 - Oct. 31, 2019	961/72	13000.0000	UNT	\$1.00000	\$13,000.00	11/01/2017
						Schedule Total	\$13,000.00
<u>Contract ID:</u> 0000004403				<u>ReqID:</u> 0000005002			
						Item Total for Line # 1	\$13,000.00
2- 1	Transcription & Reporting Services, Legal - Auto Burglary Theft Prevention Authority (ABTPA) Board Period of Service: Nov. 1, 2017 - Oct. 31, 2019	961/72	4500.0000	UNT	\$1.00000	\$4,500.00	11/01/2017
						Schedule Total	\$4,500.00
<u>Contract ID:</u> 0000004403				<u>ReqID:</u> 0000005002			
						Item Total for Line # 2	\$4,500.00

Authorized Signature

09/25/2019



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000004403
Purchase Order Change Notice (# 3)

Page: 4 of 4

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
3- 1	Transcription & Reporting Services, Legal - Enforcement Division Period of Service: Nov. 1, 2017 - Oct. 31, 2019	961/72	4000.0000	UNT	\$1.00000	\$4,000.00	11/01/2017
						Schedule Total	\$4,000.00
<u>Contract ID:</u> 0000004403				<u>ReqID:</u> 0000005002			
						Item Total for Line # 3	\$4,000.00
4- 1	Transcription & Reporting Services, Legal - Enforcement Division Period of Service: Nov. 1, 2017 - Oct. 31, 2019. Special Services - Court reporter for a 2 day hearing on April 26 - 27, 2018 at SOAH - Case # 608-18-2228	961/72	3500.0000	UNT	\$1.00000	\$3,500.00	03/21/2018
						Schedule Total	\$3,500.00
<u>Contract ID:</u> 0000004403				<u>ReqID:</u> 0000005930			
						Item Total for Line # 4	\$3,500.00
						Total PO Amount	\$25,000.00

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

09/25/2019