



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007563
 Purchase Order Change Notice (# 1)

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **Q** Date: **10/29/19** PO Method: **SV** Dispatch: **Dispatch** Rev Dt: **11/26/19**
 Terms: **0** Terms: **Destination** **Via Print**

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

Vendor: ON THE RECORD REPORTING & TRANSCRIPTION
 7703 N LAMAR BLVD STE 515
 AUSTIN TX 78752-1055
 United States

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

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1201811366 7

Purchaser: Tiffanay Heather Waller
Phone: 512/465-4193
Fax: 512/465-5641

Bill to **Fax:**

Email: Tiffanay.Waller@txdmv.gov

Bill to **Email:** DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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, which-ever is later.

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

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). Specifications and requirements of the vendor remains the same for FY 20 through FY 21.

Biennial:

TxDMV Board \$12,000 (\$6000 per FY)
 MVCPA Board \$4000 (\$2000 per FY)
 Enforcement \$6000 (\$3000 per FY)
 Per Invitation for Bid 608-18-5002

Renewal of IFB at same price, terms and conditions.

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.

Price Schedule:

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

Authorized Signature

11/26/2019



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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

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.

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.

INITIAL TERM OF SERVICE: November 1, 2017 to October 31, 2019. PO Reference #4403.

PERIOD OF FIRST RENEWAL: November 1, 2019 to October 31, 2021.

TxDMV Contact:

Claudia Leal - 512-374-5396 or Claudia.Leal@TxDMV.gov

Vendor Contact:

Elizabeth Stoddard - 512-450-0342 or elizabeth@ontherecordreporting.com

POCN # 1

Tiffanay Waller

11-25-19

Adding line four to the PO for OGC to use contract for advisory committee meetings. The original PO amount was \$10,000, adding line four for \$13,893, making total PO amount \$ 23,893.

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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
Line-Sch: 1-1	Line Description: Transcription & Reporting Services, Legal - TxDMV Board	Class/Item: 961/72	Quantity: 5000.0000	UOM: UNT	Unit Price: \$1.00000	Extended Amt: \$5,000.00	Due Date: 10/29/2019
						Schedule Total	<input type="text" value="\$5,000.00"/>
Contract ID: 0000004403				ReqID: 0000008217			
Transcription Reporting Services, Legal - TxDMV Board /Service Terms 11/01/2019 thru 08/31/2020							
FY 20 - Terms service shall commence on 11/1/2019 and continue through 08/31/2020 (10 months). \$5000							
						Item Total for Line # 1	<input type="text" value="\$5,000.00"/>
Line-Sch: 2-1	Line Description: Transcription & Reporting Services, Legal - MVCPA Board	Class/Item: 961/72	Quantity: 2000.0000	UOM: UNT	Unit Price: \$1.00000	Extended Amt: \$2,000.00	Due Date: 10/29/2019
						Schedule Total	<input type="text" value="\$2,000.00"/>
Contract ID: 0000004403				ReqID: 0000008217			
FY 20 - Terms service shall commence on 11/1/2019 and continue through 08/31/2020 (10 months). \$2000 (Previously ABTPA) Motor Vehicle Crime Prevention Authority Board							
Total over 2 years \$4000							
						Item Total for Line # 2	<input type="text" value="\$2,000.00"/>
Line-Sch: 3-1	Line Description: Transcription & Reporting Services, Legal - Enforcement Division	Class/Item: 961/72	Quantity: 3000.0000	UOM: UNT	Unit Price: \$1.00000	Extended Amt: \$3,000.00	Due Date: 10/29/2019
						Schedule Total	<input type="text" value="\$3,000.00"/>
Contract ID: 0000004403				ReqID: 0000008217			
FY 20 - Terms service shall commence on 11/1/2019 and continue through 08/31/2020 (10 months). \$3000							
						Item Total for Line # 3	<input type="text" value="\$3,000.00"/>

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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Line-Sch: 4-1	Line Description: Transcription & Reporting Services, Legal - 5 Advisory Committees	Class/Item: 961/72	Quantity: 13893.0000	UOM: EA	Unit Price: \$1.00000	Extended Amt: \$13,893.00	Due Date: 12/04/2019
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Schedule Total

Contract ID:
0000004403

ReqID:
0000008505

Transcription Services for 5 Advisory Committees (22 total meetings) during the 2020 fiscal year:

1. The Consumer Protection Advisory Committee (4 meetings)
2. The Customer Service Advisory Committee (4 meetings)
3. The Motor Carrier Regulation Advisory Committee (4 meetings)
4. The Motor Vehicle Industry Regulation Advisory Committee (4 meetings)
5. The Vehicle Titles and Registration Advisory Committee (6 meetings)

Item Total for Line # 4

Total PO Amount

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

11/26/2019