|----------------|-------|----------------|-----|-----------|---------|-----|---|----------------|-------------|----|------------|-----------------|-----------------|

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

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>ON THE RECORD REPORTING &amp; TRANSCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor ID:</td>
<td>1201811366 7</td>
</tr>
<tr>
<td>Purchaser:</td>
<td>Tiffanay Heather Waller</td>
</tr>
<tr>
<td>Phone:</td>
<td>512/465-4193</td>
</tr>
<tr>
<td>Fax:</td>
<td>512/465-5641</td>
</tr>
</tbody>
</table>

**Bill To:**

| Address: | 4000 Jackson Avenue |
| City: | Austin TX 78731 |
| State: | United States |

| Vendor ID: | 1201811366 7 |
| Purchase Order #: | 0000007563 |
| Purchase Order Change Notice (# 1) | |

**Bill to:**

| Address: | 1P00 - TxDMV Warehouse |
| City: | 4000 Jackson Avenue |
| State: | Austin TX 78731 |
| Zip Code: | United States |

**Bill to Fax:**

| Email: | DMV_FIN-INVOICES@txdmv.gov |
| Vendor ID: | 1201811366 7 |
| Vendor ID: | 1201811366 7 |

**PO Information:**

- **Change Orders:**
  - Changes 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**

Tiffanay Waller

11/26/2019
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.
### TXDMV Business Unit # 60800

**Purchase Order # 0000007563**

**Purchase Order Change Notice (# 1)**

<table>
<thead>
<tr>
<th>PO Line Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Line-Sch</strong></td>
</tr>
<tr>
<td>1-1</td>
</tr>
<tr>
<td>2-1</td>
</tr>
<tr>
<td>3-1</td>
</tr>
</tbody>
</table>

**Schedule Total**
- 1-1: $5,000.00
- 2-1: $2,000.00
- 3-1: $3,000.00
- **Total over 2 years $4000**

**Contract ID:**
- 0000004403
- ReqID:
- 0000008217

**FY 20 - Terms service shall commence on 11/1/2019 and continue through 08/31/2020 (10 months).**

**Item Total for Line # 1**
- $5,000.00

**Item Total for Line # 2**
- $2,000.00

**Item Total for Line # 3**
- $3,000.00

**Authorized Signature**

11/26/2019
<table>
<thead>
<tr>
<th>Line-Sch</th>
<th>Line Description:</th>
<th>Class/Item</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Amt</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-1</td>
<td>Transcription &amp; Reporting Services, Legal - 5 Advisory Committees</td>
<td>961/72</td>
<td>13893.0000</td>
<td>EA</td>
<td>$1.00000</td>
<td>$13,893.00</td>
<td>12/04/2019</td>
</tr>
</tbody>
</table>

Schedule Total $13,893.00

Contract ID: 0000004403
RegID: 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 $13,893.00

Total PO Amount $23,893.00

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

[Signature]

11/26/2019