



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007817

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **Q** Date: **01/07/20** PO Method: **SV** Dispatch: **Dispatch** Rev Dt:  
 Terms: **0** Terms: **Destination** **Via Print**

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

**Vendor:** RUNNING BEAR PRODUCTION HOUSE,  
 LIMITED LIABILITY COMPANY  
 1008 MUSE LN. UNIT 14  
 USA  
 AUSTIN TX 78702  
**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:** 1475237349 9

**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.

TxDMV 101 Video Production Project

NOTE: Funding provided from FY19 GSC Operating Budget; Project Oversight by HR Division staff

Contract Term is from December 19, 2019 to August 31, 2020. This Contract can be renewed for additional agency projects with a renewal option from September 1, 2020 to August 31, 2021. Contract terms are based on RFP # 608-19-005 and according to the Proposal Submitted by Running Bear dated 7-26-2019.

TxDMV Contact: Matthew Levitt. 512-465-4245

Running Bear Video Production House Contact:

Mrs. Alex Navarro

Creative Director

210-393-1766

Alex@runningbearproductionhouse.com

**Authorized Signature**

**01/10/2020**



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
<b>Line-Sch:</b> 1-1	<b>Line Description:</b> TxDMV 101 Video Production Services	<b>Class/Item:</b> 915/09	<b>Quantity:</b> 23660.0000	<b>UOM:</b> EA	<b>Unit Price:</b> \$1.00000	<b>Extended Amt:</b> \$23,660.00	<b>Due Date:</b> 01/07/2020	
						<b>Schedule Total</b>	\$23,660.00	
<b>Contract ID:</b> 000000082				<b>ReqID:</b> 0000007619				
TxDMV 101 Video will be an 'evergreen' media piece to feature functional areas of department in an engaging and entertaining format. Intended audience is internal new employees and other stakeholders to be designated by HR Division. Revised to FY 20 Operating Budget							<b>Item Total for Line # 1</b>	\$23,660.00

**Total PO Amount** \$23,660.00

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

01/10/2020