



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000008454

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** NA **PCC:** E **Date:** 06/25/20 **PO Method:** SV **Dispatch:** Dispatch Via Print **Rev Dt:**

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

Vendor: CAROLYN CONN
 PO BOX 150804
 AUSTIN TX 787150804
 United States

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

Vendor ID: 7003246046 4

Purchaser: Travis Reese
Phone: 512 4654180
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Travis.Reese@txdmv.gov

Bill To Fax:

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).

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

TxDMV Contact:

Connie Green
 Connie.Green@TxDMV.gov
 (512) 465-4136

Vendor Contact:

Carolyn Conn
 c-conn@att.net
 (512) 771-8315

Authorized Signature

06/25/2020



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| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|---|------------------------------|-------------|-----------|------|-------------|--------------------------------|-------------------|
| 1-1 | Accounts Receivable Training | 924/41 | 2000.0000 | UNT | \$1.00000 | \$2,000.00 | 07/14/2020 |
| | | | | | | Schedule Total | \$2,000.00 |
| ReqID: 0000009263 | | | | | | | |
| Date: July 28, 2020 (Tentative) Format: Live Web Presentation | | | | | | | |
| <p>1) Two separate 2-hour training sessions. Preference is to have non-managers attend one session and managers/supervisors attend the second session. In the event that a staff member is not able to attend the first session, they can attend the second session. A detailed transcript or outline will also be provided for the benefit of anyone who misses both presentations.</p> <p>2) Estimated attendance: 15-20 total staff members (inclusive of both non-managers and managers in total)</p> <p>3) Time of each session: estimated at 2 hours each</p> <p>4) Date: July 28 (tentative) with the non-managers in the morning and managers in the afternoon</p> <p>5) Location Modality: Live via internet (such as Webex or Zoom); host of the meeting to be TxDMV</p> <p>6) Recording of the instructor's presentations are not allowed.</p> <p>7) Topic of the training sessions is "Best Practices" for Accounts Receivable. Instructor's approach is to encourage participation and to incorporate issues specific to TxDMV into the training, but instructor cannot control the quantity or quality of the participation.</p> <p>8) "Quick Reference Guide" to be produced in digital form for unlimited use by TxDMV; but, is not to be shared with other agencies or anyone outside TxDMV. a) Majority of the content for this Guide will be generic "Best Practices" for Accounts Receivable b) Based on the live training sessions, some examples specific to TxDMV will be incorporated into the Quick Reference Guide; but, this will not be detailed or extensive such that it comprises detailed procedures. The instructor will provide The Quick Reference Guide on the day of the presentation; an updated version will also be provided if anything comes up in the trainings that is relevant to add.</p> <p>9) Instructor reserves the copyright to all materials produced for this training, but TxDMV has unlimited use for your agency's purposes of staff training</p> <p>10) A draft outline of the presentation will be provided beforehand so that FAS management can offer feedback in time to have it incorporated into the presentations on 7/28. Alternately, if the Quick Reference Guide covers all the bases, FAS management can just review that ahead of time and provide feedback to the instructor if necessary.</p> | | | | | | | |
| Price of Consultant's Services Estimated at \$2,000 total; this includes minor modifications to the Quick Reference Guide to incorporate agency-specific topics identified during the live training sessions In the event that these topics are identified by both parties as being more than minor, a mutually-agreed upon additional hourly rate would be charged. | | | | | | | |
| | | | | | | Item Total for Line # 1 | \$2,000.00 |

Total PO Amount **\$2,000.00**

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

06/25/2020



Authorized Signature

A handwritten signature in black ink, appearing to be "M. A. Smith", written over a horizontal line.

06/25/2020