



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008469  
 Purchase Order Change Notice (# 3)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** Q **Date:** 06/30/20 **PO Method:** SV **Dispatch:** Dispatch **Rev Dt:** 05/20/21  
**Terms:** **Terms:** Destination **Via Print**

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

**Vendor:** FIRST CHECK APPLICANT SCREENING  
 PO BOX 92033  
 SOUTHLAKE TX 760920101  
 United States

**Ship To:** 1P12 - Finance Admin Services  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1752820451 8

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Purchaser:** Jason K Adams  
**Phone:** 512/465-4181  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** jason.adams@txdmv.gov

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

POCN 3 - JA 05/20/2021

Adding line 2 to increase funding and updating the service period for background checks.

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POCN 2, By: Andrew Ortegon, Dated: 08/07/2020

Description: POCN 2 to update the service period for the services.

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POCN 1, By: Andrew Ortegon, Dated: 08/06/2020

Description: POCN 1 to change the quantities to reflect the Blanket Order for the background checks. Changing the quantities allows for receiving for all invoices.

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Pricing per Invitation for Bid Number 608-20-Background Checks

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Initial Service Period: 7/1/2020 to 6/30/2021

Final Renewal Service Period: 07/01/2021 to 06/30/2022.

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**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.

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**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 Invoices@txdmv.gov. 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.

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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.

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

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**TxDMV Contract Monitor:**

Stephanie Lopez  
 stephanie.lopez@txdmv.gov  
 512-465-4212

**Authorized Signature**

*Jason Adams, MS, CTCP, CTCO*

06/03/2021



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 Vendor Contact:  
 Lisa Manning  
 Lisa@firstcheck.com  
 888-588-2525 ext. 216

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 Quantities  
 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 purchases 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 quantities.

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 The link to the TxDMV Terms and Conditions - <http://www.txdmv.gov/contractors-vendors>

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 Vendor Pricing Sheet:

- 1) Social Security Verification - Turnaround time: Instant - Cost \$2.50 Each
- 2) Seven-Year Criminal History search per county of residence with-in Texas - Turnaround Time: Within 4 Business Days - Cost \$6.00 Each
- 3) Seven-Year Criminal History search per county outside of Texas - Turnaround Time: Within 4 Business Days - Cost \$9.00 Each
- 4) Seven-Year Criminal History search of Texas Statewide records - Turnaround Time: Within 4 Business Days - Cost \$2.75 Each
- 5) Multi - Jurisdictional search to include but not limited to, Statewide and county databases and the National Sex Offenders database - Turnaround Time: Within 4 Business Days - Cost \$6.00 Each
- 6) International criminal history background search to include Interpol records on an as-needed basis and as requested writing by TxDMV - Turnaround time: Within 5 Business Days - Cost \$125.00 Each

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 This is a renewal of the current PO#0000008469

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Employee Background Check - New Contract	961/30	6695.0000	EA	\$1.00000	\$6,695.00	06/30/2020

**Schedule Total** \$6,695.00

**ReqID:**  
0000009163

Vendor Pricing Sheet:

- 1) Social Security Verification - Turnaround time: Instant - Cost \$2.50 Ea
- 2) Seven-Year Criminal History search per county of residence with-in Texas - Turnaround Time: Within 4 Business Days - Cost \$6.00 Ea
- 3) Seven-Year Criminal History search per county outside of Texas - Turnaround Time: Within 4 Business Days - Cost \$9.00 Ea
- 4) Seven-Year Criminal History search of Texas Statewide records - Turnaround Time: Within 4 Business Days - Cost \$2.75 Es
- 5) Multi-jurisdictional search to include but not limited to, Statewide and county databases and the National Sex Offenders database - Turnaround Time: Within 4 Business Days - Cost \$6.00 Ea
- 6) International criminal history background search to include Interpol records on an as-needed basis and as requested writing by TxDMV - Turnaround Time: Within 5 Business Days - Cost \$125.00 Ea

**Item Total for Line # 1** \$6,695.00

**Authorized Signature**

*Laura Adams, MS, CTCM, CTCO*

**06/03/2021**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Employee Background Check - Contract Renewal with First Check - Blanket PO	961/30	6695.0000	EA	\$1.00000	\$6,695.00	05/20/2021
						Schedule Total	\$6,695.00
<b>Contract ID:</b> 0000008469				<b>RegID:</b> 0000010426			
Service Period: 7/1/2021 - 6/30/2022						Item Total for Line # 2	\$6,695.00

Total PO Amount \$13,390.00

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

*Laura Adams, MS, CTCM, CTCO*

06/03/2021