



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000008613

Payment NET30 Freight FOB Ship Via: US MAIL PCC: Q Date: 09/01/20 PO Method: SV Dispatch: Dispatch Rev Dt:
Terms: 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

Vendor ID: 1201811366 7

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Patricia Campos
Phone:
Fax:

Bill To Fax:

Email: Patricia.Campos@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

PO 8613 replaces PO 7563 FY2021 funding

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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 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.

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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).

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Reference attached renewal letter, dated, Oct 21, 2019

Reference Invitation for Bid 608-18-5002

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Price, terms and conditions shall remain the same.

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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.

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Authorized Signature

Handwritten signature of Patricia Campos

08/31/2020



Price Schedule:

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

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 one (1) additional two (2) year period, 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.

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

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TxDMV Contact:

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

DMV Contract Specialist Contact:

Patricia Campos
ph#512-465-4097
email: patricia.campos@txdmv.gov

Vendor Contact:

Elizabeth Stoddard - 512-450-0342 or elizabeth@ontherecordreporting.com
Specifications and requirements of the vendor remains the same for FY 20 through FY 21. Quote for FY 20 was quoted for two FY periods (FY20 FY21). No changes to agreement.

Authorized Signature

08/31/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Transcription & Reporting Services, Legal - TxDMV Board /Service cont. 1st renewal, Term: thru Oct, 31, 2021	961/72	9000.0000	UNT	\$1.00000	\$9,000.00	08/31/2021
						Schedule Total	<input type="text" value="\$9,000.00"/>
Contract ID: 0000004403				ReqID: 0000009429			
Board services from 09/01/2020-08/31/2021						Item Total for Line # 1	<input type="text" value="\$9,000.00"/>
2-1	Transcription & Reporting Services, Legal - MVCPA Board / Service cont. 1st renewal, Term: thru Oct, 31, 2021	961/72	2000.0000	UNT	\$1.00000	\$2,000.00	08/31/2021
						Schedule Total	<input type="text" value="\$2,000.00"/>
Contract ID: 0000004403				ReqID: 0000009429			
Keeping service amount for MVCPA the same at \$2000.00 Service Terms 09/01/2020-08/31/2021(Previously ABTPA) Motor Vehicle Crime Prevention Authority Board FY 20 - Terms service shall commence on 11/1/2019 and continue through 08/31/2020 (10 months). \$2000 FY 21 - 09/01/20 through 08/31/21. \$2000 Total over 2 years \$4000						Item Total for Line # 2	<input type="text" value="\$2,000.00"/>
3-1	Transcription & Reporting Services, Legal - Enforcement Division /Service cont. 1st renewal, Term: thru Oct, 31, 2021	961/72	3000.0000	UNT	\$1.00000	\$3,000.00	08/31/2021
						Schedule Total	<input type="text" value="\$3,000.00"/>
Contract ID: 0000004403				ReqID: 0000009429			
FY 21 - 09/01/20 through 08/31/21. \$3000 (Enforcement will stay the same at \$3000 for FY 2020-FY 2021) Service Terms 09/01/2020-08/31/2021						Item Total for Line # 3	<input type="text" value="\$3,000.00"/>

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Transcription & Reporting Services, Legal - 5 advisory committees Services Term: cont. 1st renewal, Term: thru Oct, 31, 2021	961/72	10000.0000	UNT	\$1.00000	\$10,000.00	08/31/2021
						Schedule Total	<input type="text" value="\$10,000.00"/>
Contract ID: 0000004403				ReqID: 0000009429			
Transcription services for 5 advisory committees. (FY 20 amount was \$13,893.00)						Item Total for Line # 4	<input type="text" value="\$10,000.00"/>

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

08/31/2020