



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000009399  
 Purchase Order Change Notice (# 3)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** I **Date:** 03/16/21 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 08/31/21  
**Terms:** **Terms:** Destination **Dispatch:** Via Print

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

**Vendor:** NEOS CONSULTING GROUP LLC  
 PO BOX 12986  
 AUSTIN TX 787112986  
 United States

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

**Vendor ID:** 1562314260 9

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

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:**

**Bill To Fax:**

**Email:** Amanda.Maxwell@txdmv.gov

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

**PO Information:**

POCN# 3 - by Mandy Maxwell, 08/31/2021  
 Changed buyer from Travis Reese to Amanda Maxwell  
 Added line 2 for FY22 funding 12/mo contract extension. 9/1/2021 - 8/31/2022  
 Updated PO End Date

POCN 2, Travis R, 05/03/2021: Corrected start date in line description. Originally listed as May 13, 2020, should have been May 13, 2021

POCN 1, Travis R, 05/03/2021: Original contractor, Stephen Wright, resigned his position before working any hours. New contractor, Travis Larsen, will be his replacement. New start date is Thursday May 13, 2021. All other data is unchanged.

This Purchase Order is governed by the Department of Information Resources Contract DIR-CPO-4585. All terms and conditions of the identified contract shall apply to this Purchase Order. Additional TxDMV terms and conditions are found below and, where a conflict exists, supersede the terms and conditions of Contract DIR-CPO-4585.

- Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

- Either party may terminate this Purchase Order by written notice to the other at any time.  
 This purchase order may be renewed for additional terms or additional hours with the same Terms and Conditions as long as the referenced Term Contract remains in force, a need exists, and both parties agree and Contractor receives a Purchase Order

- Change Notice from TxDMV Purchasing Section.  
 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 will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

- 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).

- Background Check:  
 A statewide criminal and sex offender background check shall be conducted on the contractor, contractor's personnel or subcontractors scheduled to work on the state project. Supporting documentation confirming the completion of the required background check is subject to review prior to beginning of the service and at any time during the term of the purchase order upon request by the designated state representative. Failure to provide the requested documentation upon request by the State may be cause for cancellation of the purchase order. The background check shall include, but not be limited to, the following:

- \* Social Security Number Verification
- \* Department of Public Safety Statewide Criminal and Sex Offender Background Check

**Authorized Signature**

*M Maxwell Purchaser, CTCI*

**08/31/2021**



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\* Background check in all Out-Of-State Counties in which the applicant has resided in the last seven (7) years.  
Persons with Class B or Class C Misdemeanor offenses shall not be allowed to work on this project and shall not be allowed access to the State documents. Persons with Class A Misdemeanor offenses or above will be disqualified.  
Service shall be performed in accordance with Contract DIR-CPO-4633, Terms and Conditions.

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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, whichever is later.

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Point of Contact: Jesse Kirk  
Telephone: (512) 465-1231  
Email: Jesse.Kirk@txdmv.gov

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Accounts Payable Contact: Lisa Selvera  
Telephone: 512-465-4027  
Email: DMV\_FIN-Invoices@TxDMV.gov  
Invoice Address: Texas Department of Motor Vehicles  
4000 Jackson Avenue  
Austin, TX 78731

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Address for Placement: Texas Department of Motor Vehicles  
3800 Jackson Avenue, Building 5  
Austin, TX 78731

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NIGP 962-69

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Contractor: Travis Larsen  
Confirmation Date: Thursday May 13, 2021 through Tuesday, August 31, 2021  
Estimated number of hours: NTE 1040 hours  
Hourly Rate: NTE \$90.01

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Timecard Approver: Jesse Kirk  
Jesse.Kirk@TxDMV.gov  
(512) 465-1231

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Neos Consulting Contact: Lacy Michel  
Lacy.Michel@neosconsulting.com  
(512) 720-0738

Authorized Signature

*M. Naell Purchaser, CTCI*

**08/31/2021**

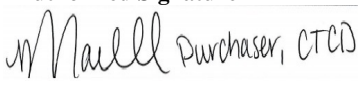


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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Staff Augmentation - Business Analyst II	962/69	1040.0000	HR	\$90.01000	\$93,610.40	03/16/2021	
Confirmation Date: Thursday May 13, 2021 through Tuesday, August 31, 2021								
						<b>Schedule Total</b>	\$93,610.40	
<b>Contract ID:</b> 000009399				<b>ReqID:</b> 0000010175				
Contractor: Travis Larsen Estimated number of hours: NTE 1040 hours Hourly Rate: NTE \$90.01								
						<b>Item Total for Line # 1</b>	\$93,610.40	
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	ITSAC Best Value - Travis Larsen - Service Dates: 09/01/2021 - 08/31/2022	962/69	2080.0000	HR	\$90.01000	\$187,220.80	08/31/2021	
							<b>Schedule Total</b>	\$187,220.80
<b>Contract ID:</b> 000009399				<b>ReqID:</b> 0000010918				
Contractor: Travis Larsen Estimated number of hours: NTE 2080 hours Hourly Rate: NTE \$90.01								
						<b>Item Total for Line # 2</b>	\$187,220.80	
						<b>Total PO Amount</b>	\$280,831.20	

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**  
  
**08/31/2021**