



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000010017

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 08/19/21 **PO Method:** IA **Dispatch:** Dispatch Via Print **Rev Dt:**

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

**Vendor:** STATE OFFICE OF ADMINISTRATIVE HEARINGS  
 PO BOX 13025  
 AUSTIN TX 787113025  
 United States

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

**Vendor ID:** 3360360360 7

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

**Purchaser:** Samantha Lavoie  
**Phone:** 512/465-4180  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Samantha.Lavoie@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 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.

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.

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

**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.

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

TxDMV Contract Monitor:  
 Angela Gonzalez  
 (512) 465-4229  
 Angela.Gonzalez@txdmv.gov

TxDMV Contract Specialist:  
 Samantha Lavoie  
 Samantha.lavoie@txdmv.gov  
 512-465-4199

SOAH Contact:  
 Shane Linkous

**Authorized Signature**

*Samantha Lavoie*

08/24/2021



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000010017

512-936-6624  
 Shane.Linkous@soah.texas.gov

Two Year Contract with Term of Service: September 1, 2021 to August 31, 2023.

Interagency Cooperation Act, Texas Government Code, Title 7, Chapter 771

SOAH shall accept referrals for disputes under Tex. Gov't Code ch. 2260, or any other cases that TxDMV may refer in accordance with applicable law. SOAH shall handle matters under these statutes and rules as authorized and referred by TxDMV, including prehearing and post-hearing matters and the issuance of the proposal for decision. SOAH also may provide alternative dispute resolution services (mediation) for TxDMV.

Payment of each invoice is due no later than thirty (30) days after the date TxDMV received the invoice in accordance with Section 771.008(d), Texas Government Code. Receiving Agency shall pay the annual contract amount for fiscal year 2022 to Performing Agency on or before September 30, 2021. Receiving Agency shall pay the annual contract amount for fiscal year 2023 on or before September 30, 2022. Payment shall be made to SOAH in a lump-sum amount in accordance with Section 2003.024, Texas Government Code.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	SOAH State office of Administrative Hearings Service Term: 9/1/21-8/31/22	963/43	1.0000	YR	\$153,832.50000	\$153,832.50	08/19/2021

Schedule Total

**Contract ID:**  
0000010017

**ReqID:**  
0000010658

Item Total for Line # 1

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

*Samantha Lavoie*

08/24/2021