



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000010216

Payment NET30 Freight FOB Ship Via: US MAIL PCC: E Date: 10/05/21 PO Method: SP 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: MARGIE BASTOLLA FACILITATIONS
113 SPRING CHASE CIR
ALTAMONTE SPRINGS FL 32714-6520
United States

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

Vendor ID: 7006335612 8

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:

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.

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).

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

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

Employee Training Act:

The training or education must be related to the duties or prospective duties of the administrator or employee. Texas Government Code, Title 6, Subtitle C, Chapter 656, Subchapter A, Sec. 656.041

Proposal Dated: September 22, 2021

Proposal Contents includes:

- I. A workshop description for Mastering Audit Report-Writing Essentials
II. An instructor profile
III. Fees
IV. The tool, 25 Questions to Report-Writing Excellence

Authorized Signature

[Handwritten signature]

10/13/2021



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Vendor Contact: Margie Bastolla, CIA
 Margie Bastolla Facilitations, LLC.
 www.auditreportwriting.com
 Email: margie@mbf.training
 Phone: 407-462-1940 (cell)

TxDMV Contact: Monica Hernandez
 FAS
 Phone: 512/465-1261
 Email: monica.hernandez@txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Virtual Workshop - Mastering Audit Report - Writing Essentials	924/25	1.0000	EA	\$10,000.00000	\$10,000.00	10/11/2021

Date: November 15-16, 2021
 Attendees: Sandra Menjivar-
 Suddeath
 Derrick Miller
 Jason Gonzalez
 Jacob Geray
 Frances Barker

Schedule Total

Contract ID:
0000010216

ReqID:
0000011110

Duration: 16 hours

This workshop qualifies for 16 hours of CPE. Attendees will receive certificates that document the following:
 CPE sponsors name (Margie Bastolla Facilitations, LLC.) and contact information
 attendees name
 workshop title and field of study
 training dates and CPE hours
 instructional/delivery method
 Verification of attendance by CPE sponsor

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.

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Authorized Signature

[Handwritten Signature]

10/13/2021