



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000010822  
 Purchase Order Change Notice (# 4)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** I **Date:** 03/23/22 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 10/05/22  
**Terms:** **Terms:** Destination **Dispatch:** Via Email

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

**Vendor:** INSIGHT PUBLIC SECTOR INC  
 PO BOX 731072  
 DALLAS TX 753731072  
 United States

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

**Vendor ID:** 1363949000 5

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

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:** 512/465-5641

**Bill To Fax:**

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

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

**PO Information:**

POCN# 4 - by Mandy Maxwell, 10/05/2022  
 Per email from Scott Trinkle 10/05/2022  
 Reduced line 4 hours by 15  
 Added the 15 hours to line 5  
 Senior Architect hours will be reduced to 233 total hours  
 Engineer hours will be increased to 297.1177 hours with the increase coming from the reduction in Senior Architect hours  
 Line 4 Sr Architect rate @ \$230 x 15 = \$3450  
 Line 5 Engineer rate @ \$170 x 15 = \$ 2550  
 Difference \$900

POCN# 3 - by Mandy Maxwell, 07/27/2022  
 Added lines 4-6 for additional FY22 hours.  
 Updated DIR Contract# to DIR-TELE-CTSA-008  
 Vendor Change Request # 4010054227  
 All other info remains the same.

POCN# 2 - by Mandy Maxwell, 07/15/2022  
 Took 40 hours from line 2 and moved to line 1  
 Took 20 hours from line 2 and moved to line 3  
 This leaves 20 hours on line 2 after changes are made.  
 Email correspondence and supporting documentation attached for reference.

POCN# 1 - by Mandy Maxwell, 07/14/2022  
 Reduced Line 1 hours to 60 from 120 hours. Added the difference of hours/monies to Line 3.  
 Line 3 new hours is 121.1764, from original hours of 70.  
 "The rate on line 1 is \$230 @ 60 hours is \$13,800.00 divide this by the rate on line 3 which is \$170 gives you 81.17645 hours.  
 Add 81.17645 to 40 hours on line 3 gives you a new total of 121.17645 hours on line 3" - per email correspondence.

**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.

**Authorized Signature**

*Mandy Maxwell, CTOD/COM*

10/05/2022



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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.

This procurement is governed by the terms and conditions in DIR Contract Number DIR-TELE-CTSA-008

Sales Quote: Q-03182022-TxDMV Network Support

Date: 3/18/22

Term: 03/24/2022 and continues for a period of 24 weeks, 09/08/2022

Sales Rep : Jerry Martin  
 Phone: 512-750-6051  
 jerry.martin@insight.com

Sales Solution Rep: Nichole David  
 Phone: 512-691-2008  
 Fax: 512-691-9480  
 nichole.david@insight.com

TxDMV Contact: Virginia Pickering  
 IT Services Division  
 Phone: 512/465-4031  
 Email: virginia.pickering@txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Professional Services - Network Support - Sr. Architect	920/64	100.0000	HR	\$230.00000	\$23,000.00	03/23/2022

Schedule Total

Contract ID:  
0000010822

ReqID:  
0000011691

Term: 03/24/2022 to 08/31/2022

Item Total for Line # 1

Authorized Signature

*Virginia Pickering*  
 VP/CTO/CTM

10/05/2022



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Professional Services - Network Support - Architect	920/64	20.0000	HR	\$190.00000	\$3,800.00	03/23/2022
						Schedule Total	\$3,800.00
<b>Contract ID:</b> 0000010822				<b>ReqID:</b> 0000011691			
Term: 03/24/2022 to 08/31/2022						Item Total for Line # 2	\$3,800.00
3-1	Professional Services - Network Support - Engineer	920/64	134.1176	HR	\$170.00000	\$22,799.99	03/23/2022
						Schedule Total	\$22,799.99
<b>Contract ID:</b> 0000010822				<b>ReqID:</b> 0000011691			
Term: 03/24/2022 to 08/31/2022						Item Total for Line # 3	\$22,799.99
4-1	Professional Services - Network Support - Sr. Architect	920/64	133.0000	HR	\$230.00000	\$30,590.00	07/29/2022
						Schedule Total	\$30,590.00
<b>Contract ID:</b> 0000010822				<b>ReqID:</b> 0000012228			
Term: 03/24/2022 to 08/31/2022						Item Total for Line # 4	\$30,590.00
5-1	Professional Services - Network Support - Engineer	920/64	163.0000	HR	\$170.00000	\$27,710.00	07/29/2022
						Schedule Total	\$27,710.00
<b>Contract ID:</b> 0000010822				<b>ReqID:</b> 0000012228			
Term: 03/24/2022 to 08/31/2022						Item Total for Line # 5	\$27,710.00

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Professional Services - Network Support - Senior Project Manager	920/64	56.0000	HR	\$175.00000	\$9,800.00	07/29/2022
						<b>Schedule Total</b>	<input type="text" value="\$9,800.00"/>
<b>Contract ID:</b> 0000010822				<b>ReqID:</b> 0000012228			
						<b>Item Total for Line # 6</b>	<input type="text" value="\$9,800.00"/>

**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.

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Authorized Signature

10/05/2022