



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000011365  
 Purchase Order Change Notice (# 2)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** E **Date:** 07/25/22 **PO Method:** SV **Dispatch:** Dispatch **Rev Dt:** 09/14/22  
**Terms:** **Terms:** Destination **Via Print**

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

**Vendor:** FIRST CHECK APPLICANT SCREENING  
 1300 FM 2673  
 PO BOX 1867  
 CANYON LAKE TX 78133-0006  
 United States

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

**Vendor ID:** 1752820451 8

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

**Purchaser:** Yvette Marie Bonhomme  
**Phone:** 512/465-4197  
**Fax:**

**Bill To Fax:**

**Email:** yvette.bonhomme@txdmv.gov

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

**PO Information:**

POCN#2 Yvette Bonhomme 9/14/2022  
 Change order was created due to price, the actual total for July Aug 2022 was \$1265.25.

POCN#1 - Yvette Bonhomme 7/25/2022  
 Removed contract ID 11365 and added the old contract ID 08469 which relates to this purchase.

**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, whichever is later.

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

**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).

**Delivery:**

Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately.

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

The current PO#0000008469

**Authorized Signature**

*Yvette M. Bonhomme*

**09/14/2022**



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Service Period: 7/1/2022 to 8/31/2022

Pricing per Invitation for Bid Number 608-20-Background Checks

TxDMV Contract Monitor:  
 Graham Northcutt  
 graham.northcutt@txdmv.gov  
 (512) 465-4058

Vendor Contact:  
 Lisa Manning  
 Lisa@firstcheck.com  
 888-588-2525 ext. 216

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Employee Background Check - First Check July & August 2022 - Blanket PO	961/30	1265.2500	EA	\$1.00000	\$1,265.25	07/25/2022
	Service Term: 7/1/2022- 8/31/2022						

Schedule Total

**Contract ID:**  
0000008469

**ReqID:**  
0000012119

This PO is for remaining FY22. Previous PO #0000008469 expired on 6/30/22. This PO is for July and August 2022 and a new req will be entered for 09/2022 - 08/2023.

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

*Yvette M. Barhomme*

09/14/2022