



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000011564  
 Purchase Order Change Notice (# 1)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 08/22/22 **PO Method:** IA **Dispatch:** Dispatch **Rev Dt:** 09/08/22  
**Terms:** **Terms:** Destination **Via Print**

**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:** Matthew Terrell Windham  
**Phone:** 512/465-5808  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Matthew.Windham@txdmv.gov

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

**PO Information:**

POCN #1 (Matthew Windham 09/08/2022)  
 Made administrative change per accounting to change PO Unit Price from \$153,832.50 to \$1.00 and Quantity from 1 YR to 153,832.50 EA. This change is for internal payment processing only. The Total PO Amount remains unchanged. Added header comment for Service Unit (SVCU). All else remains the same.

**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>

Interagency Agreement Contract Act:

**Authorized Signature**

*Matthew Windham*

**09/08/2022**



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TX Gov Code, Title 7, Chapter 771  
 Reference SOAH Inter-agency Contract: 360-22-608

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.

Inquiries relating to invoicing and payment may be directed to Performing Agency at [Invoicing@soah.texas.gov](mailto:Invoicing@soah.texas.gov).

Two Year Contract with Term of Service: September 1, 2021 to August 31, 2023.  
 FY22 Term: September 1, 2021 through August 31, 2022 - PO #60800 0000010017  
 FY23 Term: September 1, 2022 through August 31, 2023 - PO #60800 0000011564

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

TxDMV Contract Monitor:  
 Angela Gonzalez  
[angela.gonzalez@txdmv.gov](mailto:angela.gonzalez@txdmv.gov)  
 (512) 465-4229

Vendor Contact:  
 Shane Linkous  
[Shane.Linkous@soah.texas.gov](mailto:Shane.Linkous@soah.texas.gov)  
 (512) 936-6624

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	State Office of Administrative Hearings (SOAH) Contract FY23	963/43	153832.5000	EA	\$1.00000	\$153,832.50	09/30/2022

Schedule Total

**Contract ID:**  
0000010017

**ReqID:**  
0000012146

Service Term: 09/01/2022 - 08/31/2023

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

*Matthew Windham*

09/08/2022