



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000012626

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** E    **PO Date:** 05/01/2023    **PO End Date:**    **PO Method:** SP    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** NIGP  
 2411 DULLES CORNER PARK STE 350  
 HERNDON VA 20171-5604  
 United States

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

**Vendor ID:** 1530196623 8 003

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

**Purchaser:** Richard Emmanuel Oballo

**Phone:**

**Fax:**

**Bill To Fax:**

**Email:** richard.oballo@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, 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.

Additionally, this Purchase Order is governed by the Texas Department of Motor Vehicles Standard Terms and Conditions, which can be found at: <http://www.txdmv.gov/contractors-vendors>.

**Membership**

Membership and/or Dues for Professional Organizations, Texas Government Code, Title 10, Subtitle C, Chapter 2113, Sec. 2113.104

In accordance with Texas Government Code, § 556.005(b), as a state agency, the Texas Department of Motor Vehicles ("Department") may not use appropriated money to pay, on behalf of the Department or an officer or employee of the Department, membership dues to an organization that pays part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist. In accordance with Texas Government Code, § 556.008, as a state agency, the Department may not use appropriated money to compensate a state officer or employee who violates Texas Government Code, § 556.005.

In accordance with Texas Government Code, § 556.0055, a private entity or political subdivision that receives a payment of state funds may not use the funds to pay: (1) lobbying expenses incurred by the private entity or political subdivision; (2) a person or entity that is required to register with the Texas Ethics Commission under Texas Government Code, Chapter 305; (3) any partner, employee, employer, relative, contractor, consultant, or related entity of a person or entity described by section (2); or (4) a person or entity that has been hired to represent associations or other entities for the purpose of affecting the outcome of legislation, agency rules, ordinances, or other government policies. A private entity or political subdivision

Authorized Signature

*Richard Oballo*

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that violates Texas Government Code, § 556.0055 is not eligible to receive additional state funds. Therefore, by accepting this purchase order (P.O.), awarded professional organization certifies that awarded professional organization does not currently pay part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist. Further, awarded professional organization agrees that if on any date in the future, during the term of the membership(s) paid for under this P.O., awarded professional organization does pay part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist, then the membership(s) paid for by the Department under this P.O. will be automatically cancelled as of the date of the first payment by awarded professional organization of part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist. In addition, awarded professional organization shall notify the Department of the cancellation, and awarded professional organization shall pro-rate and automatically refund to the Department any Department payments already made for the remainder of the membership(s) term.

RENEWAL INVOICE: #496343

TxDMV Contract Monitor:  
Monica Hernandez  
Monica.Hernandez@txdmv.gov  
512-465-1261

Vendor Contact:

National Institute of Governmental Purchasing, Inc.  
or NIGP  
2411 Dulles Corner Park Suite 350  
Herndon, VA 20171

Phone: 1 (800) 367-6447 Fax: (703) 635-232  
Email: [membercare@nigp.org](mailto:membercare@nigp.org)  
Phone: 1-800-367-6447  
Fax: 703-635-2326

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| Line-Sch:  | Line Description:   | PCA:  | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt:                  | Due Date:                             |
|--|---|-------|-------------|-----------|------|-------------|--------------------------------|---------------------------------------|
| 1-1  | National Institute of Governmental Purchasing (NICP) Membership Renewal. Term: 5/1/2023 - 4/30/2024 | 30901 | 963/48      | 1.0000    | YR   | \$765.00000 | \$765.00                       | 05/01/2023                            |
|  |   |       |             |           |      |             | <b>Schedule Total</b>          | <input type="text" value="\$765.00"/> |
|  |   |       |             |           |      |             | <b>ReqID:</b>                  |                                       |
|  |   |       |             |           |      |             | 0000013283                     |                                       |
| <p>Base Agency Fee is \$195/year and includes first covered member. To add members: 2 - 10 per person - \$95</p> <p>Number of members: 7</p> <p>Brad Payne - Agency Representative<br/>           Director of Purchasing<br/>           Brad.Payne@TxDMV.gov<br/>           Customer ID: Unknown</p> <p>Jimmy Smartt<br/>           Contract Specialist<br/>           Jimmy.Smartt@TxDMV.gov<br/>           Customer ID: Unknown</p> <p>Nhi Ge<br/>           Contract Specialist<br/>           Nhi.Ge@TxDMV.gov<br/>           Customer ID: Unknown</p> <p>Matthew Windham<br/>           Purchaser<br/>           Matthew.Windham@TxDMV.gov<br/>           Customer ID: Unknown</p> <p>Richard Oballo<br/>           Purchaser<br/>           Richard.Oballo@TxDMV.gov<br/>           Customer ID: Unknown</p> <p>Daphne Free<br/>           Purchaser<br/>           Daphne.Free@TxDMV.gov<br/>           Customer ID: New member</p> <p>Maxwell Brown<br/>           Purchaser<br/>           Maxwell.Brown@TxDMV.gov<br/>           Customer ID: New member</p> |   |       |             |           |      |             |                                |                                       |
|  |   |       |             |           |      |             | <b>Item Total for Line # 1</b> | <input type="text" value="\$765.00"/> |

**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.

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

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