



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000013030
 Purchase Order Change Notice (# 4)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** E **PO Date:** 08/02/2023 **PO End Date:** 08/31/2024 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 11/16/2023
PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: PRYOR LEARNING, LLC
 DBA PRYOR LEARNING INC
 PO BOX 219468
 KANSAS CITY MO 64121-9468
 United States

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

Ship To Attention: Renee Israel
Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1922053228 7 000

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 #4 - 11/16/2023 MTW
 Added Line 5 for user change fee. Remove Eulalia Ramirez and replace with Tanya D. Krueger. Total number of users remains unchanged.
 Reference Invoice #312837.

POCN #3 - 09/26/2023 MTW
 Added Line 4 to add two additional users: Nancy Gutierrez and Tracey Stafford. Additional user pricing per quote from vendor dated 09/13/2023.
 Changed Purchaser from Jason Adams to Matthew Windham. All else remains unchanged.

POCN #2 - 08/18/2023 JKA
 Adding one more user (Line 3).

POCN #1 - 08/02/2023 JKA
 Adding two more users to Line 2, going from 32 to 34 users.

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.

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>.

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.
 Special Payment Notes (Advance Payment, Payment Type, etc.)

Authorized Signature

11/16/2023



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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. Enter any other special delivery requirements.

TxDMV Contract Monitor:

Renee Israel
 renee.israel@txdmv.gov
 512-465-1420

Vendor Contact:

Luke Pettijohn Training Consultant
 Fred Pryor Seminars CareerTrack, divisions of Pryor Learning LLC
 Direct: (913) 967-8562
 Email: lpettijohn@pryor.com
 5700 Broadmoor St., Suite 300, Mission, KS 66202
 Toll Free: (800) 255-6278 ext. 562

Secondary Vendor Contact:

Eric Stafford
 913-967-8385
 payments@pryor.com

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Unlimited access to Fred Pryor or Career Track online courses, PLUS One and Two Day seminars.	30501	924/60	2.0000	YR	\$199.00000	\$398.00	08/02/2023

Schedule Total

Contract ID:
0000013030

ReqID:
0000013368

TERM: 09/01/23 to 08/31/24

Item Total for Line # 1

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Trainees for online courses.	30501	924/60	34.0000	EA	\$199.00000	\$6,766.00	08/02/2023

Schedule Total

Contract ID:
0000013030

ReqID:
0000013368

TERM: 09/01/23 to 08/31/24

Item Total for Line # 2

Authorized Signature

Matthew Windham

11/16/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Unlimited access to Fred Pryor or Career Track online course, PLUS One and Two Day Seminars.	30501	924/60	1.0000	EA	\$199.00000	\$199.00	08/18/2023
							Schedule Total	<input type="text" value="\$199.00"/>
Contract ID: 0000013030					ReqID: 0000013839			
Fred_Pryor_-_Adding_Kimberly_Loftin.docx Adding Kimberly Loftin Term: 09/01/23 to 08/31/23								
							Item Total for Line # 3	<input type="text" value="\$199.00"/>
4-1	Two Additional Users - Unlimited access to Fred Pryor or Career Track online courses, PLUS One and Two Day seminars.	30501	924/60	2.0000	EA	\$199.00000	\$398.00	09/26/2023
							Schedule Total	<input type="text" value="\$398.00"/>
Contract ID: 0000013030					ReqID: 0000014032			
Additional Users: Nancy Gutierrez and Tracey Stafford Term: 09/01/2023 - 08/31/2024								
							Item Total for Line # 4	<input type="text" value="\$398.00"/>
5-1	User Change Fee - Unlimited access to Fred Pryor or Career Track online courses, PLUS One and Two Day seminars.	30501	924/60	1.0000	EA	\$50.00000	\$50.00	11/16/2023
							Schedule Total	<input type="text" value="\$50.00"/>
Contract ID: 0000013030					ReqID: 0000014210			
User Change: Remove Eulalia Ramirez and replace with Tanya D. Krueger Term: 09/01/2023 - 08/31/2024								
							Item Total for Line # 5	<input type="text" value="\$50.00"/>

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>

Authorized Signature

Matthew Windham

11/16/2023