



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013275

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** 0    **PO Date:** 09/01/2023    **PO End Date:** 08/31/2024    **PO Method:** IA    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** STATE OFFICE OF RISK MANAGEMENT  
 300 W 15TH ST FL 6  
 AUSTIN TX 787011649  
 United States

**Ship To:** 1P12 - Finance Admin Services  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Ship To Attention:** Monica C Hernandez  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 3479479479 1 000

**Purchaser:** Quynh-Nhi Ge  
**Phone:** 512/465-4193  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Nhi.Ge@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.

Payment must be made from available funding sources in the same proportion as expected payroll funding pursuant to the GAA, 87th Legislature, Article IX, Section 15.02, Subsection (c).

Payment is 30 days after receipt of the invoice; August 15, 2023

**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.

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

Interagency Agreement Contract Act:  
 Texas Government Code, Title 7, Chapter 771

Inter-agency Contract: #A608

**Authorized Signature**

**08/29/2023**



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The Term of this Interagency Contract shall be from 9/1/2023 - 8/31/2025  
 Year 1 Term of Service: 9/1/2023 - 8/31/2024 PO 60800 0000013275  
 Year 2 Term of Service: 9/1/2024 - 8/31/2025

TxDMV Contract Monitor:  
 Eric Horn  
 Eric.Horn1@TxDMV.gov  
 512-465-4203

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Workers' Compensation and Risk Management Services.	30101	953/92	114342.17 00	UNT	\$1.00000	\$114,342.17	08/28/2023	
Term of Service: September 1, 2023 through August 31, 2024.									
<b>Contract ID:</b> 0000013275							<b>ReqID:</b> 0000013919	<b>Schedule Total</b> <input type="text" value="\$114,342.17"/>	
							<b>Item Total for Line # 1</b> <input type="text" value="\$114,342.17"/>		

**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

08/29/2023