



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000013544

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** Q **PO Date:** 10/24/2023 **PO End Date:** 08/31/2024 **PO Method:** DG **Dispatch:** Dispatch Via Email **Rev Dt:**

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: 1P42 - Human Resources Division
 4000 Jackson Avenue
 Austin TX 78731
 United States

Ship To Attention: Robin S Lovelace
Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1752820451 8 000

Purchaser: Amanda Leigh Maxwell
Phone: 512/465-1226
Fax: 512/465-5641

Bill To Fax:

Email: Mandy.Maxwell@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>.

Summary:

- a) Criminal History Background Check Services to provide criminal history background checks for pre-employment screening of pre-selected final applicants, on an as needed basis. TxDMV requires criminal history background checks be performed on all final applicants in specific job categories.
- b) The initial period of service shall be for one year from the date of award with four one-year renewal options under the same terms conditions that may be exercised at TxDMV's sole discretion. At each renewal option both parties may negotiate agree on a price reduction or escalation.
- c) All quantities are estimates only and TxDMV reserves the right to increase and/or decrease the quantities to meet the agencies need.

Authorized Signature

10/24/2023



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Renewals are as follows, unless terminated sooner in accordance with the terms of the purchase order/contract.

In addition, the department, in its sole discretion, may extend any contract for up to 90 days, in whole or in part.

Initial Term: 11/01/2023 - 10/31/2024

Option to Renew for Four One-Year Terms:

FY25 - 09/01/2024 to 08/31/2025

FY23 - 09/01/2025 to 08/31/2026

FY24 - 09/01/2026 to 08/31/2027

FY25 - 09/01/2027 to 10/31/2027

All quantities are estimates only and the department reserves the right to increase and/or decrease the quantities to meet the department's need.

At each renewal option, the parties may negotiate agree on a price reduction or escalation.

Vendor Contact: Lisa Manning

Phone: (888) 588-2525 ext. 216

Fax: (888) 213-9341

Email: lisa@firstcheck.com

TxDMV Contact: Robin Lovelace

Email: Robin.Lovelace@txdmv.gov

Phone: 512.465.4043

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Employee Background Checks FY24 Blanket PO	30901	961/30	8400.0000	EA	\$1.00000	\$8,400.00	10/24/2023
							Schedule Total	<input type="text" value="\$8,400.00"/>
Contract ID: 0000013544					ReqID: 0000014042			
Months 1-10 of initial 12 month term								
Initial Term: 11/01/2023 - 10/31/2024								
							Item Total for Line # 1	<input type="text" value="\$8,400.00"/>
							Total PO Amount	<input type="text" value="\$8,400.00"/>

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

[Handwritten Signature]

10/24/2023