

Payment Te NET30	rms:	Freight Terms: FOB Destination	<b>Ship Via:</b> See Detail Below	PCC: S	PO Date: 01/22/2024	<b>PO End Date:</b> 01/31/2024	<b>PO Method</b> SV	: Dispatch: Re Dispatch Via Print 01	v Dt: /29/2024	
PLEASE NO	TE: A	DDITIONAL TERM		TIONS M	AY BE LISTED	AT THE END OF THE	E PURCHASE	ORDER.		
Vendor:	Vendor: ON THE RECORD REPORTING & TRANSCRIPTION 7703 N LAMAR BLVD STE 515 AUSTIN TX 78752-1055 United States				TION	Ship To:	2	1P00 - TxDMV Warehouse 4000 Jackson Avenue Austin TX 78731 United States		
Vendor ID:	12018	811366 7 002				Ship To At Bill To:	2	Claudia J Mojica Leal 4000 Jackson Avenue Austin TX 78731 Jnited States		
Purchaser: Phone: Fax:	512/4	ew Terrell Windha 65-5808 65-5641	m			Bill To Fax	c			
Email:	Matth	ew.Windham@txd	mv.gov			Bill To Em	ail: [	DMV_FIN-INVOICES@TxD	MV.gov	
PO Inform	ation:									
#00000132 PO #00000 Reference Updated pr Original Pri The pricing 1. Transcri 2. Transcri 3. Transcri 4. Transcri 5. Transcri 6. Transcri 7. Transcri 9. Transcri 9. Transcri 10. Transcri 12. Transcri	33 Line 13233 Invitation icing pro- ce Sched botion Scotion Scotian Scotian Scotian Scotian Scotian Scotian Sc	e 5. Due to internal on for Bid (IFB) 604 er Price Schedule ule, which was sub ervice, legal, per p ervice, legal, per p Service, legal, per p Service, legal, per p Service, legal, per p Service, legal, per p	I software issues 8-18-5002 dated 11/01/202 pritted with On eporting hour - \$ age, 10-14 caler age, 7-9 calendar or failure to cance histrative expense age for copies - opies - e-transcr age, 1 calendar page, 2 calendar page, 2 calendar page, 3-4 caler page, 5-6 caler	s, the add 23. The Reco 35.00 ndar days ar days - \$ el - \$75.0 ses - \$12. Additiona Additiona Additiona day - \$7.2 r days - \$ dar days - dar days -	rd's original IFB, - \$3.90 \$4.25 0 I copies of transc I copies of exhibi ettes, mini transci 25 6.35 \$5.75 \$5.00		v PO instead of n the PO. <sup>5</sup> xDMV - \$0.30 / - \$0.50	n) as referenced on PO generating a change notice	e for	
Price escal (3) percent Order Place Order will b	ations i . Both p ement: e place	must be made by v parties shall agree	to price escalati d basis. No qua	on in writi	ng prior to renew any items are ord	al. ered by the execution		et not exceed a maximum of e order. An individual Work		

Authorized Signature Matthew Windbarn

<u>01/29/2024</u>



Period Of Initial Service: 11/01/2017 - 10/31/2019 - PO #60800 0000004403 1st Renewal Option: 11/01/2019 - 10/31/2021 - PO #60800 000007563 2nd Renewal Option: 11/01/2021 - 10/31/2023 - PO #60800 000008613 Contract Extension: 11/01/2023 - 01/31/2024 - PO #60800 0000013233										
	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.									
Change orden	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: Warrar	nts will not be issued to a venc	lor without a	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.										
TxDMV Contract Monitor: Claudia Leal claudia.leal1@txdmv.gov (512) 374-5396										
Vendor Contact: Elizabeth Stoddard Elizabeth@ontherecordreporting.com (512) 450-0342										
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:		
1-1	Additional Funds for Transcription & Reporting	30901	961/72	300.0000	UNT	\$1.00000	\$300.00	01/31/2024		
	Services - TxDMV Board						Schedule Total	\$300.00		
<u>Contract ID</u> 0000004403					<u>ReqID</u> 00000			<del>4000.00</del>		
Reference PO #0000013233 Line 5 - Transcription Reporting Services - TxDMV Board (3 month extension)										
Service Period: 11/01/2023 - 01/31/2024										
	Item Total for Line # 1 \$300.00									

Authorized Signature Matthew Windbann



## Texas Department of Motor Vehicles Business Unit # 60800 Purchase Order # 0000013912 Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Additional Funds for Transcription & Reporting Services - TxDMV Board	30901	961/72	30.1600	EA	\$1.00000	\$30.16	01/31/2024	
					<u>ReqID:</u> 0000014	4560	Schedule Total	\$30.16	
Added fund	s to cover remaining balance	e from Line 1.				Item To	otal for Line # 2	\$30.16	
						То	otal PO Amount	\$330.16	
	ts, Shipping papers, invoices prized by Purchaser prior to \$		ondence must b	e identified wi	th our Purcha	se Order Numbe	r. Over shipments will	not be accepted	
Texas Depa	rtment of Motor Vehicles Sta	andard Terms	and Conditions	can be found	at: http://www	w.txdmv.gov/cont	ractors-vendors		

01/29/2024