Texas Department of Motor Vehicles

Business Unit # 60800
Purchase Order # 0000018157

Payment Terms:	Freight Terms:	Ship Via:	PCC:	PO Date:	PO End Date:	PO Method:	Dispatch:	Rev Dt:
NET30	FOB Destination	VNDR	S	08/26/2026	08/31/2027	DG	Dispatch Via Print	

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

Vendor: KEN OWEN & ASSOCIATES, L.P.
BLDG 6 STE A
2525 WALLINGWOOD DR
AUSTIN TX 78746-6900
United States

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

Ship To Attention: Claudia J Mojica Leal

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1202085944 8 000

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:

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This Purchase Order (PO) adds FY27 funds for the initial term of court reporting and transcription services solicited under Invitation for Bids (IFB) No. 608-24-96172C.

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The following documents are incorporated by reference and made a part of the Contract for all purposes. In the event of a conflict, ambiguity, or inconsistency between or among the terms and conditions set forth in the documents that comprise the Contract, the 4-page Signature Document will take precedence, followed by its attachments in the following list in the order stated:

* Attachment A, TxDMV Contract Uniform Terms and Conditions (Version 2.0)
* Attachment B, TxDMV's Invitation for Bids No. 608-24-96172C, including all attachments and addenda thereto
* Attachment C, Contractor's Pricing Sheet
* Attachment D, Contractor's Solicitation Response

For the avoidance of doubt, all TxDMV documents take precedence over the Contractor's documents, and the TxDMV Data Use Agreement, if attached to the Solicitation, takes precedence over all other Contract documents.

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Reference TxDMV Contract No. 608-26-0000016393

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Duration:
The Contract is effective on September 1, 2025 and expires on August 31, 2027, unless extended, renewed, or terminated sooner in accordance with the terms and conditions of the Contract. TxDMV, at its sole discretion, and subject to terms and conditions mutually agreeable to the Parties, may extend or renew the Contract for any period(s) of time, provided the Contract term, including all extensions or renewals, does not exceed five years.

Notwithstanding the limitation in the preceding paragraph and with at least 30 calendar days' advance written notice to Contractor, at the end of the initial term or any renewal period, TxDMV, at its sole discretion, may extend this Contract as necessary to ensure continuity of service, to process a new solicitation, to secure a new contract, for transiting to a new vendor, or as otherwise determined by TxDMV to serve the best interests of the state of Texas for up to 12 months, at the then-current contract rate or rates (if applicable) as modified during the term of the Contract.

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Initial Contract Term: September 1, 2025 through August 31, 2027
FY26 Funds: September 1, 2025 through August 31, 2026 - PO #0000016393
FY27 Funds: September 1, 2026 through August 31, 2027 - PO #0000018157

1st Optional Renewal: September 1, 2027 through August 31, 2028
2nd Optional Renewal: September 1, 2028 through August 31, 2029
3rd Optional Renewal: September 1, 2029 through August 31, 2030

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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.

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Authorized Signature

Matthew Windham

08/26/2026

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.

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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.

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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).

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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.

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Additionally, this Purchase Order is governed by the current TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, unless modified by Supplemental Conditions approved and provided by TxDMV. If this PO contains goods or services purchased from a DIR Cooperative Contract, the purchase is governed by the current TxDMV Supplemental Terms and Conditions with Affirmations for Purchases through the DIR Cooperative Contracts Program. These documents can be found at: http://www.txdmv.gov/contractors-vendors. For the avoidance of doubt, unless expressly stated otherwise in this Purchase Order or a TxDMV signature document, in the event of a conflict, ambiguity, or inconsistency between or among any Purchase Order documents, all TxDMV documents take precedence over the Contractors documents, if any.

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TxDMV Contract Monitor:
Claudia Leal
claudia.leal1@txdmv.gov
(512) 374-5396

Vendor Contact:
Steven Owen
Ken Owen Associates, LP
2525 Wallingwood Drive
Building 6 Suite A
Austin, Texas 78746
Email: steve@kenowen.com
Office: (512) 472-0880
Cell: (817) 229-2630

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Transcription & Reporting Services - TxDMV Board	30901	961/72	12500.0000	UNT	$1.00000	$12,500.00	08/26/2026

Schedule Total $12,500.00

Contract ID:
0000016393

ReqID:
0000019050

Includes Board and committee meeting services.

Item Total for Line # 1 $12,500.00

Authorized Signature
Matthew Windham
08/26/2026

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Transcription & Reporting Services - Senate Bill 224 Advisory Committee	30303	961/72	4500.0000	UNT	$1.00000	$4,500.00	08/26/2026

Schedule Total $4,500.00

Contract ID: 0000016393 **ReqID:** 0000019050

Includes MVCPA Board

Item Total for Line # 2 $4,500.00

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Transcription & Reporting Services - Enforcement	30801	961/72	8000.0000	UNT	$1.00000	$8,000.00	08/26/2026

Schedule Total $8,000.00

Contract ID: 0000016393 **ReqID:** 0000019050

Item Total for Line # 3 $8,000.00

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Transcription & Reporting Services - MVCPA Conference	30301	961/72	4000.0000	UNT	$1.00000	$4,000.00	08/26/2026

Schedule Total $4,000.00

Contract ID: 0000016393 **ReqID:** 0000019050

Item Total for Line # 4 $4,000.00

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Transcription & Reporting Services - Office of General Counsel (OGC) /Advisory Committees	30901	961/72	2000.0000	UNT	$1.00000	$2,000.00	08/26/2026

Schedule Total $2,000.00

Contract ID: 0000016393 **ReqID:** 0000019050

Item Total for Line # 5 $2,000.00

Total PO Amount $31,000.00

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.

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

Authorized Signature
Matthew Windham
08/26/2026