# Texas Department of Motor Vehicles

Business Unit # 60800
Purchase Order # 0000018168

| Payment Terms: | Freight Terms: | Ship Via: | PCC: | PO Date: | PO End Date: | PO Method: | Dispatch: | Rev Dt: |
|---|---|---|---|---|---|---|---|---|
| NET30 | FOB Destination | US MAIL | S | 08/27/2026 | 08/31/2027 | DG | Dispatch Via Print | |

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

**Vendor:** DEER OAKS EAP SERVICES LLC
DBA ALLONE HEALTH
PO BOX 75501
CHICAGO IL 60675-5501
**United States**

**Vendor ID:** 1262031311 9 011

**Purchaser:** Daphne Free
**Phone:**
**Fax:**

**Email:** daphne.free@txdmv.gov

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

**Ship To Attention:** Margaret L Barker

**Bill To:** 4000 Jackson Avenue
Austin TX 78731
United States

**Bill To Fax:**

**Bill To Email:** DMV_FIN-INVOICES@TxDMV.gov

**PO Information:**

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RFP Number: 608-24-952

Following the initial term and any allowable extensions or renewals, TxDMV, in its sole and absolute discretion, may extend any Purchase Order/Contract that may result from this Solicitation beyond the initial term and all renewal periods, in whole or in part, for up to 12 months or for such time deemed necessary to ensure continuity of service, to process a new solicitation, to secure a new contract, for transitioning to a new Vendor, or as otherwise determined by TxDMV to serve the best interest of the State.

Initial Term: 01/01/2024 - 12/31/2024

Contract Years:
Initial Year: 09/01/2024 - 12/31/2024 - PO# 0000013743 (01/01/2024 - 08/31/2024), PO# 0000014822 (09/01/2024 - 12/31/2024)
1st Renewal: 09/01/2025 - 12/31/2025 - PO# 0000014822 (01/01/2025 - 08/31/2025), PO# 0000016536 (09/01/2025 - 12/31/2025)
2nd Renewal: 09/01/2026 - 08/31/2026 - PO# 0000017165(01/01/2026 - 08/31/2026)
3rd Renewal: 09/01/2027 - 08/31/2027 PO# 0000018168 (09/01/2026 to 08/31/2027)
4th Renewal: 09/01/2028 - 12/31/2028
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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.)
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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).

**Authorized Signature**

Daphne Free, CTCD, CTCM

**08/27/2026**

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.

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 Contractor's documents, if any.

TxDMV Contact
Margaret Barker
Email: Margaret.Barker1@txdmv.gov
Tel# 512-465-5612

Vendor Contact: Greg Brannan
Email: gbrannan@deeroaks.com
Phone: 301-213-6149

| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|---|---|---|---|---|---|---|---|---|
| 1-1 | Employee Assistance Program - Renewal | 30901 | 952/38 | 16000.0000 | EA | $1.00000 | $16,000.00 | 09/01/2026 |

**Schedule Total** $16,000.00

**Contract ID:**
0000013743

**ReqID:**
0000019094

Term Months: 09/01/2026 to - 08/31/2027
980 employees @ $1.31/mo

**Item Total for Line # 1** $16,000.00

**Total PO Amount** $16,000.00

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**
Daphne Ives, CTCD, CTCM
**08/27/2026**