



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 2496343A

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 ADMINISTRATIVE HEARINGS
 PO BOX 13025
 AUSTIN TX 787113025
 United States

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

Ship To Attention: Jennifer L Whittaker
Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 3360360360 7 000

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:

When TxDMV divisions cannot successfully mediate a case between the agency and the external parties, we must refer those cases to the State Office of Administrative Hearings (SOAH) for resolution. This 24 month IAC between our agencies ensures that the funding is in place to provide all services and complete all tasks related to such hearings, and to be sure all of the cases are heard as required.

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.

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

Interagency Agreement Contract Act:

TX Gov Code, Title 7, Chapter 771
 Reference SOAH Inter-agency Contract: 360-22-608

SOAH shall accept referrals for disputes under Tex. Gov't Code ch. 2260, or any other cases that TxDMV may refer in accordance with applicable

Authorized Signature

08/18/2023



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 2496343A

law. SOAH shall handle matters under these statutes and rules as authorized and referred by TxDMV, including prehearing and post-hearing matters and the issuance of the proposal for decision. SOAH also may provide alternative dispute resolution services (mediation) for TxDMV.

Payment of each invoice is due no later than thirty (30) days after the date TxDMV received the invoice in accordance with Section 771.008(d), Texas Government Code. Receiving Agency shall pay the annual contract amount for fiscal year 2024 to Performing Agency on or before September 30, 2024. Receiving Agency shall pay the annual contract amount for fiscal year 2025 on or before September 30, 2025. Payment shall be made to SOAH in a lump-sum amount in accordance with Section 2003.024, Texas Government Code.

Inquiries relating to invoicing and payment may be directed to Performing Agency at Invoicing@soah.texas.gov.

Two Year Contract with Term of Service: September 1, 2023 to August 31, 2025.
 FY24 Term: September 1, 2023 through August 31, 2024 - PO #60800 2496343A
 FY25 Term: September 1, 2024 through August 31, 2025

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.

Contact Person: Shane Linkous, General Counsel
 Address: P.O. Box 13025
 City and Zip: Austin, Texas 78711-3025
 Telephone: (512) 936-6624
 E-Mail Address: shane.linkous@soah.texas.gov
 - with copy to: finance@soah.texas.gov

TxDMV Contact Information:

Contact Person: Laura Moriaty, General Counsel
 Address: 4000 Jackson Avenue
 City and Zip: Austin, Texas 78731
 Telephone: (512) 465-4160
 E-Mail Address: laura.moriaty@txdmv.gov
 - with copy to: gco_general@txdmv.gov

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FY2024 IAC Services - State Office of Administrative Hearings (SOAH)	30203	961/50	194736.78 00	EA	\$1.00000	\$194,736.78	08/18/2023

Term: 9/1/2023 - 8/31/2024

Schedule Total

Contract ID:
2496343A

ReqID:
0000013746

Item Total for Line # 1

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.

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

Authorized Signature

08/18/2023