



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000011575
 Purchase Order Change Notice (# 4)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** S **PO Date:** 08/23/2022 **PO End Date:** 08/31/2023 **PO Method:** SV **Dispatch:** Dispatch Via Print **Rev Dt:** 08/02/2023
PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: ON THE RECORD REPORTING & TRANSCRIPTION
 7703 N LAMAR BLVD STE 515
 AUSTIN TX 78752-1055
United States

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

Ship To Attention: Stacey Lynn Cullen
Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1201811366 7 002

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:

POCN #4 (Matthew Windham 08/02/2023):
 Added Line 9 to include 419.98 in additional funds to process invoices for June 2023 MVCPA Committee and Board meetings. PO total increased from \$44,668.00 to \$45,087.98. All else remains unchanged.

POCN #3 (Matthew Windham 05/24/2023):
 Added Line 6 to include \$368.00 in additional funds to process invoices for April 2023 MVCPA Committee and Board meetings. Added Line 7 to include \$1,800.00 in additional funds to pay for services for June 2023 MVCPA Committee and Board meetings. Added Line 8 to include \$1,000.00 in additional funds to pay for services for August 2023 MVCPA Committee and Board meetings. PO total increased from \$41,500.00 to \$44,668.00. All else remains unchanged.

POCN #2 (Matthew Windham 03/01/2023):
 Added Line 5 to include \$15,000.00 in additional funds for Transcription and Reporting Services, Legal - Enforcement Division. PO total increased from \$26,500.00 to \$41,500.00. All else remains unchanged.

POCN #1 (Matthew Windham 11/30/2022):
 Added Line 4 to include funds for Transcription and Reporting Services, Legal - Enforcement Division. PO total increased from \$23,500.00 to \$26,500.00. All else remains unchanged.

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

Authorized Signature

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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>

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.

Reference Invitation for Bid 608-18-5002

Price Schedule:

The pricing schedule, which was submitted with On The Record's original IFB, pertains to all lines on the PO.

1. Transcription Service, legal, per reporting hour - \$35.00
2. Transcription Service, legal, per page, 10-14 calendar days - \$3.90
3. Transcription Service, legal, per page, 7-9 calendar days - \$4.25
4. Transcription Service, legal, fee for failure to cancel - \$75.00
5. Transcription Service, legal, administrative expenses - \$12.50
6. Transcription Service, legal, per page for copies - Additional copies of transcriptions required by TxDMV - \$0.30
7. Transcription Service, legal, per page for copies - Additional copies of exhibits required by TxDMV - \$0.50
8. Transcription Service, legal, per copies - e-transcripts, diskettes, mini transcripts, CD, DVD, etc. - \$15.00
9. Transcription Service, legal, per page, 1 calendar day - \$7.25
10. Transcription Service, legal, per page, 2 calendar days - \$6.35
11. Transcription Service, legal, per page, 3-4 calendar days - \$5.75
12. Transcription Service, legal, per page, 5-6 calendar days - \$5.00
13. Transcription Service, legal, per reporting hour off-shift - \$50.00

Cost Adjustments:

Price escalations must be made by vendor ninety (90) days prior to the date of the contract's renewal date and must not exceed a maximum of three (3) percent. Both parties shall agree to price escalation in writing prior to renewal.

Order Placement:

Order will be placed on an as-needed basis. No quantities of any items are ordered by the execution of the purchase order. An individual Work Authorization will be issued by TxDMV indicating quantity of the items(s) ordered.

Renewal/Extension:

This purchase order may be renewed/extended for (2) two (2) year period, provided both parties agree in writing prior to the expiration date. Any renewal/extension shall be at the terms and conditions, plus any approved changes.

Period Of Initial Service: 11/01/2017 - 10/31/2019 - PO #60800 0000004403

1st Renewal Option: 11/01/2019 - 10/31/2021 - PO #60800 0000007563

2nd Renewal Option: 11/01/2021 - 10/31/2023 - PO #60800 0000008613

This Purchase Order adds funds for services in FY2023 from 09/01/2022 - 08/31/2023.

FY2023 Changes from previous PO #60800 0000008613:

Removed funds for Transcription and Reporting Services, Legal - Enforcement Division (Amount: \$3,000.00).

Increased funds for Transcription and Reporting Services, Legal - TxDMV Board from \$9,000.00 to \$11,000.00.

All else remains the same.

TxDMV Contract Monitor:

Claudia Leal
claudia.leal1@txdmv.gov
(512) 374-5396

Vendor Contact:

Elizabeth Stoddard
Elizabeth@ontherecordreporting.com
(512) 450-0342

Authorized Signature

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| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|---|---|-------|-------------|----------------|-----------------------------|-------------|--------------------------------|--|
| 1-1 | FY23 Funds for Transcription & Reporting Services, Legal - TxDMV Board | 30901 | 961/72 | 11000.000 0 | UNT | \$1.00000 | \$11,000.00 | 09/01/2022 |
| | | | | | | | Schedule Total | <input type="text" value="\$11,000.00"/> |
| Contract ID: 0000004403 | | | | | ReqID: 0000012235 | | | |
| Service Period: 09/01/2022 - 08/31/2023 | | | | | | | | |
| | | | | | | | Item Total for Line # 1 | <input type="text" value="\$11,000.00"/> |
| 2-1 | FY23 Funds for Transcription & Reporting Services, Legal - MVCPA | 30301 | 961/72 | 2500.0000 | UNT | \$1.00000 | \$2,500.00 | 09/01/2022 |
| | | | | | | | Schedule Total | <input type="text" value="\$2,500.00"/> |
| Contract ID: 0000004403 | | | | | ReqID: 0000012235 | | | |
| Service Period: 09/01/2022 - 08/31/2023 | | | | | | | | |
| | | | | | | | Item Total for Line # 2 | <input type="text" value="\$2,500.00"/> |
| 3-1 | FY23 Funds for Transcription & Reporting Services, Legal - OGC 5 advisory committees | 30901 | 961/72 | 10000.000 0 | UNT | \$1.00000 | \$10,000.00 | 09/01/2022 |
| | | | | | | | Schedule Total | <input type="text" value="\$10,000.00"/> |
| Contract ID: 0000004403 | | | | | ReqID: 0000012235 | | | |
| Service Period: 09/01/2022 - 08/31/2023 | | | | | | | | |
| | | | | | | | Item Total for Line # 3 | <input type="text" value="\$10,000.00"/> |
| 4-1 | Transcription & Reporting Services, Legal - Enforcement Division | 30801 | 961/72 | 3000.0000 | UNT | \$1.00000 | \$3,000.00 | 11/30/2022 |
| | | | | | | | Schedule Total | <input type="text" value="\$3,000.00"/> |
| | | | | | ReqID: 0000012792 | | | |
| | | | | | | | Item Total for Line # 4 | <input type="text" value="\$3,000.00"/> |

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|---|---|-------|-------------|----------------|------|-----------------------------|--------------------------------|--|
| 5-1 | Additional Funds for Transcription & Reporting Services, Legal - Enforcement Division | 30801 | 961/72 | 15000.000 0 | UNT | \$1.00000 | \$15,000.00 | 03/01/2023 |
| | | | | | | | Schedule Total | <input type="text" value="\$15,000.00"/> |
| | | | | | | ReqID: 0000013007 | | |
| | | | | | | | Item Total for Line # 5 | <input type="text" value="\$15,000.00"/> |
| 6-1 | Additional Funds for Transcription & Reporting Services, Legal - MVCPA | 30301 | 961/72 | 368.0000 | UNT | \$1.00000 | \$368.00 | 05/24/2023 |
| | | | | | | | Schedule Total | <input type="text" value="\$368.00"/> |
| | | | | | | ReqID: 0000013391 | | |
| Additional funds to process invoices for April 2023 MVCPA Committee and Board meetings. | | | | | | | Item Total for Line # 6 | <input type="text" value="\$368.00"/> |
| 7-1 | Additional Funds for Transcription & Reporting Services, Legal - MVCPA | 30301 | 961/72 | 1800.0000 | UNT | \$1.00000 | \$1,800.00 | 05/24/2023 |
| | | | | | | | Schedule Total | <input type="text" value="\$1,800.00"/> |
| | | | | | | ReqID: 0000013392 | | |
| Additional funds for June 2023 MVCPA Committee and Board meetings. | | | | | | | Item Total for Line # 7 | <input type="text" value="\$1,800.00"/> |
| 8-1 | Additional Funds for Transcription & Reporting Services, Legal - MVCPA | 30301 | 961/72 | 1000.0000 | UNT | \$1.00000 | \$1,000.00 | 06/02/2023 |
| | | | | | | | Schedule Total | <input type="text" value="\$1,000.00"/> |
| | | | | | | ReqID: 0000013394 | | |
| Additional funds for August 2023 MVCPA Committee and Board meetings. | | | | | | | Item Total for Line # 8 | <input type="text" value="\$1,000.00"/> |

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|--|---|-------|-------------|-----------|---------------|-------------|--------------------------------|---------------------------------------|
| 9-1 | Additional Funds for Transcription & Reporting Services, Legal - MVCPA | 30301 | 961/72 | 419.9800 | UNT | \$1.00000 | \$419.98 | 08/04/2023 |
| | | | | | | | Schedule Total | <input type="text" value="\$419.98"/> |
| | | | | | ReqID: | | | |
| | | | | | 0000013725 | | | |
| Additional funds to process invoices for June 2023 MVCPA Committee and Board meetings. | | | | | | | | |
| | | | | | | | Item Total for Line # 9 | <input type="text" value="\$419.98"/> |

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.

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