



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013000  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** S    **PO Date:** 09/01/2023    **PO End Date:** 08/31/2024    **PO Method:** SU    **Dispatch:** Dispatch Via Print    **Rev Dt:** 12/05/2023  
**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** THOMSON REUTERS - WEST  
 PAYMENT CENTER  
 PO BOX 6292  
 CAROL STREAM IL 601976292  
 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:** 1411426973 2 001

**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:**

POCN 1, Nhi Ge. 12/5/2023  
 Updated Lines 1,2, and 3 to adjust the monthly payments made. Lines 6-10 added to adjust rates and to account for increases for ENF and OGC. All else remains the same.

**Term:**  
 09/01/2022 through 08/31/2023 PO # 0000011605  
 09/01/2023 through 08/31/2024 PO # 0000013000  
 09/01/2024 through 08/31/2025  
 09/01/2025 through 08/31/2026  
 09/01/2026 through 08/31/2027

Each subsequent renewal shall be limited to a 3% increase.

TxDMV Account Number: 1004111787

**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

**Authorized Signature**

**12/06/2023**



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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>

This procurement is governed by the terms and conditions in DIR Contract Number DIR-LGL-CALIR-02.

**TxDMV Contracts:**

OGC: Jennifer Whittaker, Jennifer.Whittaker@TxDMV, (512) 465-1386

MVD: Angela Gonzales, Angela.Gonzales@TxDMV.gov, (512) 465-4229

ENF: Stacey Cullen, Stacey.Cullen@TxDMV.gov, (512) 465-4164

**Vendor Contact:**

Jane Pope  
 jane.pope@thomsonreuters.com  
 (269) 330-9892

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FY 2024 - ENF Thomson Reuters Westlaw Edge Legal Research Renewal	30801	956/58	2.0000	MO	\$1,547.90000	\$3,095.80	08/18/2023
	9/1/2023 - 8/31/2024							
							<b>Schedule Total</b>	\$3,095.80
<b>Contract ID:</b> 0000011605					<b>ReqID:</b> 0000013695			

ENF has a total of four (4) attorneys in their division using this service for FY2024. See FY 2023 PO 0000011605, for reference. Contract: DIR-LGL-CALIR-02  
 TxDMV Account Number: 1004111787  
 ENF Contact Stacey Cullen - Email: Stacey.Cullen@txdmv.gov; Phone: 512-465-4164  
 Westlaw Contacts -  
 Randy Lysdale (Client Executive) - EMAIL: Randy.Lysdale@thomsonreuters.com  
 Jeanette Alford (Legal Technology Consultant) - EMAIL: Jeanette.Alford@thomsonreuters.com

**Item Total for Line # 1** \$3,095.80

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	FY 2024 - MVD Thomson Reuters Westlaw Edge Legal Research Renewal	30202	956/58	2.0000	MO	\$619.17000	\$1,238.34	08/18/2023
	9/1/2023 - 8/31/2024							
							<b>Schedule Total</b>	\$1,238.34
<b>Contract ID:</b> 0000011605					<b>ReqID:</b> 0000013695			

MVD has a total of two (2) attorneys in their division using this service for FY2024. See FY 2023 PO 0000011605 for reference. Contract: DIR-LGL-CALIR-02  
 TxDMV Account Number: 1004111787  
 MVD Contact Angela Gonzalez -Email: Angela.Gonzalez@txdmv.gov; Phone: 512-465-4229  
 Westlaw Contacts -  
 Randy Lysdale (Client Executive) - EMAIL: Randy.Lysdale@thomsonreuters.com  
 Jeanette Alford (Legal Technology Consultant) - EMAIL: Jeanette.Alford@thomsonreuters.com

**Item Total for Line # 2** \$1,238.34

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	FY 2024 - OGC Thomson Reuters Westlaw Edge Legal Research Renewal	30901	956/58	2.0000	MO	\$2,786.13000	\$5,572.26	08/18/2023
9/1/2023 - 8/31/2024								
							Schedule Total	\$5,572.26
<b>Contract ID:</b> 0000011605					<b>ReqID:</b> 0000013695			
OGC has ten (10) attorneys using the Westlaw service for the FY2024 year. See FY 2023 PO 0000011605 for reference. Contract: DIR-LGL-CALIR-02 TxDMV Account Number: 1004111787 OGC Contact Jennifer Whittaker- Email: Jennifer.Whittaker@txdmv.gov; Phone: 512-465-1386 Westlaw Contacts - Randy Lysdale (Client Executive) - EMAIL: Randy.Lysdale@thomsonreuters.com Jeanette Alford (Legal Technology Consultant) - EMAIL: Jeanette.Alford@thomsonreuters.com								
							Item Total for Line # 3	\$5,572.26
4-1	FY2024 ENF Ancillary Charges	30801	956/58	200.0000	EA	\$1.00000	\$200.00	08/18/2023
							Schedule Total	\$200.00
<b>Contract ID:</b> 0000011605					<b>ReqID:</b> 0000013695			
To cover any additional costs incurred by an ENF attorney or staff for any services outside of the normal contract during FY24.								
							Item Total for Line # 4	\$200.00
5-1	FY2024 OGC Ancillary Charges	30901	956/58	500.0000	EA	\$1.00000	\$500.00	08/18/2023
							Schedule Total	\$500.00
<b>Contract ID:</b> 0000011605					<b>ReqID:</b> 0000013695			
To cover any additional costs incurred by an OGC attorney or staff for any services outside of the normal contract during FY24.								
							Item Total for Line # 5	\$500.00
6-1	ENF Share of \$4108.75 Precision Increase for FY2024 - 4 Attorneys	30801	956/58	1.0000	MO	\$1,275.45000	\$1,275.45	12/05/2023
							Schedule Total	\$1,275.45
<b>Contract ID:</b> 0000011605					<b>ReqID:</b> 0000014365			
This is the ENF share of the annual increase due to this upgrade, for 4 attorneys.								
							Item Total for Line # 6	\$1,275.45

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
7-1	OGC Share of \$4108.75 Precision Increase for FY2024 - 10 Attorneys	30901	956/58	1.0000	MO	\$3,163.12000	\$3,163.12	12/05/2023	
							<b>Schedule Total</b>	\$3,163.12	
<b>Contract ID:</b> 0000011605					<b>ReqID:</b> 0000014365				
This is the OGC share of the annual increase due to this upgrade, for 10 attorneys.								<b>Item Total for Line # 7</b>	\$3,163.12

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
8-1	FY 2024 - ENF Thomson Reuters Westlaw Edge Legal Research Renewal	30801	956/58	9.0000	MO	\$1,408.03000	\$12,672.27	12/06/2023	
							<b>Schedule Total</b>	\$12,672.27	
<b>Contract ID:</b> 0000011605					<b>ReqID:</b> 0000013695				
ENF has a total of four (4) attorneys in their division using this service for FY2024. See FY 2023 PO 0000011605, for reference. Contract: DIR-LGL-CALIR-02 TxDMV Account Number: 1004111787 ENF Contact Stacey Cullen - Email: Stacey.Cullen@txdmv.gov; Phone: 512-465-4164 Westlaw Contacts - Randy Lysdale (Client Executive) - EMAIL: Randy.Lysdale@thomsonreuters.com Jeanette Alford (Legal Technology Consultant) - EMAIL: Jeanette.Alford@thomsonreuters.com								<b>Item Total for Line # 8</b>	\$12,672.27

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
9-1	FY 2024 - MVD Thomson Reuters Westlaw Edge Legal Research Renewal	30202	956/58	10.0000	MO	\$663.23000	\$6,632.30	12/06/2023	
							<b>Schedule Total</b>	\$6,632.30	
<b>Contract ID:</b> 0000011605					<b>ReqID:</b> 0000013695				
MVD has a total of two (2) attorneys in their division using this service for FY2024. See FY 2023 PO 0000011605 for reference. Contract: DIR-LGL-CALIR-02 TxDMV Account Number: 1004111787 MVD Contact Angela Gonzalez -Email: Angela.Gonzalez@txdmv.gov; Phone: 512-465-4229 Westlaw Contacts - Randy Lysdale (Client Executive) - EMAIL: Randy.Lysdale@thomsonreuters.com Jeanette Alford (Legal Technology Consultant) - EMAIL: Jeanette.Alford@thomsonreuters.com								<b>Item Total for Line # 9</b>	\$6,632.30

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
10-1	FY 2024 - OGC Thomson Reuters Westlaw Edge Legal Research Renewal	30901	956/58	9.0000	MO	\$3,520.09000	\$31,680.81	12/06/2023	
							<b>Schedule Total</b>	\$31,680.81	
<b>Contract ID:</b> 0000011605					<b>ReqID:</b> 0000013695				
<p>OGC has ten (10) attorneys using the Westlaw service for the FY2024 year.            See FY 2023 PO 0000011605 for reference. Contract: DIR-LGL-CALIR-02            TxDMV Account Number: 1004111787            OGC Contact Jennifer Whittaker- Email: Jennifer.Whittaker@txdmv.gov; Phone: 512-465-1386            Westlaw Contacts -            Randy Lysdale (Client Executive) - EMAIL: Randy.Lysdale@thomsonreuters.com            Jeanette Alford (Legal Technology Consultant) - EMAIL: Jeanette.Alford@thomsonreuters.com</p>								<b>Item Total for Line # 10</b>	\$31,680.81

**Total PO Amount** \$66,030.35

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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