



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013233  
 Purchase Order Change Notice (# 3)

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** S    **PO Date:** 08/24/2023    **PO End Date:** 01/31/2024    **PO Method:** SV    **Dispatch:** Dispatch Via Print    **Rev Dt:** 01/30/2024  
**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:** Claudia J Mojica Leal  
**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 #3 (Matthew Windham 01/30/2024)  
 Updated PO end date from 10/31/2023 to 01/31/2024 for internal processing only.

POCN #2 (Matthew Windham 01/08/2024):  
 Added Line 9 for additional funds for Line 5 item: Transcription Reporting Services - TxDMV Board (3 month extension). PO total increased from \$11,200.00 to \$11,500.00. All else remains unchanged. \*NOTE: Due to internal software issues, additional funds were sourced to PO #60800 0000013912 instead of creating a new line.

POCN #1 (Matthew Windham 10/30/2023):  
 Added Lines 5 through 8 for additional funds to extend services by 3 months per original IFB 608-18-5002 Section 1.10 Award Notice. Estimated service amounts include 3% price increase effective 11/01/2023 per updated price schedule from vendor. New service term is 11/01/2023 - 01/31/2024.

This Purchase Order adds funds for services in FY2024 for final renewal period from 09/01/2023 - 10/31/2023. This Purchase Order replaces PO #60800 0000011575 on its expiration after 08/31/2023.

Reference Invitation for Bid (IFB) 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.

Authorized Signature

01/30/2024



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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

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.

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.

Additionally, this Purchase Order is governed by the Texas Department of Motor Vehicles Standard Terms and Conditions, which can be found at: <http://www.txdmv.gov/contractors-vendors>.

TxDmv Contract Monitor:

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

Vendor Contact:

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

Authorized Signature

01/30/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FY24 Funds for Transcription & Reporting Services, Legal - TxDMV Board	30901	961/72	800.0000	UNT	\$1.00000	\$800.00	08/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$800.00"/>
<b>Contract ID:</b> 0000004403					<b>ReqID:</b> 0000013716			
Service Period: 09/01/2023 - 10/31/2023								
							<b>Item Total for Line # 1</b>	<input type="text" value="\$800.00"/>
2-1	FY24 Funds for Transcription & Reporting Services, Legal - MVCPA	30301	961/72	1400.0000	UNT	\$1.00000	\$1,400.00	08/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$1,400.00"/>
<b>Contract ID:</b> 0000004403					<b>ReqID:</b> 0000013716			
Service Period: 09/01/2023 - 10/31/2023								
							<b>Item Total for Line # 2</b>	<input type="text" value="\$1,400.00"/>
3-1	FY24 Funds for Transcription & Reporting Services, Legal - OGC 5 advisory committees	30901	961/72	2000.0000	UNT	\$1.00000	\$2,000.00	08/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$2,000.00"/>
<b>Contract ID:</b> 0000004403					<b>ReqID:</b> 0000013716			
Service Period: 09/01/2023 - 10/31/2023								
							<b>Item Total for Line # 3</b>	<input type="text" value="\$2,000.00"/>
4-1	FY24 Funds for Transcription & Reporting Services, Legal - Enforcement Division	30801	961/72	1000.0000	UNT	\$1.00000	\$1,000.00	08/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$1,000.00"/>
<b>Contract ID:</b> 0000004403					<b>ReqID:</b> 0000013716			
Service Period: 09/01/2023 - 10/31/2023								
							<b>Item Total for Line # 4</b>	<input type="text" value="\$1,000.00"/>

Authorized Signature

*Matthew Windham*

01/30/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Transcription & Reporting Services - TxDMV Board (3 month extension)	30901	961/72	900.0000	UNT	\$1.00000	\$900.00	10/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$900.00"/>
<b>Contract ID:</b> 0000004403					<b>ReqID:</b> 0000014167			
Service Period: 11/01/2023 - 01/31/2024								
							<b>Item Total for Line # 5</b>	<input type="text" value="\$900.00"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Transcription & Reporting Services - MVCPA Board (3 month extension)	30301	961/72	1500.0000	UNT	\$1.00000	\$1,500.00	10/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$1,500.00"/>
<b>Contract ID:</b> 0000004403					<b>ReqID:</b> 0000014167			
Service Period: 11/01/2023 - 01/31/2024								
							<b>Item Total for Line # 6</b>	<input type="text" value="\$1,500.00"/>

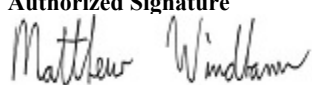
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Transcription & Reporting Services, Legal (3 month extension)	30901	961/72	2300.0000	UNT	\$1.00000	\$2,300.00	10/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$2,300.00"/>
<b>Contract ID:</b> 0000004403					<b>ReqID:</b> 0000014167			
Service Period: 11/01/2023 - 01/31/2024								
							<b>Item Total for Line # 7</b>	<input type="text" value="\$2,300.00"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Transcription & Reporting Services, Enforcement (3 month extension)	30801	961/72	1300.0000	UNT	\$1.00000	\$1,300.00	10/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$1,300.00"/>
<b>Contract ID:</b> 0000004403					<b>ReqID:</b> 0000014167			
Service Period: 11/01/2023 - 01/31/2024								
							<b>Item Total for Line # 8</b>	<input type="text" value="\$1,300.00"/>

**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  
  
 01/30/2024