



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013498  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** I    **PO Date:** 07/01/2023    **PO End Date:** 08/31/2024    **PO Method:** CP    **Dispatch:** Dispatch Via Email    **Rev Dt:** 12/01/2023  
**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:** Michelle Helen Bryant  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1411426973 2 001

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Mandy.Maxwell@txdmv.gov

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

POCN# 1 by Mandy Maxwell 12/01/2023  
 Updated header info and term dates.  
 Term dates modified while waiting on response from DIR  
 Changed buyer from Jimmy Smartt to Amanda Maxwell

The initial contract term and optional renewals are as follows, unless terminated sooner in accordance with the terms of the purchase order/contract:

03/01/2024 - 02/28/2027

Initial term: 03/01/2024 to 02/28/2025 PO # 60800 0000013498  
 Second term: 03/01/2025 to 02/28/2026  
 Third term: 03/01/2026 to 02/28/2027

At each renewal option, the parties may negotiate agree on a price reduction or escalation.  
 In addition, the department, in its sole discretion, may extend any contract for up to 12 months, in whole or in part.

All transaction quantities are estimates only and upon mutual agreement with Vendor, the department reserves the right to increase and/or decrease the quantities to meet the department's need. Upon mutual agreement, unused transactions from year 1 shall roll into year 2 and such overage will be in addition to the contracted number of inputs for year 2.

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

Vendor Quote #: 00103816.0

In the event of conflict between contract documents, the documents will control in the following order:

1. DIR-LGL-CALIR-02
2. Attachment A - Contract Affirmations, dated October 26, 2023
3. Attachment B - TxDMV Standard Terms and Conditions, dated October 2023
4. This Purchase Order
5. West Special Offer Order Form Quote # 00103816.0
6. Thomson Reuters WebSALVAGE Identity Verification RFQ, dated 6-7-23

**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.

**Authorized Signature**

02/16/2024



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**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 current TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, unless modified by Supplemental Conditions approved and provided by TxDMV. 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 Contract Monitor: Jeff Armstrong  
 jeffrey.armstrong@txdmv.gov  
 (512) 465-1295

TxDMV Point of Contact: Annette Quintero  
 annette.quintero@txdmv.gov

Vendor Contact: Deborah Cook  
 deborah.cook@thomsonreuters.com  
 (717) 870-1688

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Identity Verification Services for WebSALVAGE	31335	990/52	730000.00 00	UNT	\$1.00000	\$730,000.00	06/17/2023
							<b>Schedule Total</b>	<b>\$730,000.00</b>

**Contract ID:**  
0000013498

**ReqID:**  
0000013498

Year 1 - \$1,149,982.80 + \$325K for one time subscription fee (Total \$1,474,982.80) Service Period 03/01/2024 - 02/28/2025.  
 Year 2 \$924,861.00 Service Period 03/01/2025 - 02/28/2026  
 Year 3 \$924,861.00 Service Period 03/01/2026 - 02/28/2027

Estimated transactions:  
 Year 1: 150,000  
 Year 2: 50,000  
 Year 3: 50,000

**Item Total for Line # 1** **\$730,000.00**

**Total PO Amount** **\$730,000.00**

Authorized Signature

02/16/2024



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Page: 3 of 3

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

*Handwritten signature: Randy Maxwell, CTED/CTM*

02/16/2024