



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013912  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** See Detail Below    **PCC:** S    **PO Date:** 01/22/2024    **PO End Date:** 01/31/2024    **PO Method:** SV    **Dispatch:** Dispatch Via Print    **Rev Dt:** 01/29/2024

**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 #1 (Matthew Windham 01/29/2024)  
 Added Line 2 to include \$30.16 in additional funds to cover remaining invoice balance. Reference Invoice #62302.

This purchase order adds additional funds for Transcription Reporting Services - TxDMV Board (3 month extension) as referenced on PO #0000013233 Line 5. Due to internal software issues, the additional funds are being added on a new PO instead of generating a change notice for PO #0000013233.

Reference Invitation for Bid (IFB) 608-18-5002

Updated pricing per Price Schedule dated 11/01/2023.

**Original 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.

**Authorized Signature**

01/29/2024





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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Additional Funds for Transcription & Reporting Services - TxDMV Board	30901	961/72	30.1600	EA	\$1.00000	\$30.16	01/31/2024
							<b>Schedule Total</b>	<input type="text" value="\$30.16"/>
					<b>ReqID:</b> 0000014560			
Added funds to cover remaining balance from Line 1.							<b>Item Total for Line # 2</b>	<input type="text" value="\$30.16"/>

**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

*Matthew Windham*

01/29/2024