



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000013924

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** S **PO Date:** 01/23/2024 **PO End Date:** 04/30/2024 **PO Method:** SV **Dispatch:** Dispatch Via Print **Rev Dt:**

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:

This Purchase Order (PO) extends transcription and reporting services for three months from 02/01/2024 through 04/30/2024 per agreement between TxDMV and Vendor dated 01/22/2024. This PO replaces previous PO #60800 0000013233 after its expiration on 01/31/2024.

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

Updated pricing per price sheet dated 01/12/2024.

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.

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

Authorized Signature

01/24/2024



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000013924

Contract Extension: 11/01/2023 - 01/31/2024 - PO #60800 0000013233
 Contract Extension: 02/01/2024 - 04/30/2024 - PO #60800 0000013924

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

| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|---|--|-------|-------------|-----------|-----------------------------|-------------|-----------------------|--|
| 1-1 | Transcription & Reporting Services - TxDMV Board | 30901 | 961/72 | 1400.0000 | UNT | \$1.00000 | \$1,400.00 | 02/01/2024 |
| | | | | | | | Schedule Total | <input type="text" value="\$1,400.00"/> |
| Contract ID: 0000004403 | | | | | ReqID: 0000014540 | | | |
| Service Period: 02/01/2024 - 04/30/2024 | | | | | | | | Item Total for Line # 1 <input type="text" value="\$1,400.00"/> |

Authorized Signature

Matthew Windham

01/24/2024



Texas Department of Motor Vehicles
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| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|---|--|-------|-------------|-----------|-----------------------------|-------------|--------------------------------|---|
| 2-1 | Transcription & Reporting Services - MVCPA Board | 30301 | 961/72 | 2000.0000 | UNT | \$1.00000 | \$2,000.00 | 02/01/2024 |
| | | | | | | | Schedule Total | <input type="text" value="\$2,000.00"/> |
| Contract ID: 0000004403 | | | | | ReqID: 0000014540 | | | |
| Service Period: 02/01/2024 - 04/30/2024 | | | | | | | | |
| | | | | | | | Item Total for Line # 2 | <input type="text" value="\$2,000.00"/> |

| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|--|---|-------|-------------|-----------|-----------------------------|-------------|--------------------------------|---|
| 3-1 | Transcription & Reporting Services, Legal - OGC 5 advisory committees | 30901 | 961/72 | 2500.0000 | UNT | \$1.00000 | \$2,500.00 | 02/01/2024 |
| | | | | | | | Schedule Total | <input type="text" value="\$2,500.00"/> |
| Contract ID: 0000004403 | | | | | ReqID: 0000014540 | | | |
| Service Period: 02/01/2024 - 04/30/2024 | | | | | | | | |
| Note to Vendor: No hard copies of transcripts. | | | | | | | | |
| | | | | | | | Item Total for Line # 3 | <input type="text" value="\$2,500.00"/> |

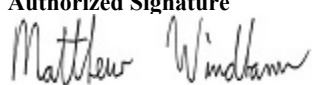
| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|---|--|-------|-------------|-----------|-----------------------------|-------------|--------------------------------|---|
| 4-1 | Transcription & Reporting Services - Enforcement | 30801 | 961/72 | 5000.0000 | UNT | \$1.00000 | \$5,000.00 | 02/01/2024 |
| | | | | | | | Schedule Total | <input type="text" value="\$5,000.00"/> |
| Contract ID: 0000004403 | | | | | ReqID: 0000014540 | | | |
| Service Period: 02/01/2024 - 04/30/2024 | | | | | | | | |
| | | | | | | | Item Total for Line # 4 | <input type="text" value="\$5,000.00"/> |

| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|---|---|-------|-------------|-----------|-----------------------------|-------------|--------------------------------|---|
| 5-1 | Transcription & Reporting Services - MVCPA SB224 Advisory Committee | 28042 | 961/72 | 1600.0000 | UNT | \$1.00000 | \$1,600.00 | 02/01/2024 |
| | | | | | | | Schedule Total | <input type="text" value="\$1,600.00"/> |
| Contract ID: 0000004403 | | | | | ReqID: 0000014540 | | | |
| Service Period: 02/01/2024 - 04/30/2024 | | | | | | | | |
| | | | | | | | Item Total for Line # 5 | <input type="text" value="\$1,600.00"/> |

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

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