Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000016306
Purchase Order Change Notice (# 1)

Payment Terms:	Freight Terms:	Ship Via:	PCC:	PO Date:	PO End Date:	PO Method:	Dispatch:	Rev Dt:
NET30	FOB Destination	US MAIL	E	09/01/2025	08/31/2026	DG	Dispatch Via Print	09/26/2025

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: TEXAS COMPTROLLER OF PUBLIC ACCOUNTS
111 E 17TH ST
AUSTIN TX 787740001
United States

Ship To: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Ship To Attention: DANIELLE MARIE VEIGA

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 3304304304 2 000

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, 9/26/2025
Received email from TxDMV accounts payable requesting to submit requestion to add funds for $444.30 to match the amount on CPA IAC/invoice to pay vendor.
Original PO 16306 for FY2026 CPA Texas Fleet Management System Support Fee for service period 09/01/25-08/31/26 was approved for $1039.
CPA IAC reflects FY26 cost of $1483.30 due to the increase of fleet vehicles.
All else remains the same.

Interagency Agreement Contract Act TX Gov Code, Title 7, Chapter 771

Service term: 09/01/2025 through 08/31/2026.

Renewal of current CPA TxFS Support Fee contract. Inclusion into and technical support of the Comptroller of Public Accounts/Office of Vehicle Fleet Management - Texas Fleet Management System (An online data repository that is mandated to be used by all Texas state agencies for the centralized reporting of State of Texas vehicle fleet data.)

Texas Government Code Chapter 771, §2171.101, and 34 Texas Administrative Code §§20.341 and 20.345. Electronic Letter of Agreement/Invoice will come in September of term year. RTI# TBD

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.
Special Payment Notes (Advance Payment, Payment Type, etc.)

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).

Authorized Signature

09/26/2025

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. Enter any other special delivery requirements.

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 Contractors documents, if any.

Contract Monitor:
Danielle Veiga
dmv_fleet_operations@txdmv.gov
(512) 465-1209

Vendor Contact:
Caleb A. North
Statewide Mail, Travel and Fleet Program Specialists
Statewide Procurement Division
Texas Comptroller of Public Accounts
P.O. Box 13186
Austin, TX 78711-3186
Office: 512-463-4535
Cell: 737-500-4481
caleb.north@cpa.texas.gov
ovfm@cpa.texas.gov

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FY2026 CPA Texas Fleet Management System support fee	31103	963/39	1.0000	EA	$1,039.00000	$1,039.00	09/01/2025

Schedule Total $1,039.00

Contract ID: 0000016306

ReqID: 0000017097

Item Total for Line # 1 $1,039.00

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	**POCN 1 FY2026 CPA Texas Fleet Management System support fee**	31103	963/39	**1.0000**	**EA**	**$444.30000**	**$444.30**	**09/26/2025**

Schedule Total $444.30

Contract ID: 0000016306

ReqID: 0000017656

Item Total for Line # 2 $444.30

Total PO Amount $1,483.30

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.

Authorized Signature

09/26/2025

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Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: http://www.txdmv.gov/contractors-vendors

Authorized Signature

09/26/2025