



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000016584

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**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** S    **PO Date:** 08/26/2025    **PO End Date:** 08/31/2026    **PO Method:** OM    **Dispatch:** Dispatch Via Email    **Rev Dt:**

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

**Vendor:** CARASOFT TECHNOLOGY CORPORATION  
11493 SUNSET HILLS RD STE 100  
RESTON VA 20190-5230  
**United States**

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

**Vendor ID:** 1522189693 7 000

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

**Ship To Attention:** Andrew Ortegon

**Bill To:** 4000 Jackson Avenue  
Austin TX 78731  
United States

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

**Bill To Fax:**

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

**PO Information:**

Initial term: 09/01/23 to 08/31/24; PO # 0000013209  
First renewal: 09/01/24 to 08/31/25; PO# 0000014857, 0000014859 (FOIAXpress only)  
Second renewal: 09/01/25 to 08/31/26 - PO 0000016584 (Glance and Sertifi Only)  
Third renewal: 09/01/26 to 08/31/27  
Fourth renewal: 09/01/27 to 08/31/28

Quote# 55772055

Notwithstanding anything to the contrary within the Contract, in the event of conflict between contract documents, the following document control order will prevail:

1. Purchase Order # 60800 0000013209
2. Carahsoft Technology Corp. Supplemental Conditions to the Texas Department of Motor Vehicles Contract Terms and Conditions under RFO No. 608-23-208A for Sertifi E-Signatures Software or Conga Exceptions to Attachment A TxDMV Contract Terms and Conditions dated August 2023, as applicable to the aforementioned software;
3. Attachment A, TxDMV Contract Terms and Conditions dated January 2022;
4. Attachment B, Contractor's Completed TxDMV Respondent's Preferences, Affirmations, and Solicitation Acceptance (Version 1.9);
5. Attachment C, Contractor's Completed Pricing Sheet for RFO # 608-23-208A;
6. Addendum No. 4;
7. Addendum No. 3;
8. Addendum No. 2;
9. Addendum No. 1; and
10. RFO # 608-23-208A.

For the avoidance of doubt, all other software excluding Sertifi E-Signature and Conga Composer under this purchase order shall be controlled by TxDMV's Contract Standard Terms Conditions currently accessible at: <http://www.txdmv.gov/contractors-vendors>.

**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

**Authorized Signature**

*Mandy Driskill* CDMV

**08/28/2025**



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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. If this PO contains goods or services purchased from a DIR Cooperative Contract, the purchase is governed by the current TxDMV Supplemental Terms and Conditions with Affirmations for Purchases through the DIR Cooperative Contracts Program. 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.

POC: Kenny Corzine  
Kenny.Corzine@TxDMV.gov

Contract Monitor: Andrew Ortegon  
Andrew.Ortegon@TxDMV.gov

Vendor Contact: Josh Moore  
EMAIL: Josh.Moore@carahsoft.com  
PHONE: (571) 591-6340

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Glance Enterprise (CoBrowse)	31010	956/35	85.0000	EA	\$461.79000	\$39,252.15	08/29/2025
							<b>Schedule Total</b>	<b>\$39,252.15</b>
<b>Contract ID:</b> 0000013209					<b>ReqID:</b> 0000017492			

**Item Total for Line # 1** **\$39,252.15**

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Sertifi eSignatures	31010	956/35	191.0000	EA	\$139.85510	\$26,712.32	08/29/2025
							<b>Schedule Total</b>	<b>\$26,712.32</b>
<b>Contract ID:</b> 0000013209					<b>ReqID:</b> 0000017492			

**Item Total for Line # 2** **\$26,712.32**

Authorized Signature

Mandy Dugiel COT/CTO

08/28/2025



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Total PO Amount \$65,964.47

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

Mandy Duskall CTM/KCO

08/28/2025