



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000016704

Page: 1 of 3

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** K **PO Date:** 09/24/2025 **PO End Date:** 09/30/2026 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**
PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: AAMVA
PO BOX 38056
BALTIMORE MD 21297-8056
United States

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

Vendor ID: 1530172317 5 003

Purchaser: Matthew Terrell Windham
Phone: 512/465-5808
Fax: 512/465-5641

Ship To Attention: Claudia J Mojica Leal

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Email: Matthew.Windham@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Direct Publication/Professional Membership - Not available from any other source

PROPRIETARY SOLE SOURCE PURCHASE:

This purchase order was advertised under Tx. Gov't Code, Chapter 2155.067. The specifications and conditions of this purchase order describe a service that is proprietary to one vendor.

FY26 renewal of jurisdiction membership dues for TxDMV's organization membership to AAMVA. This purchase order replaces PO #0000015085 on its expiration after 09/30/2025.

Reference Invoice Number: 112215

Membership and/or Dues for Professional Organizations, Texas Government Code, Title 10, Subtitle C, Chapter 2113, Sec. 2113.104

Membership Lobbying Prohibition:

In accordance with Texas Government Code, § 556.005(b), as a state agency, the Texas Department of Motor Vehicles ("Department") may not use appropriated money to pay, on behalf of the Department or an officer or employee of the Department, membership dues to an organization that pays part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist. In accordance with Texas Government Code, § 556.008, as a state agency, the Department may not use appropriated money to compensate a state officer or employee who violates Texas Government Code, § 556.005.

In accordance with Texas Government Code, § 556.0055, a private entity or political subdivision that receives a payment of state funds may not use the funds to pay: (1) lobbying expenses incurred by the private entity or political subdivision; (2) a person or entity that is required to register with the Texas Ethics Commission under Texas Government Code, Chapter 305; (3) any partner, employee, employer, relative, contractor, consultant, or related entity of a person or entity described by section (2); or (4) a person or entity that has been hired to represent associations or other entities for the purpose of affecting the outcome of legislation, agency rules, ordinances, or other government policies. A private entity or political subdivision that violates Texas Government Code, § 556.0055 is not eligible to receive additional state funds.

Therefore, by accepting this purchase order (P.O.), awarded professional organization certifies that awarded professional organization does not currently pay part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist.

Further, awarded professional organization agrees that if on any date in the future, during the term of the membership(s) paid for under this P.O., awarded professional organization does pay part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist, then the membership(s) paid for by the Department under this P.O. will be automatically cancelled as of the date of the first payment by awarded professional organization of part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist. In addition, awarded professional organization shall notify the Department of the cancellation, and awarded professional organization shall pro-rate and automatically refund to the Department any Department payments already made for the remainder of the membership(s) term.

Change Orders:

Authorized Signature

Matthew Windham

09/24/2025



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000016704

Page: 2 of 3

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 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 Contractors documents, if any.

TxDMV Contract Monitor:

Claudia Leal
claudia.leal1@txdmv.gov
(512) 374-5396

Vendor Contact:

AAMVA Member Services
info@aamva.org
(703) 522-4200

Alternate Vendor Contact:

AAMVA Accounting Department
cashmgmt@aamva.org
(703) 908-5778

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Annual AAMVA Jurisdiction Membership Dues FY26	30901	963/48	1.0000	YR	\$15,346.50000	\$15,346.50	09/26/2025

Schedule Total \$15,346.50

Contract ID:
0000016704

ReqID:
0000017599

Term: 10/01/2025 through 09/30/2026

Item Total for Line # 1 \$15,346.50

Total PO Amount \$15,346.50

Authorized Signature

Matthew Windham

09/24/2025



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000016704

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

Matthew Windham

09/24/2025