



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000001502**  
**Purchase Order Change Notice (# 3)**

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Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **K** Date: **08/17/15** PO Method: **PB** Dispatch: **Dispatch Via Print** Rev Dt: **05/15/17**

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

**Vendor:** HRD PRESS  
22 AMHERST RD  
PELHAM MA 01002-9745  
United States

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

**Vendor ID:** 1042516241 8

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

**Purchaser:** Paula A Ramsey  
**Phone:** 512/465-4193  
**Fax:** 512/465-5641  
**Email:** Paula.Ramsey@TxDMV.gov

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

**PO Information:**

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.

"DIRECT PUBLICATION" Not available from any other source.

**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, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

This license can be renewed for up to four (4), one (1) year renewal periods at the same Terms Conditions.

POCN# 1 CAPPS ERROR

POCN# 2 PAR 8-10-2016

Renew for one of four renewal terms. New period of service 8-18-2016 through 8-17-2017.

Subscription License User is:

Tom Shindell  
512-465-9037  
Tom.Shindell@TxDMV.gov

POCN# 3 5-15-2017 PAR

Renewal for second of four renewal terms. New period of service 8-18-2017 through 8-17-2018.

**Authorized Signature**

*Paula Ramsey, CTM, CTPM*

**05/15/2017**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Self Development Enterprise-Wide License. Online subscription access to training content to develop agency training curriculum. Period of service 8-18-2015 through 8-17-2016.	956/85	1.0000	YR	\$2,000.00000	\$2,000.00	08/31/2015
						<b>Schedule Total</b>	\$2,000.00
<u>Contract ID:</u> 0000001502				<u>ReqID:</u> 0000001470			
						<b>Item Total for Line # 1</b>	\$2,000.00
2- 1	Self Development Enterprise-Wide License. Online subscription access to training content to develop agency training curriculum. Period of service 8-18-2016 through 8-17-2017.	956/85	1.0000	YR	\$2,000.00000	\$2,000.00	08/10/2016
						<b>Schedule Total</b>	\$2,000.00
<u>Contract ID:</u> 0000001502				<u>ReqID:</u> 0000003304			
						<b>Item Total for Line # 2</b>	\$2,000.00
3- 1	Self Development Enterprise-Wide License. Online subscription access to training content to develop agency training curriculum. Period of service 8-18-2017 through 8-17-2018.	956/85	1.0000	YR	\$2,000.00000	\$2,000.00	07/31/2017
						<b>Schedule Total</b>	\$2,000.00
<u>Contract ID:</u> 0000001502				<u>ReqID:</u> 0000004646			
						<b>Item Total for Line # 3</b>	\$2,000.00
						<b>Total PO Amount</b>	\$6,000.00

Authorized Signature

*Paula Ramsey, CTEM, CTPM*

05/15/2017



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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**

*Paula Ramsey, CTM, CTPM*

**05/15/2017**