



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000002164**  
**Purchase Order Change Notice (# 1)**

Page: 1 of 3

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **I** Date: **01/26/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **05/18/16**

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

**Vendor:** TIBH INDUSTRIES INC  
1011 E 53RD 1/2 ST  
AUSTIN TX 787511703  
**United States**

**Ship To:**  
See Detail Below

**Vendor ID:** 1741976051 1

**Purchaser:** Douglas A Leach  
**Phone:** 512/465-4180  
**Fax:** 512/465-5641  
**Email:** Douglas.Leach@txdmv.gov

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

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

**PO Information:**

Contractor Name: Danna Reeves  
Work Location: 4000 Jackson Avenue, Bldg. 1, Austin, TX 78731  
Work Hours: Monday through Friday from 8:00 AM to 5:00 PM unless otherwise coordinated with supervisor.

This Purchase Order is governed by the Department of Information Resources (DIR) Master, Information Technology Staff Augmentation Contact (ITSAC) DIR-SDD-2316. All terms and conditions of the identified ITSAC shall apply to this Purchase Order. Additional TxDMV terms and conditions are found below and, where a conflict exists, supersede the terms and conditions of DIR-SDD-2316.

Services to be provided under this Purchase Order will fall within the guidelines of the IT Staffing Contracts. The IT Title Descriptions with related duties are documented on the DIR website:  
<http://www2.dir.state.tx.us/ict/contracts/itstaffingservices/Pages/itstaffingfulltitledescription.aspx>

Either party may terminate this Purchase Order by written notice to the other at any time.

This purchase order may be renewed for additional terms or additional hours with the same Terms and Conditions as long as the referenced DIR Contract remains in force, a need exists, and both parties agree and Contractor receives a Purchase Order Change Notice from TxDMV Purchasing Section.

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 will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

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).

**DIR Background Check:**

A statewide criminal and sex offender background check shall be conducted on the contractor, contractor's personnel or subcontractors scheduled to work on the state project. Supporting documentation confirming the completion of the required background check is subject to review prior to beginning of the service and at any time during the term of the purchase order upon request by the designated state representative. Failure to provide the requested documentation upon request by the State may be cause for cancellation of the purchase order. The background check shall include, but not be limited to, the following:

- \* Social Security Number Verification
- \* Department of Public Safety Statewide Criminal and Sex Offender Background Check
- \* Background check in all Out-Of-State Counties in which the applicant has resided in the last seven (7) years.

**Authorized Signature**

**05/18/2016**



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Page: 2 of 3

Persons with Class B or Class C Misdemeanor offenses shall not be allowed to work on this project and shall not be allowed access to the State documents. Persons with Class A Misdemeanor offenses or above will be disqualified.

Service shall be performed in accordance with DIR's Exhibit A, Terms and Conditions.

**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-INVOCES@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.

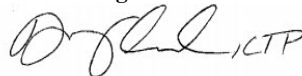
Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Agency Contact: Diane Emrick-Dodson  
(512) 465-4048  
Diane.EmrickDodson@TxDMV.gov

POCN1 by Douglas Leach on 05/18/2016  
Added Line 2 for 240 hours to extend original term from 01/28/2016 through 05/19/2016 to 05/20/2016 through 06/30/2016.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Category: Applications Title: Technical Writer Level: Technical Writer 1 Technology Type: Legacy Contractor Name: Danna Reeves Term of Service: 01/28/2016 through 05/19/2016	962/69	640.0000	HR	\$45.76	\$29,286.40	01/28/2016
	Ship To:	1P23 4000 Jackson Avenue Austin TX 78731 United States					
						<b>Schedule Total</b>	\$29,286.40
<u>Contract ID:</u> 0000002164				<u>ReqID:</u> 0000002317			
						<b>Item Total for Line # 1</b>	\$29,286.40

Authorized Signature

 /CTP

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Page: 3 of 3

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	<b>Category: Applications</b> <b>Title: Technical Writer</b> <b>Level: Technical Writer 1</b> <b>Technology Type: Legacy</b> <b>Contractor Name: Danna Reeves</b> <b>Term of Service: 05/20/2016 through 06/30/2016</b>	962/69	240.0000	HR	\$45.76	\$10,982.40	05/18/2016
Ship To:		1P00					
		4000 Jackson Avenue Austin TX 78731 United States					
						<b>Schedule Total</b>	\$10,982.40
<u>Contract ID:</u> 0000002164				<u>ReqID:</u> 0000002885			
<b>Item Total for Line # 2</b>							\$10,982.40

**Total PO Amount** \$40,268.80

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**

**05/18/2016**