



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002716

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **06/22/16** PO Method: **IA** Dispatch: **Dispatch** Rev Dt: **Via Email**

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

Vendor ID: 3304304304 2

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Jeffrey S Kushaney
Phone: 512/465-4181
Fax: 512/465-5641
Email: Jeff.Kushaney@txdmv.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Interagency Agreement Contract Act

TX Gov Code, Title 7, Chapter 771

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, which-ever is later.

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

Authorized Signature

Jeffrey S Kushaney, CTP

06/22/2016



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002716

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	Booth, HUB Expo, 2016 Procurement Connection Seminar & Expo Date: August 24, 2016 Location: Palmer Event Center, 900 Barton Springs Road, Austin, Texas Unit Price Includes: Booth w/One Exhibitor (\$300.00) and One Additional Exhibitor (\$55.00)	971/05	1.0000	EA	\$355.00	\$355.00	08/24/2016
						Schedule Total	<input type="text" value="\$355.00"/>
						ReqID: 0000003068	
Attending Employees: David Chambers, Fred Snell						Item Total for Line # 1	<input type="text" value="\$355.00"/>

Total PO Amount

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

J. Kushaney, CTP

06/22/2016



Texas Department
of Motor Vehicles

PNC-240-2
(Rev. 09/11)
Page 1 of 2

PURCHASE REQUEST

REQUEST DATE: 06/13/2016 CONTACT PERSON: Fred Snell CONTACT PHONE: (512)465-4177	SHIP TO: Texas Comptroller of Public Accounts Attn: Paula Grabowski; 2016 HUB PCSE
APPROVED BY: David Chambers Authorization For Payment Approver: Fred/Monica	
DMV INDEX #: 04330 PCA: 39106	

(PLEASE PRINT OR TYPE)

ITEM	ITEM #	QUANTITY	UOM	EST. COST PER UOM	DESCRIPTION OF ITEM OR SERVICE
1.	1	1	ea	375..00	CPA 2016 Procurement/EXPO booth in Austin, Tx on 8/24/2016
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COMMENTS/ADDITIONAL REQUIREMENTS: .

By submitting this request, the contact person confirms that all necessary authorizations and approvals have been received and granted by the person named in the "Approved By" section of this form. The person named as the "AFP Approver" shall be the individual authorized to submit payment processing approval to the Financial Services Division.



MEMORANDUM

TO: David Chambers
Director of Purchasing / HUB Coordinator

DATE: June 8, 2016

FROM: Fred Snell
Assistant HUB Coordinator

SUBJECT: Travel Request to the Texas State Comptroller's HUB event in Austin, Texas

DATE(s) OF TRAVEL: August 24, 2016

In accordance with the State of Texas HUB Rules, 34 TAC 20.11 - 20.28 and the TxDMV Strategic Plan, TxDMV will encourage the use of HUBs by implementing policies focusing on vendor outreach, education and recruitment. TxDMV will also work aggressively in staff education, training and methods of communication and distribution of HUB related information. In our efforts to build a strong HUB program, TxDMV will strive to ensure a good faith effort to utilize HUBs in all procurement opportunities.

In order to comply with these requirements and goals, I am requesting to attend the CPA Statewide Historically Underutilized Business Program [TPASS HUB] for their 2016 HUB event. It gives the TxDMV the opportunity to help HUBs to understand the state government procurement processes to include workshops that will provide vendors guidance and training on the state government purchasing process. Vendors will also have the opportunity to network with TxDMV to explore tools and approaches that can help them secure state business. .

The booth fee is ~~\$200.00~~ **TIER 1 - \$300.00** I will be attending as well
Estimated travel and per diem costs: \$0.00

Due to travel time, this trip will require some overtime.

Estimated overtime hours: 0 hours

Thank you for your consideration of this request.

☒ Approved

☐ Denied

Signature: *David Chambers*

Date: 6-8-16



GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

P.O.Box 13528 • Austin, TX 78711-3528

Date: June 8, 2016
To: Texas State Agencies and Universities
From: Statewide Historically Underutilized Business (HUB) Program
Subject: 2016 Procurement Connection Seminar & EXPO - Austin

Dear HUB Coordinator,

On Wednesday, August 24, 2016, the Statewide HUB Program will host its 2016 Procurement Connection Seminar & EXPO (PCSE) - Austin event at the Palmer Event Center, located at 900 Barton Springs Road, Austin, Texas.

PCSE events have been a great venue to **Connect with the Power of HUBs**, and for HUB vendors to learn about state procurement and to network with state entities and other business owners. The PCSE - Austin event will include workshops providing vendors guidance and training on the state government purchasing process; panels of agency and university purchasing representatives providing information from their agencies' perspectives, and time for vendors to network with exhibitors to explore tools and approaches that can help them secure state business.

We are dedicated to bringing vendors and state purchasers together to encourage and increase the use of HUB vendors in state purchasing, and therefore, we are seeking your agency's participation and support at this year's event.

The PCSE events would not have been as successful as they have been over the years without the participation and support of the state agencies and institutions of higher education.

Enclosed is a description of the PCSE Registration Partnering Levels and the exhibitor registration form. Exhibitor space is limited, and therefore you are requested to complete and submit the registration form no later than Friday, August 5, 2016.

Please feel free to contact the Statewide HUB Program Marketing Coordinator, Paula Grabowski at 512-475-5335, if you have questions regarding the event. We look forward to your participation.

Respectfully,

Paul Gibson
Manager, Statewide HUB Program
Statewide Support Services Division
Texas Comptroller of Public Accounts

2016 Procurement Connection Seminar & EXPO – Austin
Gov't (State/City/County/Federal) Registration Form

Agency Information

Agency Name:	Texas Department of Motor Vehicles			Agency #:	608
Mailing Address:	4000 Jackson Ave				
City:	Austin	State:	TX	Zip Code:	78731

Point of Contact Information

Name:	Fred Swell				
Email:	fred.swell@txdmv.gov				
Phone:	(512) 465-4177	Fax:			

Registration Participation Levels

Platinum Exhibitor ♦	\$2,500	\$
Gold Exhibitor ♦	\$2,000	\$
Silver Exhibitor ♦	\$1,000	\$
Bronze Exhibitor ♦	\$500	\$
Tier One Exhibitor ♦	\$300	\$ 300.00
Tier Two Exhibitor	\$200	\$
Additional exhibitor ticket	\$55 ea.	Quantity: \$ 55.00
Double-sided Full Page Ad ♦	\$300	\$
½ Page Ad ♦	\$200	\$
¼ Page Ad ♦	\$150	\$
Business Card ♦	\$100	\$
Total:		\$ 355.00

Attendee List

First Name	Last Name	Business Phone	Email
David	Chambers	465-1257	david.chambers@txdmv.gov
Fred	Swell	465-4177	fred.swell@txdmv.gov

Registration Authorization Information

Purchase Order #:	
Purchaser's Printed Name:	
Purchaser's Signature:	
REMIT TO:	Texas Comptroller of Public Accounts, Attn: 2016 HUB PCSE, Paula Grabowski P.O. Box 13186, Austin, Texas 78711