



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003420**  
**Purchase Order Change Notice (# 1)**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **12/16/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **12/16/16**

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

**Vendor:** CROSSWORD TRANSLATION-WOKO ENTERPRISES  
1530 AVENUE C  
Katy TX 77493-1904  
United States

**Ship To:** SEEBELOW - See Below for Shipping  
See Below for Delivery Information  
TX  
United States

**Vendor ID:** 1760530968 5

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

**Purchaser:** Rhonda Lee Gips  
**Phone:** 512/465-4199  
**Fax:** 512/465-5641  
**Email:** Rhonda.Gips@txdmv.gov

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

**PO Information:**

**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.

**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).

**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.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

**TxDMV Contact:**

Edward Sandoval - 512-701-0448 or Edward.Sandoval@TxDMV.gov

**Vendor Contact:**

Darren Worrell - 281-391-3534 or language@crosswordtranslation.com

**POCN 1 - 12-16-16**

Corrected service date from Jan. 1, 2017 to Jan. 31, 2017. rg

**Authorized Signature**

*Rhonda Gips, CFM*

**12/16/2016**



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003420**  
**Purchase Order Change Notice (# 1)**

Page: 2 of 2

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Spanish to English Interpreter Services - San Antonio (Rosas)  Jan. 31, 2017 @ 10:00 am  Not to exceed \$500.00  Location: Texas Department of Transportation 4615 NW Loop 410 San Antonio, TX 78213	961/46	500.0000	EA	\$1.00000	\$500.00	01/31/2017
						<b>Schedule Total</b>	\$500.00
						<u>ReqID:</u> 0000003969	
Quoted Price: \$110.00 per hour with a two (2) hour minimum; plus parking (if applicable). STRICT 24 HOUR CANCELLATION POLICY: Any change/cancellation received less than 24 hours (business day) prior to date/time of job will incur a two (2) hour minimum charge, at the rate stated above, as a late cancellation fee. (Please see Order No. 2 attached; issued by the Hearings Examiner, Edward Sandoval, for more information.)							
						<b>Item Total for Line # 1</b>	\$500.00

**Total PO Amount** \$500.00

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.

**Authorized Signature**

Rhonda Gips, CTM

**12/16/2016**



Texas Department of Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

OFFICE OF ADMINISTRATIVE HEARINGS  
4000 JACKSON AVENUE • AUSTIN, TEXAS 78731  
PHONE: (512) 465-5000 • FAX: (512) 465-5656

DATE:

**DECEMBER 9, 2016**

NUMBER OF PAGES INCLUDING THIS COVER SHEET:

**4**

REGARDING:

**ORDER NO. 2: MEMORIALIZING PREHEARING CONFERENCE**

CASE NUMBER:

**16-0378 CAF / WID # 899128**

**HEARINGS EXAMINER: EDWARD SANDOVAL**

**RECIPIENTS:**

**DELIVERY METHOD**

ROBERTO ROSAS

FIRST CLASS MAIL  
AND COURTESY COPY VIA EMAIL

JOHN CHAMBLESS, II

FIRST CLASS MAIL  
AND COURTESY COPY VIA EMAIL

TxDMV, ENFORCEMENT SECTION

VIA EMAIL

**NOTE: IF ALL PAGES ARE NOT RECEIVED, PLEASE CONTACT OFFICE OF  
ADMINISTRATIVE HEARINGS (512) 465-5000.**



OFFICE OF ADMINISTRATIVE HEARINGS  
4000 JACKSON AVENUE • AUSTIN, TEXAS 78731  
PHONE: (512) 465-5000 • FAX: (512) 465-5656

**SERVICE LIST**

**STYLE/CASE:**      **ROBERTO ROSAS, Complainant v. JAGUAR LAND ROVER NORTH AMERICA, LLC, Respondent**

**CASE NUMBER:**      **16-0378 CAF / WID # 899128**

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**OAH HEARINGS EXAMINER:**      **EDWARD SANDOVAL/ANDREW KANG**

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**REPRESENTATIVE / ADDRESS**

**PARTIES**

Roberto Rosas  
3207 Mid Hollow Dr.  
San Antonio, Texas 78230-4000  
(210) 391-5370 (PH)  
[rrosas@stmarytx.edu](mailto:rrosas@stmarytx.edu)

COMPLAINANT

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John W. Chambless, II  
Thompson, Coe, Cousins & Irons, LLP  
701 Brazos, Suite 1500  
Austin, Texas 78701  
(512) 703-5073 (PH)  
(512) 708-8777 (FAX)  
[jchambless@thomsoncoe.com](mailto:jchambless@thomsoncoe.com)

JAGUAR LAND ROVER'S ATTORNEY

**PARALEGAL (cc):** Trudy Rush [trush@thomsoncoe.com](mailto:trush@thomsoncoe.com)

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Texas Department of Motor Vehicles  
Enforcement Division  
4000 Jackson Avenue  
Austin, Texas 78731  
(512) 302-2328 (FAX)

TxDMV, ENFORCEMENT DIVISION

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**TEXAS DEPARTMENT OF MOTOR VEHICLES  
CASE NO. 16-0378 CAF**

**ROBERTO ROSAS,**  
Complainant

v.

**JAGUAR LAND ROVER NORTH  
AMERICA LLC,**  
Respondent

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**BEFORE THE OFFICE**

**OF**

**ADMINISTRATIVE HEARINGS**

**ORDER NO. 2: MEMORIALIZING  
PREHEARING CONFERENCE**

On December 9, 2016, the undersigned hearings examiner conducted a telephonic conference in this matter. Roberto Rosas (Complainant) was represented by his wife, Rosana Orr, in the teleconference. She also provided Spanish interpretation for Complainant. John Chambless, attorney with Thompson, Coe, Cousins, and Irons LLP, appeared on behalf of Jaguar Land Rover North America LLC (Respondent). Both parties indicated they were ready to proceed to hearing on January 31, 2017, at 10:00 a.m. in accordance with Order No. 1 (Notice of Hearing and Procedures).

During the teleconference, Ms. Orr indicated that there is a possibility that she and Complainant may retain legal counsel to represent them in the hearing. The hearings examiner informed Ms. Orr that if they retained counsel, they must notify the OAH and Respondent's attorney of the identity of counsel at least five (5) days prior to the hearing date. In addition, any legal counsel representing a party must submit a Notice of Representation to this office with a copy to the opposing party at least five (5) days prior to the hearing date. In addition, Ms. Orr indicated that they were not sure if they were going to present any witnesses at the hearing. Mr. Chambless indicated that he will be representing Respondent in the hearing. He indicated that he did not anticipate presenting any witnesses at the hearing. Both parties were advised that they needed to notify OAH and the opposing party of the identities of any witnesses at least five (5) days prior to the hearing.

The need for documentary evidence was also addressed during the prehearing conference. Ms. Orr agreed to offer as exhibits two copies of the following documents: the original sales contract or purchase order for the vehicle, any available odometer statements, all relevant repair orders and receipts for the vehicle, any emails or other written correspondence between the parties dealing with the repair attempts, written notice of the defect previously provided to Respondent, and a copy of the vehicle's written warranty.

Ms. Orr was instructed to have the vehicle in question present at the hearing location on the date of hearing for inspection by the hearings examiner if necessary.

Ms. Orr also indicated that Complainant will need a Spanish interpreter for the hearing. She was informed that OAH would make arrangements for an interpreter to be present.

Notice is hereby given that the hearing on the merits is scheduled as follows:

**January 31, 2017 at 10:00 a.m.**  
**Texas Department of Transportation**  
**4615 NW Loop 410**  
**San Antonio, TX 78213**

A party who has questions or concerns about the contents of this order may contact the staff of the Office of Administrative Hearings at (512) 465-5000.

**SIGNED December 9, 2016**



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**EDWARD SANDOVAL**  
**CHIEF HEARINGS EXAMINER**  
**OFFICE OF ADMINISTRATIVE HEARINGS**  
**TEXAS DEPARTMENT OF MOTOR VEHICLES**