



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000014760  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** 0    **PO Date:** 09/01/2024    **PO End Date:** 08/31/2025    **PO Method:** IA    **Dispatch:** Dispatch Via Print    **Rev Dt:** 10/23/2024  
**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** TEXAS DEPARTMENT OF PUBLIC SAFETY  
 CRIME RECORDS SERVICE  
 PO BOX 15999  
 AUSTIN TX 787615999  
 United States

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

**Ship To Attention:** Angela Vallejo Gonzalez

**Vendor ID:** 3405405405 0 000

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

**Purchaser:** Quynh-Nhi Ge  
**Phone:** 512/465-4193  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Nhi.Ge@txdmv.gov

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

**PO Information:**

POCN 1, Nhi Ge, 10/23/2024  
 Changed QTY of PO as AP requested. All else remains the same.

**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.

**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.  
 Special Payment Notes (Advance Payment, Payment Type, etc.)

**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. Enter any other special delivery requirements.

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. 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.

DPS Crime Records Service from September 1, 2024 through August 31, 2025

Authorized Signature

10/23/2024



Interagency Agreement Contract Act - TX Gov Code, Title 7, Chapter 771

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

TxDmv Contract Monitor:
Angela Gonzalez
512-465-4229
Angela.Gonzalez@TxDMV.gov

DPS Billing Contact:
Lisa Garcia or Jennifer Norton
512-424-2912 or 512-424-7111
crs.billing@dps.texas.gov

\*\*\*\*\*SOW\*\*\*\*\*

DPS will provide criminal history record information (CHRI) in accordance with the Receiving Entity's authorizing statute.
USE OF CRIMINAL HISTORY RECORD INFORMATION

- a. TXDMV will comply with all current and future state and federal laws, regulations, and policies related to information received under this Contract.
b. TXDMV certifies that it has read and understood Texas Government Code § 411.085 regarding the penalty for unauthorized obtaining, use, or disclosure of criminal history information. A copy of this statute may be found here: http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.411.htm#411.085.

II. BASIS FOR CALCULATING REIMBURSABLE COSTS

Costs associated with this Contract are based upon the type of service rendered as noted in this Section.

- a. Fingerprint-based submission is \$15.00 per Texas search.
b. Name-based inquiry is \$1.00 per Texas search.
c. Federal Bureau of Investigation (FBI) fingerprint-based submission is \$13.25 per national search.
d. DPS may elect to assess a fee of \$1.00 per review of a CHRI record subscribed to through the Clearinghouse (costs are subject to change as appropriate based upon costs assessed by FBI for this service).
e. Non-criminal justice electronic fingerprint capture service (contracted service) is \$10.00.
f. At the request of the TXDMV, DPS may resubmit fingerprint cards for a fee of \$28.25. The appropriate statutory authority must exist and be followed.

All fees are subject to adjustment resulting from mandated legislation or regulation. Monthly invoices will reflect actual fees assessed.

II. CONTRACT AMOUNT

The total amount of services provided is based upon demand, but the total amount of this Contract will not exceed \$4,500.00 amount per biennium.

III. PAYMENT FOR SERVICES

The TXDMV will pay for services received from appropriation items or accounts of the TXDMV from which like expenditures would normally be paid, based upon vouchers drawn by the TXDMV payable to the DPS.

DPS will invoice payments for services performed monthly. Payments received by the DPS will be credited to its current appropriation item(s) or account(s) from which the expenditures of that character were originally made.

Previous PO 9935, 8636, 11520, and 13050.

Authorized Signature

[Handwritten Signature]

10/23/2024



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000014760  
Purchase Order Change Notice (# 1)

| Line-Sch:                         | Line Description:             | PCA:  | Class/Item: | Quantity: | UOM:                        | Unit Price: | Extended Amt:                  | Due Date:                               |
|-----------------------------------|-------------------------------|-------|-------------|-----------|-----------------------------|-------------|--------------------------------|-----------------------------------------|
| 1-1                               | DPS Crime Records             | 30201 | 963/43      | 4500.0000 | EA                          | \$1.00000   | \$4,500.00                     | 08/15/2024                              |
|                                   | FY25: 9/1/2024 -<br>8/31/2025 |       |             |           |                             |             |                                |                                         |
| <b>Contract ID:</b><br>0000014760 |                               |       |             |           | <b>ReqID:</b><br>0000015528 |             | <b>Schedule Total</b>          | <input type="text" value="\$4,500.00"/> |
|                                   |                               |       |             |           |                             |             | <b>Item Total for Line # 1</b> | <input type="text" value="\$4,500.00"/> |
|                                   |                               |       |             |           |                             |             | <b>Total PO Amount</b>         | <input type="text" value="\$4,500.00"/> |

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.

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

Authorized Signature  
  
10/23/2024