



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000014808

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** Q    **PO Date:** 08/15/2024    **PO End Date:** 08/31/2025    **PO Method:** DG    **Dispatch:** Dispatch Via Email    **Rev Dt:**

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

**Vendor:** FIRST CHECK APPLICANT SCREENING  
 1300 FM 2673  
 PO BOX 1867  
 CANYON LAKE TX 78133-0006  
 United States

**Ship To:** 1P42 - Human Resources Division  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Ship To Attention:** Sue Angel Russell

**Vendor ID:** 1752820451 8 000

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

**Purchaser:** Amanda Driskill  
**Phone:** 512/465-1226  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Mandy.Maxwell@txdmv.gov

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

**PO Information:**

FY25 continuation of PO# 0000013544

**Summary:**

- a) Criminal History Background Check Services to provide criminal history background checks for pre-employment screening of pre-selected final applicants, on an as needed basis. TxDMV requires criminal history background checks be performed on all final applicants in specific job categories.
- b) The initial period of service shall be for one year from the date of award with four one-year renewal options under the same terms conditions that may be exercised at TxDMV's sole discretion. At each renewal option both parties may negotiate agree on a price reduction or escalation.
- c) All quantities are estimates only and TxDMV reserves the right to increase and/or decrease the quantities to meet the agencies need.

Renewals are as follows, unless terminated sooner in accordance with the terms of the purchase order/contract.

In addition, the department, in its sole discretion, may extend any contract for up to 90 days, in whole or in part.

Initial Term: 11/01/2023 - 10/31/2024 - FY24 PO# 0000013544 and FY25 PO# 0000014808

Option to Renew for Four One-Year Terms:  
 FY25 - 09/01/2024 to 08/31/2025 - PO# 0000014808  
 FY26 - 09/01/2025 to 08/31/2026  
 FY27 - 09/01/2026 to 08/31/2027  
 FY28 - 09/01/2027 to 10/31/2027

All quantities are estimates only and the department reserves the right to increase and/or decrease the quantities to meet the department's need.

At each renewal option, the parties may negotiate agree on a price reduction or escalation.

**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

**Authorized Signature**

**10/09/2024**



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000014808

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.

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.

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 Contractor's documents, if any.

Vendor Contact: Lisa Manning  
 Phone: (888) 588-2525 ext. 216  
 Fax: (888) 213-9341  
 Email: [lisa@firstcheck.com](mailto:lisa@firstcheck.com)

TxDMV Contact: Sue Russell Hernandez  
 Email: [sue.hernandez@txdmv.gov](mailto:sue.hernandez@txdmv.gov)

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Employee Background Checks FY25 Blanket PO	30901	961/30	15000.000 0	EA	\$1.00000	\$15,000.00	08/15/2024
							<b>Schedule Total</b>	<b>\$15,000.00</b>
<b>Contract ID:</b> 0000013544					<b>ReqID:</b> 0000015539			
FY25 Term - 9/01/2024 to 08/31/2025							<b>Item Total for Line # 1</b>	<b>\$15,000.00</b>

**Total PO Amount** **\$15,000.00**

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

10/09/2024