



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000014859

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** S    **PO Date:** 08/20/2024    **PO End Date:** 11/30/2024    **PO Method:** OM    **Dispatch:** Dispatch Via Email    **Rev Dt:**

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

**Vendor:** CARASOFT TECHNOLOGY CORPORATION  
 11493 SUNSET HILLS RD STE 100  
 RESTON VA 20190-5230  
 United States

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

**Ship To Attention:** Michelle Helen Bryant

**Vendor ID:** 1522189693 7 000

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

**Purchaser:** Amanda Leigh Maxwell  
**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:**

Initial term: 09/01/23 to 08/31/24; PO # 0000013209  
 First renewal: 09/01/24 to 11/30/24; PO# 0000014859

Vendor Quote Number(s): 48318047

Notwithstanding anything to the contrary within the Contract, in the event of conflict between contract documents, the following document control order will prevail:

1. Purchase Order # 60800 0000013209
2. Carahsoft Technology Corp. Supplemental Conditions to the Texas Department of Motor Vehicles Contract Terms and Conditions under RFO No. 608-23-208A for Sertifi E-Signatures Software or Conga Exceptions to Attachment A - TxDMV Contract Terms and Conditions dated August 2023, as applicable to the aforementioned software;
3. Attachment A, TxDMV Contract Terms and Conditions dated January 2022;
4. Attachment B, Contractor's Completed TxDMV Respondent's Preferences, Affirmations, and Solicitation Acceptance (Version 1.9);
5. Attachment C, Contractor's Completed Pricing Sheet for RFO # 608-23-208A;
6. Addendum No. 4;
7. Addendum No. 3;
8. Addendum No. 2;
9. Addendum No. 1; and
10. RFO # 608-23-208A.

For the avoidance of doubt, all other software excluding Sertifi E-Signature and Conga Composer under this purchase order shall be controlled by TxDMV's Contract Standard Terms Conditions currently accessible at: <http://www.txdmv.gov/contractors-vendors>.

**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

**Authorized Signature**

08/21/2024



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000014859

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.

TxDMV Contract Monitor:  
 Edward OMahony  
 edward.omahony@txdmv.gov  
 (512) 465-4020

TxDMV Contact  
 Jeff Armstrong  
 jeffrey.armstrong@txdmv.gov  
 (512) 465-1295

Vendor Contact:  
 Leslie Carpenter  
 leslie.carpenter@carahsoft.com  
 (703) 673-3624

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FOIAXpress SaaS AINS	31010	208/11	1.0000	EA	\$41,525.01000	\$41,525.01	08/20/2024

Schedule Total

Contract ID:  
0000014859

ReqID:  
0000015125

FOIAXpress SaaS - AINS Includes:  
 FOIAXpress Hosted-28 Subscription License-10  
 FOIAXpress Hosted Admin-1  
 Advance doc review-1  
 ADR Annual Subscription-1  
 PAL Access Link Hosted-5 Users  
 AINS Help Desk/ Technical Support (10 Calls)-1  
 \*Please see quote notes for description of license\*  
 AINS, LLC dba OPEXUS - 204-FOIAXP  
 Start Date: 09/01/2024  
 End Date: 11/30/2024

Item Total for Line # 1

Total PO Amount

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted

Authorized Signature

08/21/2024



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000014859

Page: 3 of 3

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

*Kandice Maxwell, CTED/CTM*

08/21/2024