



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000014919
 Purchase Order Change Notice (# 2)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 08/26/2024 **PO End Date:** 04/16/2025 **PO Method:** IA **Dispatch:** Dispatch Via Print **Rev Dt:** 09/11/2024
PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: UNIVERSITY OF TEXAS AT AUSTIN
 OFFICE OF CONFERENCES & TRAINING
 LBJ SCHOOL OF PUBLIC AFFAIRS
 PO BOX Y
 AUSTIN TX 787138925
United States

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

Ship To Attention: Sandra Lyn Becker

Vendor ID: 3721721721 7 008

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Matthew Terrell Windham
Phone: 512/465-5808
Fax: 512/465-5641

Bill To Fax:

Email: Matthew.Windham@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN #2 (Matthew Windham 09/11/2024):
 Reduced price on Line 5 from \$900.00/each to \$800.00/each. Attendees rescheduled from 07/31/2024 course date which was originally priced at \$800.00/each and vendor has agreed to honor original price. PO total reduced from \$7,050.00 to \$6,850.00. All else remains unchanged.

POCN #1 (Matthew Windham 09/10/2024):
 Cancelled Project Management course registration on Line 1. Attendee was not formally registered for the 09/18/2024 course so registration was moved to 04/15/2025 course instead. Added Lines 5-6 for additional course registrations. PO total increased from \$4,425.00 to \$7,050.00. All else remains unchanged.

Employee Training Act:
 The training or education must be related to the duties or prospective duties of the administrator or employee. Texas Government Code, Title 6, Subtitle C, Chapter 656, Subchapter A, Sec. 656.041.

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

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.

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).

Authorized Signature

09/11/2024



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000014919
 Purchase Order Change Notice (# 2)

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 Contractors documents, if any.

TxDMV Contract Monitor:
 Sandy Becker
 sandy.becker@txdmv.gov
 (512) 465-1454

Vendor Contact:
 Governor's Center for Management Development
 Email: gcmd@austin.utexas.edu
 Office: (512) 475-8100

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Course Registration - Project Management	30101	924/60	1.0000	EA	\$825.00000	\$0.00	
								CANCEL
							Schedule Total	\$0.00

Contract ID:
0000014919

Attendee: Angelica Rodriguez

Course Code: 25PM1

Course Dates: 09/18/2024 - 09/19/2024
 Time: (Day 1) 8:30 a.m. - 4:00 p.m. / (Day 2) 8:30 a.m. - Noon
 Location: Virtual

Item Total for Line # 1 \$0.00

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Course Registration - Leading in a Multigenerational Work Environment	30101	924/60	1.0000	EA	\$900.00000	\$900.00	10/22/2024
							Schedule Total	\$900.00

Contract ID:
0000014919

ReqID:
0000015441

Attendee: Angelica Rodriguez

Course Code: 25LMW1

Course Dates: 10/22/2024 - 10/23/2024
 Time: 8:30 a.m. - 4:00 p.m.
 Location: Virtual

Item Total for Line # 2 \$900.00

Authorized Signature

Matthew Windham

09/11/2024



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000014919
 Purchase Order Change Notice (# 2)

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Course Registration - Facilitation Strategies	30101	924/60	1.0000	EA	\$900.00000	\$900.00	10/29/2024
							Schedule Total	<input type="text" value="\$900.00"/>
Contract ID: 0000014919					ReqID: 0000015441			
Attendee: Chuck Lee								
Course Code: 25FAC1								
Course Dates: 10/29/2024 - 10/30/2024								
Time: 8:30 a.m. - 4:00 p.m.								
Location: Virtual								
							Item Total for Line # 3	<input type="text" value="\$900.00"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Course Registration - Strategic Planning and Performance Measures	30101	924/60	2.0000	EA	\$900.00000	\$1,800.00	11/05/2024
							Schedule Total	<input type="text" value="\$1,800.00"/>
Contract ID: 0000014919					ReqID: 0000015441			
Attendees: Angelica Rodriguez and Chuck Lee								
Course Code: 25STP1								
Course Dates: 11/05/2024 - 11/06/2024								
Time: 8:30 a.m. - 4:00 p.m.								
Location: Virtual								
							Item Total for Line # 4	<input type="text" value="\$1,800.00"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Course Registration - Managing Personal and Organizational Change	30101	924/60	2.0000	EA	\$800.00000	\$1,600.00	09/17/2024
							Schedule Total	<input type="text" value="\$1,600.00"/>
Contract ID: 0000014919					ReqID: 0000015673			
Attendees: Chuck Lee and Angelica Rodriguez								
Course Code: 25MOC1								
Course Dates: 09/17/2024 - 09/18/2024								
Time: 8:30 a.m. - 4:00 p.m.								
Location: Virtual								
							Item Total for Line # 5	<input type="text" value="\$1,600.00"/>

Authorized Signature

Matthew Windham

09/11/2024



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000014919
Purchase Order Change Notice (# 2)

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Course Registration - Project Management	30101	924/60	2.0000	EA	\$825.00000	\$1,650.00	04/15/2025
							Schedule Total	<input type="text" value="\$1,650.00"/>
Contract ID: 0000014919					ReqID: 0000015673			
Attendees: Chuck Lee and Angelica Rodriguez								
Course Code: 25PM2								
Course Dates: 04/15/2025 - 04/16/2025								
Time: (Day 1) 8:30 a.m. - 4:00 p.m./ (Day 2) 8:30 a.m. - Noon								
Location: Virtual								
							Item Total for Line # 6	<input type="text" value="\$1,650.00"/>

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

09/11/2024