



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000015091  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** S    **PO Date:** 09/26/2024    **PO End Date:** 03/31/2025    **PO Method:** SV    **Dispatch:** Dispatch Via Print    **Rev Dt:** 12/20/2024  
**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** ON THE RECORD REPORTING & TRANSCRIPTION  
 7703 N LAMAR BLVD STE 515  
 AUSTIN TX 78752-1055  
 United States

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

**Ship To Attention:** Claudia J Mojica Leal

**Vendor ID:** 1201811366 7 002

**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 1 (Matthew Windham 12/20/2024):  
 Added Lines 6-10 to include additional funds to extend services for 3-months from 01/01/2025 through 03/31/2025. Updated pricing reference Vendor extension quote "Re: Pricing for reporting transcription services, Jan 1-Aug 31, 2025" dated 11/22/2024. Updated PO end date to 03/31/2025. PO total increased from \$17,570.00 to \$38,320.00. All else remains unchanged.

This Purchase Order (PO) extends transcription and reporting services from 10/01/2024 through 12/31/2024 per agreement between TxDMV and Vendor dated 09/03/2024. This PO replaces previous PO #60800 0000013924 after its expiration on 09/30/2024.

Reference original Invitation for Bid (IFB) 608-18-5002

Updated pricing per price sheet dated 07/02/2024.

**Original Price Schedule:**

The pricing schedule, which was submitted with On The Record's original IFB, pertains to all lines on the PO.

1. Transcription Service, legal, per reporting hour - \$35.00
2. Transcription Service, legal, per page, 10-14 calendar days - \$3.90
3. Transcription Service, legal, per page, 7-9 calendar days - \$4.25
4. Transcription Service, legal, fee for failure to cancel - \$75.00
5. Transcription Service, legal, administrative expenses - \$12.50
6. Transcription Service, legal, per page for copies - Additional copies of transcriptions required by TxDMV - \$0.30
7. Transcription Service, legal, per page for copies - Additional copies of exhibits required by TxDMV - \$0.50
8. Transcription Service, legal, per copies - e-transcripts, diskettes, mini transcripts, CD, DVD, etc. - \$15.00
9. Transcription Service, legal, per page, 1 calendar day - \$7.25
10. Transcription Service, legal, per page, 2 calendar days - \$6.35
11. Transcription Service, legal, per page, 3-4 calendar days - \$5.75
12. Transcription Service, legal, per page, 5-6 calendar days - \$5.00
13. Transcription Service, legal, per reporting hour off-shift - \$50.00

**Cost Adjustments:**

Price escalations must be made by vendor ninety (90) days prior to the date of the contract's renewal date and must not exceed a maximum of three (3) percent. Both parties shall agree to price escalation in writing prior to renewal.

**Order Placement:**

Order will be placed on an as-needed basis. No quantities of any items are ordered by the execution of the purchase order. An individual Work Authorization will be issued by TxDMV indicating quantity of the items(s) ordered.

**Renewal/Extension:**

This purchase order may be renewed/extended for (2) two (2) year period, provided both parties agree in writing prior to the expiration date. Any

Authorized Signature

12/20/2024



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renewal/extension shall be at the terms and conditions, plus any approved changes.

Period Of Initial Service: 11/01/2017 - 10/31/2019 - PO #60800 0000004403  
1st Renewal Option: 11/01/2019 - 10/31/2021 - PO #60800 0000007563  
2nd Renewal Option: 11/01/2021 - 10/31/2023 - PO #60800 0000008613  
Contract Extension: 11/01/2023 - 01/31/2024 - PO #60800 0000013233  
Contract Extension: 02/01/2024 - 07/31/2024 - PO #60800 0000013924  
Contract Extension: 08/01/2024 - 09/30/2024 - PO #60800 0000013924  
Contract Extension: 10/01/2024 - 12/31/2024 - PO #60800 0000015091  
Contract Extension: 01/01/2025 - 03/31/2025 - PO #60800 0000015091

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.

**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](mailto: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).

**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. If this PO contains goods or services purchased from a DIR Cooperative Contract, the purchase is governed by the current TxDMV Supplemental Terms and Conditions with Affirmations for Purchases through the DIR Cooperative Contracts Program. 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:**

Claudia Leal  
Email: [claudia.leal1@txdmv.gov](mailto:claudia.leal1@txdmv.gov)  
Phone: (512) 374-5396

**Vendor Contact:**

Elizabeth Stoddard  
Email: [Elizabeth@ontherecordreporting.com](mailto:Elizabeth@ontherecordreporting.com)  
Alternate Email: [otrreporting@gmail.com](mailto:otrreporting@gmail.com)  
Phone: (512) 450-0342

Authorized Signature

12/20/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Transcription & Reporting Services - TxDMV Board	30901	961/72	2000.0000	UNT	\$1.00000	\$2,000.00	09/30/2024
							Schedule Total	\$2,000.00
<b>Contract ID:</b> 0000004403				<b>ReqID:</b> 0000015736				
Service Period: 10/01/2024 - 12/31/2024							Item Total for Line # 1	\$2,000.00
2-1	Transcription & Reporting Services - MVCPA SB224 Advisory Committee	28042	961/72	1570.0000	UNT	\$1.00000	\$1,570.00	09/30/2024
							Schedule Total	\$1,570.00
<b>Contract ID:</b> 0000004403				<b>ReqID:</b> 0000015736				
Service Period: 10/01/2024 - 12/31/2024							Item Total for Line # 2	\$1,570.00
3-1	Transcription & Reporting Services - Enforcement	30801	961/72	9000.0000	UNT	\$1.00000	\$9,000.00	09/30/2024
							Schedule Total	\$9,000.00
<b>Contract ID:</b> 0000004403				<b>ReqID:</b> 0000015736				
Service Period: 10/01/2024 - 12/31/2024							Item Total for Line # 3	\$9,000.00
4-1	Transcription & Reporting Services - MVCPA Conference	30301	961/72	3000.0000	UNT	\$1.00000	\$3,000.00	09/30/2024
							Schedule Total	\$3,000.00
<b>Contract ID:</b> 0000004403				<b>ReqID:</b> 0000015736				
Service Period: 10/01/2024 - 12/31/2024							Item Total for Line # 4	\$3,000.00

Authorized Signature

12/20/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Transcription & Reporting Services - Legal	30901	961/72	2000.0000	UNT	\$1.00000	\$2,000.00	09/30/2024
							<b>Schedule Total</b>	<input type="text" value="\$2,000.00"/>
<b>Contract ID:</b> 0000004403					<b>ReqID:</b> 0000015736			
Service Period: 10/01/2024 - 12/31/2024								
							<b>Item Total for Line # 5</b>	<input type="text" value="\$2,000.00"/>
6-1	Transcription & Reporting Services - TxDMV Board	30901	961/72	1650.0000	UNT	\$1.00000	\$1,650.00	12/31/2024
							<b>Schedule Total</b>	<input type="text" value="\$1,650.00"/>
<b>Contract ID:</b> 0000004403					<b>ReqID:</b> 0000016174			
Service Period: 01/01/2025 through 03/31/2025								
							<b>Item Total for Line # 6</b>	<input type="text" value="\$1,650.00"/>
7-1	Transcription & Reporting Services - MVCPA SB224	28042	961/72	2550.0000	UNT	\$1.00000	\$2,550.00	12/31/2024
							<b>Schedule Total</b>	<input type="text" value="\$2,550.00"/>
<b>Contract ID:</b> 0000004403					<b>ReqID:</b> 0000016174			
Service Period: 01/01/2025 through 03/31/2025								
							<b>Item Total for Line # 7</b>	<input type="text" value="\$2,550.00"/>
8-1	Transcription & Reporting Services - Enforcement	30801	961/72	4000.0000	UNT	\$1.00000	\$4,000.00	12/31/2024
							<b>Schedule Total</b>	<input type="text" value="\$4,000.00"/>
<b>Contract ID:</b> 0000004403					<b>ReqID:</b> 0000016174			
Service Period: 01/01/2025 through 03/31/2025								
							<b>Item Total for Line # 8</b>	<input type="text" value="\$4,000.00"/>

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12/20/2024



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 Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Transcription & Reporting Services - MVCPA Conference	30301	961/72	2550.0000	UNT	\$1.00000	\$2,550.00	12/31/2024
							<b>Schedule Total</b>	<input type="text" value="\$2,550.00"/>
<b>Contract ID:</b> 0000004403					<b>ReqID:</b> 0000016174			
Service Period: 01/01/2025 through 03/31/2025								
							<b>Item Total for Line # 9</b>	<input type="text" value="\$2,550.00"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	Transcription & Reporting Services - OGC Legal / Advisory Committee	30901	961/72	10000.000 0	UNT	\$1.00000	\$10,000.00	12/31/2024
							<b>Schedule Total</b>	<input type="text" value="\$10,000.00"/>
<b>Contract ID:</b> 0000004403					<b>ReqID:</b> 0000016174			
Service Period: 01/01/2025 through 03/31/2025								
							<b>Item Total for Line # 10</b>	<input type="text" value="\$10,000.00"/>

**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>

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*Matthew Windham*

12/20/2024