



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 1400961
Purchase Order Change Notice (# 12)

Page: 1 of 10

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** NA **PCC:** Q **Date:** 07/02/14 **PO Method:** SV **Dispatch:** Dispatch Via Print **Rev Dt:** 04/16/20

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

Vendor: FIRST CHECK APPLICANT SCREENING
PO BOX 92033
SOUTHLAKE TX 760920101
United States

Ship To: 1P12 - Finance Admin Services
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1752820451 8

Purchaser: Andrew Ortegon
Phone: (512) 465-4177
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Email: Andrew.Ortegon@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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).

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, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

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.

PRamsey - 2-2-2016 POCN to add a line to the First Check purchase order to conduct a criminal history check in the State of New York-Burroughs in the amount of \$70.00 for an external candidate for MVD Licensing Specialist position.

First term of service is from 7-2-2014 until 7-1-2016 with two (2) options for renewal in increments of two (2) years each with the same terms conditions. At each renewal option both parties may negotiate agree on a price reduction or escalation.

POCN# 1 11-4-2015 PAR Added additional money to this PO to get the agency until the expiration date.

POCN# 2 changed buyer

PAR- 2-2-2016 POCN# 3 to add a line to the First Check purchase order to conduct a criminal history check in the State of New York-Burroughs in the amount of \$70.00 for an external candidate for MVD Licensing Specialist position.

POCN# 4 PAR 4-20-2016 Renewing for a new period of service: 7-2-2016 until 7-1-2018, first renewal of two.

Authorized Signature

Carol Ortega, CTPM, CTCM

04/16/2020



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 1400961
Purchase Order Change Notice (# 12)

Page: 2 of 10

POCN# 5 PAR 11-7-2016 Changed only the description of line# 10 line#11. There were switched.

POCN# 6 PAR 7-25-2017

Added a line to the First Check purchase order to conduct a criminal history check in the State of New York-Burroughs in the amount of \$75.00 on an as needed basis.

POCN# 7 PAR 5-18-2018 Renewing for a new period of service: 7-2-2018 until 7-1-2020, Last renewal of two.
Lines 15-21 are for the period of service 7-2-2018 through 7-1-2020.

POCN# 8 PAR 11-6-2018

Had to add \$31.75 to cover the remaining charges for FY18.

POCN# 9 Revised by David Moran 4/19/19

Changed buyer from Paula Ramsey to David Moran

Reduced PO Line #16 from \$6204.00 to \$5904.00

Increase PO Line #21 from \$450.00 to \$750.00

PO total remains the same, \$48,092.50

Reason: Per Division and Budget, additional funds needed on line 21 to cover current invoice and future cost. Email attached.

POCN 10, 11/4/2019; REVISED BY DROSAS

CHANGED BUYER NAME FROM DAVID MORAN TO DEBRA ROSAS FOR PO EDITS

ATTACHED AMENDMENT TO PO/CONTRACT

PO TOTAL DID NOT CHANGE

POCN 11, 04/07/2020, REVISED BY AORTEGON

CHANGED BUYER NAME FROM DEBRA ROSAS TO ANDREW ORTEGON

ALSO, ADDED REQ 8955 TO THE PURCHASE ORDER TO ADD FUNDS FOR LINE 16. LINE 16 FUNDS ARE DEPLETED. ADDITIONAL FUNDS FOR LINE 16 NEEDED TO COVER REMAINING INVOICES.

POCN 12, 04/16/2020, REVISED BY ANDREW ORTEGON

CHANGE ORDER TO UPDATE LINE 22 FOR THE QUANTITY TO SHOW THE TOTAL NUMBER OF CHECKS INSTEAD OF ONLY 1. THIS WILL HELP WITH THE PAYMENTS FOR EACH BACKGROUND CHECK. ALL ELSE REMAINS THE SAME.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Social Security Verification Criminal History Background Checks.Period of service 7-2- 2014 through 7-1-2016.	961/30	739.0000	EA	\$2.50000	\$1,847.50	08/31/2014

Schedule Total \$1,847.50

Contract ID:
1400961

Item Total for Line # 1 \$1,847.50

Authorized Signature

And Ofg. CTPM, CTCM

04/16/2020



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 1400961
Purchase Order Change Notice (# 12)

Page: 3 of 10

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Seven year criminal history search per county of residence within Texas Criminal History Background Checks.Period of service 7-2-2014 through 7-1-2016.	961/30	1034.0000	EA	\$6.00000	\$6,204.00	08/31/2014
						Schedule Total	\$6,204.00
Contract ID: 1400961							
						Item Total for Line # 2	\$6,204.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Seven year criminal history search per county outside Texas Criminal History Background Checks.Period of service 7-2-2014 through 7-1-2016.	961/30	150.0000	EA	\$9.00000	\$1,350.00	08/31/2014
						Schedule Total	\$1,350.00
Contract ID: 1400961							
						Item Total for Line # 3	\$1,350.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Seven year criminal history search of Texas Statewide records Criminal History Background Checks.Period of service 7-2-2014 through 7-1-2016.	961/30	739.0000	EA	\$2.75000	\$2,032.25	08/31/2014
						Schedule Total	\$2,032.25
Contract ID: 1400961							
						Item Total for Line # 4	\$2,032.25

Authorized Signature

Carol D. [Signature], CTPM, CTCM

04/16/2020



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 1400961
Purchase Order Change Notice (# 12)

Page: 4 of 10

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Multi-jurisdictional search to include but not limited to Statewide and County databases and the National Sex Offenders Criminal History Background Checks. Period of service 7-2-2014 through 7-1-2016.	961/30	589.0000	EA	\$6.00000	\$3,534.00	08/31/2014
						Schedule Total	\$3,534.00
Contract ID: 1400961							
						Item Total for Line # 5	\$3,534.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	International criminal history background search to include Interpol records on an as-needed basis and as requested in writing by TxDMV Criminal History Background Checks.Period of service 7-2-2014 through 7-1-2016.	961/30	10.0000	EA	\$90.00000	\$900.00	08/31/2014
						Schedule Total	\$900.00
Contract ID: 1400961							
						Item Total for Line # 6	\$900.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	First Check - Special price for criminal history check in the State of New York-Burroughs in the amount of \$70.00 for an external candidate for MVD Licensing Specialist position.	961/30	1.0000	LNE	\$70.00000	\$70.00	02/02/2016
						Schedule Total	\$70.00
Contract ID: 1400961				ReqID: 0000002386			
						Item Total for Line # 7	\$70.00

Authorized Signature

Carol D. [Signature], CTPM, CTCM

04/16/2020



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 1400961
Purchase Order Change Notice (# 12)

Page: 5 of 10

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Social Security Verification Criminal History Background Checks. Period of service 7-2- 2016 through 7-1-2018.	961/30	739.0000	EA	\$2.50000	\$1,847.50	07/02/2016
						Schedule Total	\$1,847.50
Contract ID: 1400961				ReqID: 0000002731			
						Item Total for Line # 8	\$1,847.50

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Seven year criminal history search per county of residence within Texas Criminal History Background Checks. Period of service 7-2- 2016 through 7-1-2018.	961/30	1034.0000	EA	\$6.00000	\$6,204.00	07/02/2016
						Schedule Total	\$6,204.00
Contract ID: 1400961				ReqID: 0000002731			
						Item Total for Line # 9	\$6,204.00

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	Seven year criminal history search of Texas Statewide records Criminal History Background Checks. Period of service 7-2-2016 through 7- 1-2018.	961/30	739.0000	EA	\$2.75000	\$2,032.25	07/02/2016
						Schedule Total	\$2,032.25
Contract ID: 1400961				ReqID: 0000002731			
						Item Total for Line # 10	\$2,032.25

Authorized Signature

Carol D. [Signature], CTPM, CTCM

04/16/2020



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 1400961
Purchase Order Change Notice (# 12)

Page: 6 of 10

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
11-1	Seven year criminal history search per county outside Texas Criminal History Background Checks. Period of service 7-2-2016 through 7-1-2018.	961/30	150.0000	EA	\$9.00000	\$1,350.00	07/02/2016
						Schedule Total	\$1,350.00
<u>Contract ID:</u> 1400961				<u>ReqID:</u> 0000002731			
						Item Total for Line # 11	\$1,350.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
12-1	Multi-jurisdictional search to include but not limited to Statewide and County databases and the National Sex Offenders Criminal History Background Checks. Period of service 7-2-2016 through 7-1-2018.	961/30	589.0000	EA	\$6.00000	\$3,534.00	07/02/2016
						Schedule Total	\$3,534.00
<u>Contract ID:</u> 1400961				<u>ReqID:</u> 0000002731			
						Item Total for Line # 12	\$3,534.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
13-1	International criminal history background search to include Interpol records on an as-needed basis and as requested in writing by TxDMV Criminal History Background Checks. Period of service 7-2-2016 through 7-1-2018.	961/30	10.0000	EA	\$90.00000	\$900.00	07/02/2016
						Schedule Total	\$900.00
<u>Contract ID:</u> 1400961				<u>ReqID:</u> 0000002731			
						Item Total for Line # 13	\$900.00

Authorized Signature

Carol D. [Signature], CTPM, CTCM

04/16/2020



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 1400961
Purchase Order Change Notice (# 12)

Page: 7 of 10

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
14-1	Special price for criminal history check in the State of New York-Burroughs in the amount of \$75.00 each. This is on an as needed basis. 7-25-2017 through 7-1-2018.	961/30	5.0000	EA	\$75.00000	\$375.00	07/31/2017
						Schedule Total	\$375.00
Contract ID: 1400961				ReqID: 0000004958			
						Item Total for Line # 14	\$375.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
15-1	Social Security Verification Criminal History Background Checks. Period of service 7-2-2018 through 7-1-2020.	961/30	749.0000	EA	\$2.50000	\$1,872.50	07/02/2018
						Schedule Total	\$1,872.50
Contract ID: 1400961				ReqID: 0000006134			
						Item Total for Line # 15	\$1,872.50
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
16-1	Seven Year Criminal History Background Checks search per county of residence within Texas. Period of service 7-2-2018 through 7-1-2020.	961/30	984.0000	EA	\$6.00000	\$5,904.00	07/02/2018
						Schedule Total	\$5,904.00
Contract ID: 1400961				ReqID: 0000006134			
						Item Total for Line # 16	\$5,904.00

Authorized Signature

Carol D. [Signature], CTPM, CTCM

04/16/2020



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 1400961
Purchase Order Change Notice (# 12)

Page: 8 of 10

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
17-1	Seven year criminal history search of Texas Statewide records Criminal History Background Checks. Period of service 7-2-2018 through 7-1-2020.	961/30	746.0000	EA	\$2.75000	\$2,051.50	07/02/2018
						Schedule Total	\$2,051.50
<u>Contract ID:</u> 1400961				<u>ReqID:</u> 0000006134			
						Item Total for Line # 17	\$2,051.50
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
18-1	Seven year criminal history search per county outside Texas Criminal History Background Checks. Period of service 7-2-2018 through 7-1-2020	961/30	150.0000	EA	\$9.00000	\$1,350.00	07/02/2018
						Schedule Total	\$1,350.00
<u>Contract ID:</u> 1400961				<u>ReqID:</u> 0000006134			
						Item Total for Line # 18	\$1,350.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
19-1	Multi-jurisdictional search to include but not limited to Statewide and County databases and the National Sex Offenders Criminal History Background Checks. Period of service 7-2-2018 through 7-1-2020.	961/30	589.0000	EA	\$6.00000	\$3,534.00	07/02/2018
						Schedule Total	\$3,534.00
<u>Contract ID:</u> 1400961				<u>ReqID:</u> 0000006134			
						Item Total for Line # 19	\$3,534.00

Authorized Signature

Carol D. [Signature], CTPM, CTCM

04/16/2020



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 1400961
Purchase Order Change Notice (# 12)

Page: 9 of 10

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
20-1	International criminal history background search to include Interpol records on an as-needed basis and as requested in writing by TxDMV Criminal History Background Checks. Period of service 7-2-2018 through 7-1-2020.	961/30	5.0000	EA	\$90.00000	\$450.00	07/02/2018
						Schedule Total	\$450.00
Contract ID: 1400961				RegID: 0000006134			
						Item Total for Line # 20	\$450.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
21-1	Unknown Miscellaneous Criminal Background Checks for areas and service not covered on the other purchase order lines. Period of service 7-2-2018 through 7-1-2020.	961/30	750.0000	UNT	\$1.00000	\$750.00	07/02/2018
						Schedule Total	\$750.00
Contract ID: 1400961				RegID: 0000006134			
						Item Total for Line # 21	\$750.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
22-1	Seven Year Criminal History Background Checks search per county of residence within Texas. Period of service 7-2-2018 through 7-1-2020.	961/30	166.6670	EA	\$6.00000	\$1,000.00	04/06/2020
						Schedule Total	\$1,000.00
				RegID: 0000008955			
Requisition 8955 to Add \$1000 to the PO to cover invoices for line 16. Addition funds are for line 16. Line 16 funds are depleted.						Item Total for Line # 22	\$1,000.00

Total PO Amount \$49,092.50

Authorized Signature

Carol D. [Signature], CTPM, CTCM

04/16/2020



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 1400961
Purchase Order Change Notice (# 12)

Page: 10 of 10

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

Carol D. [Signature], CTPM, CTCM

04/16/2020