



# Texas Department of Public Safety Purchase Order

Purchase Order Number

405-16-P005140

SHOW THIS NUMBER ON ALL  
PACKAGES, INVOICES AND  
SHIPPING DOCUMENTS.

V E N D O R	Vendor Number: 00022009 TEXAS STATE HUMAN RESOURCES ASSOCIATION (TSHRA) PO BOX 1602 Austin, TX 78767
----------------------------	--

S H I P T O	Texas Department of Public Safety Administration Division 5805 North Lamar Blvd Austin, TX 78752-4431 US Email: <a href="mailto:eprocurementshipping@dps.texas.gov">eprocurementshipping@dps.texas.gov</a> Phone: (512) 424-2000
----------------------------	--

State Sales Tax Exemption Certificate: The undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

B I L L T O	Texas Department of Public Safety Finance - Accounts Payable - MSC 0130 PO Box 4087 Austin, TX 78773-0130 US Email: <a href="mailto:apinvoices@dps.texas.gov">apinvoices@dps.texas.gov</a> Phone: (512) 424-2060
----------------------------	--

Solicitation (Bid) No.:	Payment Terms: State of Texas Prompt Pay  Shipping Terms: F.O.B., Destination  Delivery Calendar Day(s) A.R.O.: 0
-------------------------	---

Item # 4

**\*\*ADVANCE PAYMENT IS REQUIRED FOR THIS PROCUREMENT \*\***  
 Submit payment along with Invoice and PO to:  
 TSHRA  
 PO Box 1602  
 Austin, TX 78767  
 Attn: Suzanne Subia, TSHRA Treasurer

Item # 1  
 Class-Item 963-48

Texas State Human Resources Association membership dues for Norma Cortez. Service Dates from 9/01/2015 through 8/31/2016 as per attached TSHRA invoice.

Quantity	Unit Price	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
1.00	\$ 75.00	YR	0.00 %	\$ 0.00		\$ 0.00	\$ 0.00	\$ 75.00

<u>LN/FY/Account Code</u>	<u>Dollar Amount</u>
1/16/16-28111-6201-1001- - -1300- - -	\$ 75.00

Item # 2

**\*\*Advance Payment is required for this Procurement.\*\***

Notice Under Government Code 2261.252

Pursuant to Government Code 2261.252 the Department may not enter into a contract for the purchase of goods or services with a private vendor if members of the Public Safety Commission or certain positions within the agency including the Executive Director, the General Counsel or the Procurement Director or their covered family members have a financial interest in the vendor. Any contract found to violate Government Code 2261.252 is void.

Change Order

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 to dictate changes. All changes shall be in the scope of original work. No verbal change orders will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by Procurement & Contract Services.

E-Verify

U.S. Department of Homeland Security E-Verify System

By entering into his Contract, the Contractor certifies and ensures that it utilizes and will continue to utilize for the term of this Contract, the U.S. Department of Homeland Security E-Verify system to determine the eligibility of

1. All persons employed to perform duties within Texas, during the term of the Contract; and
2. All persons, including subcontractors, assigned by the Contractor to perform work pursuant the Contract, within the United States of America.

The Contractor shall provide, upon request of TXDPS an electronic or hard copy screenshot of the confirmation or tentative non-confirmation screen containing he E-Verify case verification number for attachment the Form I-9 for the three most recent hires that match the criteria above, by the Contractor, and Contractor subcontractors, as proof that this provision is being followed.

If this certification is falsely made, the Contract may be immediately terminated, at the discretion of the state and at no fault to the state, with no prior notification. The Contractor shall also be responsible for the costs of any re-solicitation that the state must undertake to replace the terminated Contract.

Texas DPS Terms & Conditions Rev. 4/13 apply to this order

Membership acquired under authority of Texas Government Code, Sect. 2113.104.

Name of individual(s) to whom membership is assigned: Norma Cortez Membership to Texas State Human Resources Association (TSHRA) - (See Attached Invoice)

Period Covered: September 1, 2015 through August 31, 2016.

Benefit Statement: The Texas State Human Resources Association (TSHRA) is a non-profit organization dedicated to the support and development of human resources professionals. It promotes both individual and agency growth, provides channels for communication, opportunities to utilize leadership skills on a statewide basis, and actively engages in Human Resources-related legislative issues.

## Item # 3

## Lobbying Prohibition

In accordance with Texas Government Code, 556.005(b), as a state agency, the Texas Department of Public Safety (Department) may not use appropriated money to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist. In accordance with Texas Government Code, 556.008, as a state agency, the Department may not use appropriated money to compensate a state officer or employee who violates Texas Government Code, 556.005.

In accordance with Texas Government Code, 556.0055, a private entity or political subdivision that receives a payment of state funds may not use the funds to pay: (1) lobbying expenses incurred by the private entity or political subdivision; (2) a person or entity that is required to register with the Texas Ethics Commission under Texas Government Code, Chapter 305; (3) any partner, employee, employer, relative, contractor, consultant, or related entity of a person or entity described by section (2) or (4) a person or entity that has been hired to represent associations or other entities for the purpose of affecting the outcome of legislation, agency rules, ordinances, or other government policies. A private entity or political subdivision that violates Texas Government Code, 556.0055 is not eligible to receive additional state funds.

Therefore, by accepting this purchase order (P.O.), awarded professional organization certifies that awarded professional organization does not currently pay part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist.

Further, awarded professional organization agrees that if on any date in the future, during the term of the membership(s) paid for under this P.O., awarded professional organization does pay part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist, then the membership(s) paid for by the Department under this P.O. will be automatically cancelled as of the date of the first payment by awarded professional organization of part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist. In addition, awarded professional organization shall notify the Department of the cancellation, and awarded professional organization shall pro-rate and automatically refund to the Department any Department payments already made for the remainder of the membership(s) term.

## Contract Monitor Information:

TXDPS-HR

Name: Darlene Stumbough

Phone: 512-424-2928

Email: darlene.stumbough@dps.texas.gov

## Vendor Contact Information:

TSHRA

Name: Suzanne Subia, Treasurer

Phone: 512-463-5497

Email: suzanne.subia@thc.state.tx.us

## Contract Administrator/Procurement Contact information:

Shantell Bennett

Texas Department of Public Safety

Procurement and Contract Services

Purchaser III

Phone: 512-424-5404

Fax: 512-424-5419

Email: shantell.bennett@dps.texas.gov

TAX:	\$ 0.00
FREIGHT:	\$ 0.00
TOTAL:	\$ 75.00

APPROVED

By: Shantell Bennett

Phone#: (512) 424-5404

BUYER