

**STATE OF TEXAS
PURCHASE ORDER**

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government		4. Purchase Order No. 306-17-8014	12. HUB: N/A	13. Order Type: Service
2. Agency Billing Address **ACCOUNTING DEPARTMENT** Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185		5. PCC Q	14. Vendor Identification No: [REDACTED]	
3. Destination of goods or service <i>FOB Destination</i> Receiving Hours: 7:30 AM - 4:00 PM Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701		6. Current Document No.	15. Vendor Address: The Harwood Institute for Public Innovators 4915 Saint Elmo Ave, Ste 402 Bethesda, MD 208146008	
VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."		7. Document (order) amt \$9,500.00	16. Vendor Contact Info: Andrew Willis Phone: (301) 656-3669 Fax: Email: AWillis@theharwoodinstitute.org	
		8. REF DOC		
		9. Service Period or Expected Delivery Date: 9/1/2016 - 8/31/2017		
		10. Agency Contact: Pam Rodriguez Email: prodriguez@tsl.texas.gov	Phone: (512) 463-3037 Fax: (512) 475-3393	
		11. TSLAC Project Contact: Jennifer Peters Email: jpeters@tsl.texas.gov	Phone: (512) 463-2214	

17. Description

Harwood Institute will offer refresher 90-minute webinars to attendees of the Texas Harwood Labs. These webinars will be offered to librarians throughout the State of Texas that previously graduated from the Harwood Labs that were conducted in Fiscal Year 2015. These workshops will provide librarians with the knowledge and credit hours to places toward their accreditation. Two webinars will be offered:
Leading Community Conversations - this session takes a closer look at how to lead and manage community conversations.
Using Public Knowledge - this session explores how to make sense of what you are learning from the community, how to generate "themes" from the conversations, and how to use this knowledge with your expertise and best practices to work more effectively in the community.

Each webinar will be offered twice. The Harwood Institute will manage all of the technical aspects of the webinars and TSLAC will promote the Harwood Lab graduates. The webinars will be archived. Vendor will coordinate with TSLAC Project Contact in box #11 to schedule the webinars throughout the fiscal year.

TSLAC/LSTA Term and Conditions with Invoicing Instructions are attached. Vendor is not to exceed the total amount of this PO without prior approval and amendment from the TSLAC Purchasing Department.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	24212	17	7213	7202	\$9,500.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Two Harwood Webinars: Leading Community Conversations and Using Public Knowledge	924-25	1	Lot(s)	\$9,500.00	\$9,500.00

Grant Number: LS-00-16-0044-16 – FFY 2016 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

Grand Total \$9,500.00

26. Legal Cites: TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

27. Division Tracking Number: LDN 17-025

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.
If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

28. Approval Signature <i>P Rodriguez, CTPM</i>	Date 8/24/2016	29. Vendor Signature <i>Andrew Willis</i>	Date 8/25/2016
---	--------------------------	---	--------------------------