

**STATE OF TEXAS
PURCHASE ORDER**

9/20/2016 Amended per PR ARIS 16-160a. Please see attached.

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government		4. Purchase Order No. 306-16-8555	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 E	14. Vendor Identification No: [REDACTED]	
3. Destination of goods or service FOB Destination 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: Society of American Archivists 17 North State Street, Suite 1425 Chicago, IL 606023315	
*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 \$2,400.00	16. Vendor Contact Info: Mia Capodilupo Phone: (866) 722-7858 Fax: (312) 606-0728 Email: mcapodilupo@archivists.org	
8. REF DOC		9. Service Period or Expected Delivery Date: 6/20/2016 - 8/31/2016	10. Agency Contact: Pam Rodriguez Phone: (512) 463-3037 Email: prodriguez@tsl.texas.gov Fax: (512) 475-3393	
			11. TSLAC Project Contact: Jelain Chubb Phone: (512) 463-5467 Email: jchubb@tsl.texas.gov	

17. Description

TSLAC will provide a co-sponsorship with the Society of American Archivists for the following workshops listed below. One-day course fee is \$5,000.00, based on a maximum of 30 registrants. Webinar fee is \$2,400.00, based on 12 viewing sites and 18 exams.

SAA responsibilities are outlined in the attached itemized costs breakdown from Vendor. Workshops must be completed no later than August 31, 2016.

TSLAC terms and conditions with invoicing instructions are attached. Invoice should be sent no later than fifteen (15) days after the workshop. Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department.

Proprietary Statement: These workshops are specifically designed for archivists and are taught only by SAA. Per the THRAB Grant Objectives, TSLAC will sponsor DAS workshops and a grant-writing workshop offered by the Society of American Archivists.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52285	16	7213	7599	\$2,400.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Sponsorship of one Grant Proposal Writing Course Location: Rice University, Houston, TX	963-77	1	Each	\$0.00	\$0.00
2.	Sponsorship of one Digital Curation: Fundamentals [DAS] Course Location: TBD, Austin, TX	963-77	1	Each	\$0.00	\$0.00
3.	Sponsorship of one Thinking Digital [DAS] "On Demand" Webinar Location: 12 viewing sites to be determined Date: TBD, No later than August 31, 2016	963-77	1	Each	\$2,400.00	\$2,400.00

Grant Number: NAR16-RC-10275-16 – FFY 2016 | CFDA: 89.003 - National Historical Publications and Records Grants | National Historical Publications

INVOICE TO FOLLOW

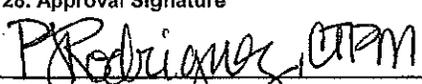
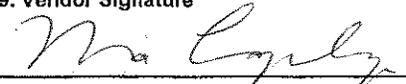
Grand Total \$2,400.00

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: ARIS 16-160

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 	Date 9/20/16	29. Vendor Signature 	Date 9/30/16
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PURCHASE ORDER**

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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 E	14. Vendor Identification No: [REDACTED]	
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17. Description

TSLAC will provide a co-sponsorship with the Society of American Archivists for the following workshop listed below. One-day course fee is \$5,000.00, based on a maximum of 30 registrants.

SAA responsibilities are outlined in the attached itemized costs breakdown from Vendor. Course descriptions are also included. Workshop must be completed no later than November 30, 2016.

TSLAC terms and conditions with Invoicing Instructions are attached. Invoice should be sent no later than fifteen (15) days after the workshop. Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department.

Proprietary Statement: These workshops are specifically designed for archivists and are taught only by SAA. Per the THRAB Grant Objectives, TSLAC will sponsor DAS workshops and a grant-writing workshop offered by the Society of American Archivists.

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001	52285	17	7213	7599	\$5,000.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Sponsorship of one Preserving Digital Archives (DAS) Course Location: TDB, Austin, TX Date: TBD, No later than November 30, 2016	963-77	1	Each	\$5,000.00	\$5,000.00

NAR16-RC-10275-16 - FFY 2016 • CFDA: 89.003 - National Historical Publications and Records Grants • National Historical Publications and

INVOICE TO FOLLOW

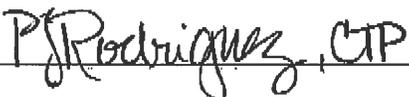
Grand Total \$5,000.00

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: . ARIS 17-001

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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 	Date 6/10/2016	29. Vendor Signature 	Date 6/10/16
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Itemized costs for Digital Archives Courses and SAA Workshops for TSLAC

- Grant Proposal Writing – one day; Houston, TX – late June
- *• Preserving Digital Archives [DAS] – one day; Austin, TX – Sept/Oct/early Nov at the latest
- Digital Curation: Fundamentals [DAS] – one day; Austin, TX – late Aug

Per workshop:

Honorarium	\$ 600
Travel	900/portal to portal
Lodging	320/two nights
Per Diem	95/two days
Materials	300
Shipping	25
Badges, etc.	40
Registration	300
Administrative	2,420
Total	\$5,000

The fee of \$5,000 per one-day course is based on a maximum of 30 registrants

Thinking Digital [DAS]

Per site location - \$145 licensing fee (12x\$145 = \$1,740) – includes 2 months access to webinar plus study materials and one DAS exam per webinar.

Per exam - \$35 (18x\$35 = \$630)

Administrative cost: \$30

The fee of \$2400 per webinar is based on 12 viewing sites and 18 exams.

SAA agrees to:

1. Provide all course materials and instructor;
2. Assume responsibility for instructor arrangements, including contracts, confirmations, travel and reimbursements;
3. Promote the course to potential participants, including but not limited to the members of SAA;
4. Process all registrations for the course and send confirmation letters and packets to participants;
5. Prepare all course handouts, booklets, and other materials upon completion of registration processing. These include, but are not limited to, name tags, certificates of continuing education, rosters, and agendas;

17 NORTH STATE STREET, SUITE 1425 | CHICAGO, IL 60602-3315 USA

TEL 312.606.0722 | TOLL-FREE 866.SAA.7858 | FAX 312.606.0728 | WEB www.archivists.org

6. Provide participants with course materials designated as advance material by the instructor, and information about logistics (transportation, hotel, etc.);
7. Provide course attendees who want to pursue the DAS Certificate with exam links (for DAS courses upon attendance verification), and record exam results in attendees' individual records;
8. Provide TSLAC with a summary of the course evaluations.