

**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. 306-17-8162	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: Denise Guckert-von Ehren 728 S. Erkel Ave. Seguin, TX 781556335	
*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 \$5,000.00	16. Vendor Contact Info: Same as Vendor Phone: (512) 585-2416 Fax: Email: denise.guckert@gmail.com	
		8. REF DOC		
		9. Service Period or Expected Delivery Date: 11/15/2016		
		10. Agency Contact: Pam Rodriguez Email: purchasing@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

Vendor will provide the following services to review the Digital Literacy Toolkit per the Statement of Work that was provided in the solicitation. Vendor will coordinate with TSLAC Project Contact in Box #11 and will share content with the ADL trainer during development. Quote has been provided by Vendor via email which is attached. Vendor will invoice after all phases have been completed.

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

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	24815	17	7243	7199	\$5,000.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Review approximately 150 files Phase 1	915-27	1	Lot(s)	\$750.00	\$750.00
2.	Select, revise, update, organize and edit materisl to meet contract requirements for the new digital literacy toolkit Phase 2	915-27	1	Lot(s)	\$2,250.00	\$2,250.00
3.	With agency approval, recommend and remove files that are not relevant to the current contract Phase 3	915-27	1	Lot(s)	\$250.00	\$250.00
4.	Evaluate existing resources and work with TSLAC Project Contact to determine if any new materials are needed Phase 4	915-27	1	Lot(s)	\$250.00	\$250.00
5.	Add updated resources and referrals to other digital literacy curricula provided by TSLAC staff Phase 5	915-27	1	Lot(s)	\$1,250.00	\$1,250.00
6.	Submit a final prodcut will be unformatted Word, PowerPoint, and Exel documents arranged systemactially and ready for copyediting Phase 6	915-27	1	Lot(s)	\$250.00	\$250.00

Grant Number: 2916AEL006 - FFY2016 | CFDA: 84.002A - Adult Education Basic Grants to States | Department of Education - Office of Career, Technical and Adult Education

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: LDN 17-057

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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	29. Vendor Signature	Date
<i>P Rodriguez, CIPM</i>	<i>9/28/2016</i>	<i>[Signature]</i>	<i>9/29/16</i>