



# PURCHASE ORDER

**PO Number:303-1-0035**

*Requisition Number:303-1-00101*

**Order Date: 8/27/2020**

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION  
FISCAL MANAGEMENT / ACCOUNTS PAYABLE  
P.O. BOX 13047 Austin, Texas 78711-3047

## Delivery Location

Central Services Bldg  
1711 San Jacinto Blvd.  
Austin, TX 78701

**Show numbers on all papers and packages**

## Referenced Source or Vendor

70000200215  
Lois Bingham  
1801 Washburn Rd.  
Luling, TX 78648  
Lois Bingham  
Phone:512-619-5592, Fax:  
loisbingham@ranchwireless.com

Technical Assistance with Reconciling GFAS as per IFB 303-9-01341

TFC Contact:  
Daniel Benjamin, 512-463-3591

## Description

EXEMPT WITH SPECIFIC LEGAL CITE:  
TGC 2254 CONSULTING SERVICES  
Contracted Assistance to Help Fiscal Department with Annual Financial Report  
Services performed under this agreement are not considered complete for purposes of payment until TFC,  
or its authorized designee, inspects and accepts the work performed by the vendor.

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Technical Services	700	hour	\$35.00	9/1/2020	8/31/2021	\$24,500.00
Technical assistance with reconciling GFAS						

Possess the knowledge and expertise as shown below to perform financial accounting services:

- Experience and knowledge of the GUI Fund Financial Accounting System (GFAS);
- Experience and knowledge of the Uniform Statewide Accounting System (USAS);
- Experience working in Texas governmental accounting practices;
- Knowledge of Governmental Accounting Standards Board statements and standards; and
- Experience preparing Texas State Agency Annual Financial Statements;

Vendor to assist with monthly GFAS and USAS reconciliations as per General Accounting Practices and Fiscal Policies and Procedures, correction of accounting errors, training to transfer knowledge to current staff and preparing GFAS and USAS for creation of the Annual Financial Statements and fully reconciling GFAS. Monthly pricing shall include:

- Forty (30) hours of onsite work;
- Twenty (20) hours of remote work;
- Phone assistance as-needed during regular business hours (M-F, 8:00 AM – 5:00 PM).

**NIGP Class:** 946

**NIGP Item:** 10

**Object Class:** 374

**Reimbursement Type:** Not Reimbursable

**Grand Total \$24,500.00**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2021
<b>Division</b>	Finance
<b>Program</b>	Fiscal
<b>Phone</b>	5124631918
<b>Org Code</b>	0601 - Fiscal
<b>Type of Purchase/PCC Code</b>	' ' Exempt with Specific Legal Cite
<b>Work Order Number</b>	N/A

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

**Invoicing Standards**

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

**TEXAS FACILITIES COMMISSION INTERNAL PURCHASING**

PURCHASER: \_\_\_\_\_

Sastry, Archana - CTCM, CTPM, 5124632743

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)