



# PURCHASE ORDER

**PO Number:303-9-0791**

*Requisition Number:303-9-01996*

**Order Date:** 6/14/2019

**Released**

MAIL INVOICE TO AGENCY BELOW

TEXAS FACILITIES COMMISSION  
 FISCAL MANAGEMENT / ACCOUNTS PAYABLE  
 P.O. BOX 13047 Austin, Texas 78711-3047  
 OR  
 email to: [accountspayable@tfc.state.tx.us](mailto:accountspayable@tfc.state.tx.us)

**Delivery Location**

--Select--

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

12005470526  
 Catapult Systems, LLC  
 1221 S MoPac Expressway  
 Suite 350  
 Austin, TX 78746  
 Michael Kennedy  
 Phone:(512) 605-3912, Fax:(512) 328-0584  
[michael.kennedy@catapultsystems.com](mailto:michael.kennedy@catapultsystems.com)

**Description** Office 365 consulting services

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Professional services milestone 1 on attached Statement of Work, Scope Items: 1, 2a, b, c, d, e, f, g	1	job	\$11,471.25	6/14/2019	8/31/2019	\$11,471.25
<b>NIGP Class:</b> 920 <b>NIGP Item:</b> 02 <b>Object Class:</b> 242 <b>Reimbursement Type:</b> Not Reimburseable <b>Notes:</b> DIR DBITS contract # DIR-TSO-3843						
Professional services milestone 2 on attached Statement of Work, Scope Items: 2h, i, j, k, l	1	job	\$11,471.25	6/14/2019	8/31/2019	\$11,471.25

**NIGP Class:** 920  
**NIGP Item:** 02  
**Object Class:** 242  
**Reimbursement Type:** Not Reimbursable  
**Notes:** DIR DBITS contract # DIR-TSO-3843

Professional services milestone 3 on attached Statement of Work, Scope Items: 2m, n, o, p, q, r, s and 3a, b

<b>NIGP Class:</b> 920	1	job	\$11,471.25	6/14/2019	8/31/2019	\$11,471.25
<b>NIGP Item:</b> 02						
<b>Object Class:</b> 242						
<b>Reimbursement Type:</b> Not Reimbursable						
<b>Notes:</b> DIR DBITS contract # DIR-TSO-3843						

Professional services milestone 4 on attached Statement of Work: 3 weeks after project completion, allowing time for agency documentation review, QAT, and new process duplication

<b>NIGP Class:</b> 920	1	job	\$11,471.25	6/14/2019	8/31/2019	\$11,471.25
<b>NIGP Item:</b> 02						
<b>Object Class:</b> 242						
<b>Reimbursement Type:</b> Not Reimbursable						
<b>Notes:</b> DIR DBITS contract # DIR-TSO-3843						

**Grand Total \$45,885.00**

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>	2019
<b>Division</b>	Finance
<b>Program</b>	Information Systems
<b>Phone</b>	5124752488
<b>Org Code</b>	0603 - Information Systems
<b>Type of Purchase/PCC Code</b>	'I' Purchases of commodities/services made from a DIR Contract
<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;