

**AMENDMENT NUMBER 1  
TO  
CONTRACT NO. DIR-SDD-1894  
BETWEEN  
THE STATE OF TEXAS, DEPARTMENT OF INFORMATION RESOURCES  
AND  
AUSTIN RIBBON & COMPUTER SUPPLIES, INC.**

This Amendment Number 1 to Contract Number DIR-SDD-1894 (“Contract”) is between the Department of Information Resources (“DIR”) and Austin Ribbon & Computer Supplies, Inc. (“Vendor”). DIR and Vendor agree to modify the terms and conditions of the Contract as follows:

1. **Contract, Section 4. Pricing, F. Travel Expense Reimbursement** is hereby restated in its entirety as follows:

**F. Travel Expense Reimbursement**

Pricing for services provided under this Contract are exclusive of any travel expenses that may be incurred in the performance of those services. Travel expense reimbursement may include personal vehicle mileage or commercial coach transportation, hotel accommodations, parking and meals; provided, however, the amount of reimbursement by Customers shall not exceed the amounts authorized for state employees as adopted by each Customer; and provided, further, that all reimbursement rates shall not exceed the maximum rates established for state employees under the current State Travel Management Program (<http://www.window.state.tx.us/procurement/prog/stmp/>). Travel time may not be included as part of the amounts payable by Customer for any services rendered under this Contract. The DIR administrative fee specified in Section 5 below is not applicable to travel expense reimbursement. Anticipated travel expenses must be pre-approved in writing by Customer.

2. **Contract, Section 5. DIR Administrative Fee, B)** is hereby restated in its entirety as follows:

**B)** All prices quoted to Customers shall include the administrative fee. DIR reserves the right to change this fee upwards or downwards during the term of this Contract, upon written notice to Vendor without further requirement for a formal contract amendment. Any change in the administrative fee shall be incorporated in the price to the Customer.

3. **Contract, Section 6, Notification,** is hereby restated in its entirety as follows:

**6. Notification**

All notices under this Contract shall be sent to a party at the respective address indicated below.

If sent to the State:

Robin Abbott, Manager  
Contract & Vendor Management  
Department of Information Resources  
300 W. 15<sup>th</sup> St., Suite 1300  
Austin, Texas 78701  
Phone: (512) 936-2233  
Facsimile: (512) 475-4759  
Email: [robin.abbott@dir.texas.gov](mailto:robin.abbott@dir.texas.gov)

If sent to the vendor:

Mr. Ryan Grant  
Austin Ribbon & Computer Supplies, Inc.  
9211 Waterford Centre Blvd.  
Suite 202  
Austin, Texas 78758  
Phone: (512) 681-6244  
Facsimile: (512) 452-0691  
Email: [ryan.grant@arc-is.com](mailto:ryan.grant@arc-is.com)

4. **Appendix A. Standard Terms and Conditions For Services Contracts**, is hereby restated in its entirety and replaced with the attached **Appendix A. Standard Terms and Conditions For Services Contracts** dated 08/09/2013.
5. **Appendix C - Pricing Index** is hereby restated in its entirety and replaced with the attached **Appendix C - Pricing Index**.
6. **Appendix D – Sample Supplemental Agreement** is hereby restated in its entirety and replaced with the attached **Appendix D – Sample Supplemental Agreement**.

All other terms and conditions of the Contract not specifically modified herein shall remain in full force and effect. In the event of a conflict among provisions, the order of precedence shall be this Amendment Number 1 and then Contract DIR-SDD-1894.

**(Balance of this page intentionally left blank.)**

**IN WITNESS WHEREOF**, the parties hereby execute this amendment to be effective as of the date of the last signature, but in all events, no later than August 30, 2013.

**AUSTIN RIBBON & COMPUTER SUPPLIES, INC.**

**By:** Signature on File

**Name:** Ryan Grant

**Title:** President

**Date:** 8/21/13

**The State of Texas, acting by and through the Department of Information Resources**

**By:** Signature on File

**Name:** Karen Robinson

**Title:** Executive Director

**Date:** 8-28-13

**Office of  
General Counsel:** DRBrown 8-26-13