

Revised Purchase Order



Sales Tax Exemption

The Texas A&M University System Offices are exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of The Texas A&M University System.

The laws of the State of Texas shall govern this Purchase Order.

Purchase Order			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
Mar 19, 2025	AB1009418	1	Mar 19, 2025
Contact instructions for questions regarding this Purchase Order: If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.			
Buyer Contact:			
Buyer	Buyer Email	Buyer Phone Number	
jyg - Gibson, Jackie	jgibson@tamus.edu	979.458.6107	
Customer Contact:			
Name:		Lona Reynolds	
Email:		LONA-REYNOLDS@TAMUS.EDU	
Phone:		+1 979-458-6095	

Order acceptance instructions:

For Terms and Conditions and any other requirements applicable to this Purchase Order, refer to the PO Clauses and Notes to Supplier section. No changes may be made to the contents or pricing of this Purchase Order without written approval from the A&M System Office of Procurement Services.

Supplier Information		Delivery Information	
Supplier Name	ANTHEM EXECUTIVE LLC	Delivery Address	
Address	5223 NORBORNE LN STE A HOUSTON, Texas 77069 United States	TAMUS Member:	01-Texas A&M System Offices (01)
Phone	+1 713-581-4433	Attn:	DR. JAMES HALLMARK
FOB / FREIGHT	Destination	Academic & Student Affairs	
Pre-Pay & Add	No	Moore/Connally Bldg	
Payment Terms	0, Net 30	Floor	7th
Contract Number - Header	C2020-1670	301 Tarrow St	
Contract Number - Line	C2020-1670	College Station, TX 77840	
Quote number		United States	
		Delivery Information	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

Notes to Supplier

Shipping Instructions

Note to Supplier

Per the attached engagement agreement executed March 4, 2025.

Reference the attached Terms & Conditions (Exhibit A).

Include PO no. on all invoices. Make certain invoice is referenced correctly & sent to the email address noted in the BILL TO section of this PO.

Attachments for supplier

Texas AM Internat...
TAMU President -...
198458337 Exhibit...

PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
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Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 3	PROFESSIONAL SEARCH SERVICES - REFER TO THE ATTACHED EXECUTED AGREEMENT FOR DETAILED SPECIFICATIONS. AMOUNT IS ESTIMATED - COULD BE MORE OR LESS.	.	LO	65,000.00 USD	1 LO	65,000.00 USD
2 of 3	ESTIMATED ADMINISTRATIVE FEE - 12% OF ESTIMATED PROFESSIONAL FEE AND IS EXCLUSIVE OF TRAVEL AND OTHER DIRECT EXPENSES WHICH WILL BE BILLED SEPARATELY	.	LO	7,800.00 USD	1 LO	7,800.00 USD
3 of 3	ESTIMATED DIRECT EXPENSES -- I.E., ADVERTISING, TRAVEL (CANDIDATE & CONSULTANT) CANDIDATE INTERVIEW EXPENSES, ON-SITE VISITS, BACKGROUND INVESTIGATIONS, ETC. AMOUNT IS ESTIMATE - COULD BE MORE OR LESS. AMOUNTS BILLED AS INCURRED.	.	LO	0.00 USD	1 LO	0.00 USD
Total						72,800.00 USD

Billing Information	Billing Address
<p>To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail vendorhelp@tamu.edu.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&M University System</p> <p>***Do Not Mail Invoices***</p> <p>Email invoices to systemvouchers@tamus.edu</p> <p>301 Tarrow RM 345</p> <p>College Station, TX 77840</p> <p>United States</p>