STATE OF TEXAS §
COUNTY OF TRAVIS §

Division Number: 906	Program Name: Educator Certification
Org. Code:	Legal/Funding Authority:
Speed Chart:	
Payee Name: Educational Testing Service	Payee ID: 1210634479
ISAS Contract #: 2842	PO #: 31252

Amendment No. **2 1**

AMENDMENT TO
STANDARD CONTRACT
BETWEEN
TEXAS EDUCATION AGENCY
AND

Educational Testing Service
NAME OF CONTRACTOR

It is mutually understood and agreed by and between the undersigned contracting parties of the above numbered contract to amend said contract effective 06/01/2013 as follows:

1. **Delete** from Contract:
   "Collection of Fees
   - Contractor will collect examination and other approved fees identified in the proposal through the online registration and by mail. Fees must be submitted to TEA within three (3) days of on collection and send a monthly comprehensive revenue and invoice file which can be downloaded to the Examination Database" that TEA uses to track the fees, revenues and invoices.
   - Refunds requested by candidates will be reported to reflect at a minimum the candidate's name/ valid ID and at which stage the refund was requested and issued so that Agency staff can reconcile daily deposits."

2. **Replace with:**
   "Collection of Fees:
   - Effective June 1, 2013, ETS will no longer collect examination registration fees through the online registration or mail for deposit to an ETS account.
   - ETS will generate and send a Daily Transaction File ("DTF") from the online registration system that will include all transactions processed against the TEA's Merchant ID. The DTF will include the field descriptions that are listed in the file layout document, **ETS-TEA_FileLayouts_DTF_exhibit1**, attached hereto to Exhibit 1 and incorporated by reference.
   - Online, electronic payments for examination registrations and associated fees that are part of the registration transaction will be processed using the TEA's Merchant ID for direct deposit to the TEA's bank account in State Treasury.
   - No check or money order payments will be accepted by ETS.
   - TEA will retain $10.00 for every score reported or no show provided that the candidate has paid the full test fee and has not received a refund.

   Invoicing:
   - ETS will invoice the TEA on a monthly basis. A cancellation invoice ("CAN") file and a registration file ("REG") will be sent to TEA on a monthly basis and will include all transactions posted to a candidate's account and deposited to TEA's Merchant ID, as well as, ETS ancillary fees held by TEA.
     o "REG" invoice will be billed for scored exams and 'no show" while "CAN" invoice will be billed for cancellations and ancillary fees. "REG" invoice is subject to the State Prompt Payment Act and 30-Day Scheduling rule. Under these laws, payment for "REG" invoice will be paid 30 days from the date an invoice is received or the date service is performed, whichever is later. Payment for "CAN"

invoice is not subject to these law; therefore, it will be processed within 5-7 business days.

- o TEA will notify ETS of any issues, errors, and/or discrepancies in a timely manner to ensure the invoice file is accepted and processed by TEA promptly in accordance with the state laws.
- e The invoice will include the field descriptions that are listed in the attached file layout document, ETS-TEA_PeriodicInvoice_exhibit2, attached hereto to Exhibit 2 and incorporated by reference. Invoicing will follow the sample scenarios agreed upon in attached document, ETS-TEA Financial_Processing_Scenarios_exhibit3, attached hereto to Exhibit 3 and incorporated by reference."

Other:
- TEA will be responsible for the payment of a one-time set up fee and any recurring fees for credit card company data feeds.
- TEA will invoice ETS for the credit card company usage fees on a monthly basis. ETS will remit the payment to TEA within 30 days from the invoice receive date.
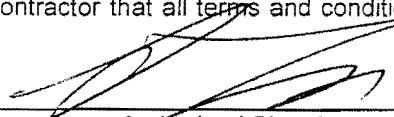
3. All other terms and conditions of the Agreement remain in full force and effect.

Pursuant to Section 2252.901 of the Texas Government Code, Contractor certifies that it is not a former employee of TEA or that Contractor has not been an employee of TEA for twelve (12) months prior to the beginning date of this contract. Contractor must make full disclosure of intent to employ or subcontract with an individual who is a former employee/retiree of TEA. Within the first twelve months of leaving employment at TEA, a former employee/retiree selected by the Contractor for employment or subcontracting, shall not perform services on a project or fill a position that the former employee/retiree worked on while employed at TEA.

All other terms and conditions of the original contract remain the same and are incorporated herein as if specifically written.

It is agreed and accepted by a person authorized to bind Contractor that all terms and conditions of this amendment are effective commencing on the above date.

Typed Name: Stephen Lazer
Typed Title: VP, Student & Teacher Assessments   Authorized Signature

This section reserved for Agency use.
I, an authorized official of Agency, hereby certify that this contract is in compliance with the authorizing program statute and applicable regulations and authorize the services to be performed as written above.

AGREED and accepted on behalf of Agency this 17th day of June 2013 (month/year) by a person authorized to bind Agency.

Return three (3) copies with original signature to:
Norma Barrera, Purchasing and Contracts
Texas Education Agency
1701 North Congress Avenue, Room 2-125
Austin, Texas 78701-1494

Exhibit 1

File: ETS Daily Transactions

Format: Comma delimited				File Name: ECExamRegistrations_YYYYMMDDn.txt - YYYYMMDD = Date file is sent - n = File number if multiple sent in one day. 1, 2, etc	
Fieldname	**Type**	**Len**	**Req**	**Description**	**Comments**
EC Exam Registration ID	Char	16	Y	Uniquely identifies a single exam instance (ETS assigned)	
Educator ID	Char	16	Y	Uniquely identifies the educator (ETS assigned)	
Exam Date (Admin Date)	Date	8	C	Scheduled date of Exam (YYYYMMDD)	Required for DEP type only
Exam Type (Test Number)	Char	3	C	EC Exam Type	Required for DEP type only
Last Name	Char	30	Y	Educator Last Name	Name can change. Will update database with changes.
First Name	Char	30	Y	Educator First Name	Name can change. Will update database with changes.
Middle Name	Char	30	Y	Educator Middle Name	Name can change. Will update database with changes.
Amount	Dec	-5.2	Y	Amount associated with transaction (-0012000)	Positive amount for DEP transaction type Negative amount for CB transaction type Positive amount for RCB transaction type Negative amount for REF transaction type
Fee Type	Char	4	Y	Type of Fee: REG = Registration MISC = ETS Miscellaneous Fees	
Receipt Date	Date	8	C	Date Fee received by ETS (YYYYMMDD)	Required for DEP Type only
Transaction Type	Char	4	Y	DEP = Deposit (+) CB = Chargeback (-) RCB = Reverse Chargeback (+) REF = Refund (-) NSF = Hot Check (-)	
Method of Payment (MOP)	Char	4	Y	CHK, AMEX, DISC, CC	
Reconciling ID #	Char	20	C	Used to match with Chase, AMEX, Discover	Required if MOP is not CHK
Check Number	Char	16	C		Required if MOP is CHK
Check Amount	Dec	6.2	C	Total Check amount	Required if MOP is CHK

Exhibit 2

File: ETS Periodic Invoice

Format: Comma Delimited				File Name: EClnvoice_YYYYMMDD_XXXn.txt - YYYYMMDD = File date sent - XXX = CAN or REG depending on Invoice Type. - n = File number if multiple in one day. 1, 2, etc	
Fieldname	Type	Len	Req	Description	Comments
EC Exam Registration ID	Char	16	Y	Uniquely identifies a single exam instance (ETS assigned)	
Educator ID	Char	16	Y	Uniquely identifies the educator (ETS assigned)	
Fee Type	Char	4	Y	REG = Registration MISC = ETS Miscellaneous Fee	
Invoice Type	Char	3	Y	CAN or REG	Indicates Cancellation or Registration Invoice (i.e. file type)
Invoice Reason	Char	5	Y	CAN = Cancellation (+) SCORE = Scored Exam (+) NOSHO = Candidate No Show (+) REIMB = Reimbursement of MISC charge (+) REF= Refund (+) DISP=Invoice after disputed charge (-)	
Invoice Amount	Dec	5.2	Y	Amount Invoiced (-0007200)	Positive amount for CAN invoice reason Positive amount for SCORE invoice reason Positive amount for NOSHO invoice reason Positive amount for REIMB invoice reason Positive amount for REF invoice reason Negative amount for DISP invoice reason
Invoice Number	Char	10	Y	Invoice ID for tracking (ETS assigned)	
Invoice Date	Date	8	Y	Date of Invoice (YYYYMMDD)	

Exhibit 3

Scenario 1a: Paid by CC and SCORE Invoice

		Exam Reg ID	Score Dt	No Show								Comment
Header		1000000111110	12/1/2012	N								
		Exam Reg ID	Reconciling ID	FEE Type	Trans Type	File Type	Inv Reason	Amount	Matched	Status		
Lines	1	1000000111110	000001	REG	DEP	DTF		120.00	Y	Open	Journal	Initial deposit for reg fee, Matched w/CC file
	2	1000000111110	000001	MISC	DEP	DTF		25.00	Y	Open	Journal	Initial deposit for misc fee, Matched w/CC file
	3	1000000111110		REG	INV	Reg Inv	SCORE	(110.00)		Invoiced	Voucher	Reg inv based on Score
	4	1000000111110		MISC	INV	Can Inv	REIMB	(25.00)		Invoiced	Voucher	Can inv for misc fee reimbursement

Scenario 2a: Paid by CC, followed by Chargeback, Reverse Chargeback, and SCORE Invoice

		Exam Reg ID	Score Dt	No Show								
Header		1000000111111	12/1/2012	N								
		Exam Reg ID	Reconciling ID	FEE Type	Trans Type	File Type	Inv Reason	Amount	Matched	Status		
Lines	1	1000000111111	100001	REG	DEP	DTF		120.00	Y	Open	Journal	Initial deposit for reg fee, Matched w/CC file
	2	1000000111111	100001	MISC	DEP	DTF		25.00	Y	Open	Journal	Initial deposit for misc fee, Matched w/CC file
	3	1000000111111	100001	REG	CB	DTF		(120.00)	Y	Returned	Journal	Chargeback of Reg fee, Matched w/CC file
	4	1000000111111	100001	MISC	CB	DTF		(25.00)	Y	Returned	Journal	Chargeback of Misc fee, Matched w/CC file
	5	1000000111111	100001	REG	RCB	DTF		120.00	Y	Open	Journal	Reverse chargeback of Reg fee, Matched w/CC file
	6	1000000111111	100001	MISC	RCB	DTF		25.00	Y	Open	Journal	Reverse chargeback of Misc fee, Matched w/CC file
	7	1000000111111		REG	INV	REG inv	SCORE	(110.00)		Invoiced	Voucher	Reg inv based on Score
	8	1000000111111		MISC	INV	Can inv	REIMB	(25.00)		Invoiced	Voucher	Can inv for misc fee reimbursement

Scenario 3a: Paid by CC, SCORE Invoice, followed by Chargeback, followed by Negative Invoice, followed by Reverse CB, followed by SCORE re-invoice by ETS

		Exam Reg ID	Score Dt	No Show								
Header		1000000111115	12/1/2012	N								
		Exam Reg ID	Reconciling ID	FEE Type	Trans Type	File Type	Inv Reason	Amount	Matched	Status		
Lines	1	1000000111115	100001	REG	DEP	DTF		120.00	Y	Open	Journal	Initial deposit for reg fee, Matched w/CC file
	2	1000000111115	100001	MISC	DEP	DTF		25.00	Y	Open	Journal	Initial deposit for misc fee, Matched w/CC file
	3	1000000111115		REG	INV	REG inv	SCORE	(110.00)		Invoiced	Voucher	Reg inv based on Score
	4	1000000111115		MISC	INV	Can inv	REIMB	(25.00)		Invoiced	Voucher	Can inv for misc fee reimbursement
	5	1000000111115	100001	REG	CB	DTF		(120.00)	Y	Returned	Journal	Chargeback of Reg fee, Matched w/CC file
	6	1000000111115	100001	MISC	CB	DTF		(25.00)	Y	Returned	Journal	Chargeback of Misc fee, Matched w/CC file
	7	1000000111115		REG	INV	REG inv	DISP	110.00		Invoiced	Voucher	Reg inv returning disputed reg fee (negating previous invoice)
	8	1000000111115		MISC	INV	Can inv	DISP	25.00		Invoiced	Voucher	Can inv returning disputed misc fee (negating previous invoice)
	9	1000000111115	100001	REG	RCB	DTF		120.00	Y	Open	Journal	Reverse chargeback of Reg fee, Matched w/CC file
	10	1000000111115	100001	MISC	RCB	DTF		25.00	Y	Open	Journal	Reverse chargeback of Misc fee, Matched w/CC file
	11	1000000111115		REG	INV	REG inv	SCORE	(110.00)		Invoiced	Voucher	Reg inv based on Score (re-invoice)
	12	1000000111115		MISC	INV	Can inv	REIMB	(25.00)		Invoiced	Voucher	Can inv for misc fee reimbursement (re-invoice)

Exhibit 3

Scenario 4a: Paid by CC, ETS Partial Refund (MISC fee only)(CC refund), followed by REG NOSHO invoice

		Exam Reg ID	Score Dt	No Show								
Header		1000000111112		Y								
		Exam Reg ID	Reconciling ID	FEE Type	Trans Type	File Type	Inv Reason	Amount	Matched	Status		
Lines	1	1000000111112	200001	REG	DEP	DTF		120.00	Y	Open	Journal	Initial deposit for reg fee, Matched w/CC file
	2	1000000111112	200001	MISC	DEP	DTF		25.00	Y	Open	Journal	Initial deposit for misc fee, Matched w/CC file
	3	1000000111112	200001	MISC	REF	DTF		(25.00)	Y	Refunded	Journal	ETS refunds misc fee , Matched w/CC file
	4	1000000111112		REG	INV	REG Inv	NOSHO	(110.00)		Invoiced	Voucher	Reg inv based on No Show

Scenario 5a: Paid by CC, NOSHO Invoice, followed by full refund

		Exam Reg ID	Score Dt	No Show								
Header		1000000111116		Y								
		Exam Reg ID	Reconciling ID	FEE Type	Trans Type	File Type	Inv Reason	Amount	Matched	Status		
Lines	1	1000000111116	100001	REG	DEP	DTF		120.00	Y	Open	Journal	Initial deposit for reg fee, Matched w/CC file
	2	1000000111116	100001	MISC	DEP	DTF		25.00	Y	Open	Journal	Initial deposit for misc fee, Matched w/CC file
	3	1000000111116		REG	INV	REG Inv	NOSHO	(110.00)		Invoiced	Voucher	Reg inv based on No Show
	4	1000000111116		MISC	INV	CAN Inv	REIMB	(25.00)		Invoiced	Voucher	Can inv for misc fee reimbursement
	5	1000000111116	100001	REG	REF	DTF		(120.00)	Y	Refunded	Journal	Refund comes in DTF (after invoice), Matched w/CC file
	6	1000000111116	100001	MISC	REF	DTF		(25.00)	Y	Refunded	Journal	Refund comes in DTF (after invoice), Matched w/CC file
	7	1000000111115		REG	INV	REG inv	DISP	110.00		Invoiced	Voucher	Reg inv returning disputed (or refunded) reg fee (negating previous invoice)
	8	1000000111115		MISC	INV	Can inv	DISP	25.00		Invoiced	Voucher	Can inv returning disputed (or refunded) misc fee (negating previous invoice)

Scenario 6a: Paid by CC, Exam Cancelled with no refund given examinee

		Exam Reg ID	Score Dt	No Show								
Header		1000000111117										
		Exam Reg ID	Reconciling ID	FEE Type	Trans Type	File Type	Inv Reason	Amount	Matched	Status		
Lines	1	1000000111117	100001	REG	DEP	DTF		120.00	Y	Open	Journal	Initial deposit for reg fee, Matched w/CC file
	2	1000000111117	100001	MISC	DEP	DTF		25.00	Y	Open	Journal	Initial deposit for misc fee, Matched w/CC file
	3	1000000111117		REG	INV	Can Inv	CAN	(110.00)		Cancelled	Voucher	Can inv of registration fee
	4	1000000111117		MISC	INV	Can Inv	REIMB	(25.00)		Invoiced	Voucher	Can inv for misc fee reimbursement

Exhibit 3

Scenario 7a: Paid by CC, Cancelled with $90 refund given examinee

		Exam ID	Score Dt	No Show								
Header		1000000111117										
		Exam ID	Reconciling ID	FEE Type	Trans Type	File Type	Inv Reason	Amount	Matched	Status		
Lines	1	1000000111117	100001	REG	DEP	DTF		120.00	Y	Open	Journal	Initial deposit for reg fee, Matched w/CC file
	2	1000000111117	100001	MISC	DEP	DTF		25.00	Y	Open	Journal	Initial deposit for misc fee, Matched w/CC file
		1000000111117	100001	REG	REF	DTF		(90.00)	Y	Refunded	Journal	Refund of $90. Matched w/CC file
	3	1000000111117		REG	INV	Can Inv	CAN	(30.00)		Invoiced	Voucher	Can inv for balance of registration fee
	4	1000000111117		MISC	INV	Can Inv	REIMB	(25.00)		Invoiced	Voucher	Can inv for misc fee reimbursement

Scenario 8a: Paid by CC, Cancelled with $120 refund given examinee (Full Refund to examinee)

		Exam ID	Score Dt	No Show								
Header		1000000111117										
		Exam ID	Reconciling ID	FEE Type	Trans Type	File Type	Inv Reason	Amount	Matched	Status		
Lines	1	1000000111117	100001	REG	DEP	DTF		120.00	Y	Open	Journal	Initial deposit for reg fee, Matched w/CC file
	2	1000000111117	100001	MISC	DEP	DTF		25.00	Y	Open	Journal	Initial deposit for misc fee, Matched w/CC file
	3	1000000111117	100001	REG	REF	DTF		(120.00)	Y	Refunded	Journal	Refund of $120., Matched w/CC file
	4	1000000111117		MISC	INV	Can Inv	REIMB	(25.00)		Invoiced	Voucher	Can inv for misc fee reimbursement

Scenario 9a: Paid by CC, Refund all test fee, SCORE received possibly after refund but no invoice. TEA will ask for reason

		Exam ID	Score Dt	No Show								
Header		1000000111117	12/1/2012									
		Exam ID	Reconciling ID	FEE Type	Trans Type	File Type	Inv Reason	Amount	Matched	Status		
Lines	1	1000000111117	100001	REG	DEP	DTF		120.00	Y	Open	Journal	Initial deposit for reg fee., Matched w/CC file
	2	1000000111117	100002	REG	REF	DTF		(120.00)	Y	Refunded	Journal	Refund of $120., Matched w/CC file
			NO INVOICE									

Scenario 10a: FREE Test, SCORE received, No Invoice.

		Exam ID	Score Dt	No Show								
Header		1000000111117	12/1/2012									
		Exam ID	Reconciling ID	FEE Type	Trans Type	File Type	Inv Reason	Amount	Matched	Status		
Lines	1	1000000111117	FREE	REG	DEP	DTF		-	N	Open	Journal	Zero fee for exam. No MISC fee. No matching.
			NO INVOICE									