



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0003428-R2

Page: 1 of 3

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** S **Date:** 12/15/20 **PO Method:** SV **Dispatch:** Dispatch **Rev Dt:**  
**Terms:** **Terms:** Destination **Via Print**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** WORKERS ASSISTANCE PROGRAM INC  
DBA ALLIANCE WORK PARTNERS  
2525 WALLINGWOOD DR  
AUSTIN TX 787466900  
United States

**Ship To:** 1P00 - TxDMV Warehouse  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 1741847991 5

**Purchaser:** Patricia Campos  
**Phone:**  
**Fax:**

**Bill To:** 4000 Jackson Avenue  
Austin TX 78731  
United States

**Bill To Fax:**

**Email:** Patricia.Campos@txdmv.gov

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

TxDmv is exercising final two (2) year extension option,

Term of Service: January 1, 2021 through December 31, 2022;

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The purchase order is for FY2021, to begin January 1, 2021 through August 31, 2021;

737 employees at \$1.55 per employee per month = \$1,142.35 x 24 months = \$27,416.40.

The current cost is for the rest of FY21: \$1,142.35 x 8 months = \$9,138.80

All original terms and conditions of the contract shall remain the same.

Alliance Work Partners Contact:

Scott Terres

ph# 800-522-0550

email: sterres@alliancewp.com

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TxDmv Contract Monitors:

Margaret Baker,

HR Specialist

Ph#512-465-4134

Margaret.baker@txdmv.gov

Matthew Levitt

HR Director

Ph:512-465-4245)

email: Matthew.Levitt@txdmv.gov

TxDmv Contract Specialist:

Patricia Campos

PH 512-465-4097

patricia.campos@txdmv.gov

Employee assistance programs require specialized skills and credentialed professionals such as psychologists, therapists, nutritionists. The TxDmv does not employee such personnel. The State Employees Health Fitness and Education Act of 1983, Government Code 664.004, authorizes state

**Authorized Signature**

**12/21/2020**



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Page: 2 of 3

agencies to use funds for health fitness education and activities; or other costs related to health fitness. An employee assistance program would provide counseling, education programs and other tools to promote the physical and mental well-being of state employees.

EAP services provide employees resources to cope with personal issues, that if not addressed, can negatively impact productivity and job performance of the employee as well as the employee's colleagues.

**Change Orders:**

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

**Payment:**

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV\_FIN-INVOICES@txdmv.gov (note: There is an underscore " \_ " between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

**Quantity(ies):**

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	MYD - Employee Assistance Program - Term of Service: January 1, 2021 through August 31, 2021, FY21	952/38	8.0000	MO	\$1,142.35000	\$9,138.80	12/15/2020

**Schedule Total** \$9,138.80

**RegID:**  
0000009959

HR would like to renew the current contract for Workers Assistance PO#0000003428 for another two years. This is the second of two (2) two-year extension options.

Term of Service: January 1, 2021 through December 31, 2022

737 employees at \$1.55 per employee per month = \$1,142.35 x 24 months = \$27,416.40.

The current request is for the rest of FY21: \$1,142.35 x 8 months = \$9,138.80

Employee Assistance Program Services. Term of Service: January 1, 2021 through August 31, 2021 (Months 1 8)

UOM: Month

Quantity: 8

All services proposed are the same as TxDMVs current contract.

Contract monitor: Stephanie Lopez

Stephanie.Lopez1@TxDMV.gov

**Item Total for Line # 1** \$9,138.80

**Total PO Amount** \$9,138.80

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

**Authorized Signature**

**12/21/2020**



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Page: 3 of 3

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**Authorized Signature**

*Patricia Campos, Contract Specialist, CTRM, CTM*

**12/21/2020**