



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000003428
Purchase Order Change Notice (# 6)

Page: 1 of 5

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **S** Date: **12/1** PO Method: **9/16** **DG** Dispatch: **Dispatch** Rev Dt: **09/18/19**
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: See Detail Below

Vendor ID: 1741847991 5

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Debra A Rosas
Phone: 512/465-1257
Fax: 512/465-5641
Email: Debra.Rosas@txdmv.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>
Employee assistance programs require specialized skills and credentialed professionals such as psychologists, therapists, nutritionists. The TxDMV does not employ such personnel. The State Employees Health Fitness and Education Act of 1983, Government Code 664.004, authorizes state 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.

The period of service is for 2 years, 1-1-2017 through 12-31-2018, with two (2) two-year extension options.

TxDMV Contact: Sharon Brewer 512-465-4245 Sharon.Brewer@TxDMV.gov

Alliance Work Partners Contact: Scott Terres 800-522-0550 sterres@alliancewp.com

POCN# 1 PAR 6-8-2017
Adding money for the Enforcement Division to have some training for staff.
See attached agreement.

POCN# 2 PAR 12-28-2017
Adding money for the Finance Division training for staff.
See attached agreement.
TxDMV Contact for this training: Connie Green @ 512-465-4136

POCN# 3 PAR 1-24-2018
Revising dates of classes. See attached revised agreement.

POCN# 4 PAR 8-17-2018
Adding money for the VTR to receive Mediation services.
See attached agreement.

POCN# 5 PAR 12-31-2018
Renewing for the period of 1-1-2019 through 12-31-2020.

POCN 6, 9/18/2019; REVISED BY DROSAS

Authorized Signature

09/19/2019



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CHANGED BUYER FROM PAULA RAMSEY TO DEBRA ROSAS
REDUCED PO LINE 8 FROM 24 MONTHS TO 20 MONTHS
PO DECREASED FROM \$67,482.80 TO \$62,913.40
REASON: FY2019 PO CLEAN-UP

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).

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.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Employee Assistance Program Services for the period of 1-1-2017 through 12-31-2018. 737 employees at \$1.55 per employee per month = \$1,142.35 x 12 months = \$27,416.40 All services proposed are the same as TxDMV's current contract.	952/38	24.0000	MO	\$1,142.35000	\$27,416.40	01/01/2017
						Schedule Total	\$27,416.40
<u>Contract ID:</u> 0000003428				<u>ReqID:</u> 0000003991			
Cost includes 7 hours of onsite training. Vendor has the option to increase cost up to 5% at the two year renewal periods.							Item Total for Line # 1
							\$27,416.40

Authorized Signature

Debra Rosas CTPM, CTCM

09/19/2019

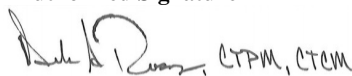


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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	Employee Assistance Optional Services - Period of service 1-1-2017 through 12-31-2018. See optional services offered.	952/38	5000.0000	UNT	\$1.00000	\$5,000.00	01/01/2017
						Schedule Total	\$5,000.00
<u>Contract ID:</u> 0000003428				<u>ReqID:</u> 0000003991			
						Item Total for Line # 2	\$5,000.00
3- 1	Enforcement Training - July 24 & 25, 2017. 4 - 1 1/2 hour classes at \$300.00 each.	924/41	4.0000	EA	\$300.00000	\$1,200.00	06/16/2017
						Schedule Total	\$1,200.00
<u>Contract ID:</u> 0000003428				<u>ReqID:</u> 0000004753			
July 24, 2017 - Creating a Respectful Workplace Confronting Workplace Bullying Harassment July 25, 2017 - Sexual Harassment Diversity and Respect in the Workplace						Item Total for Line # 3	\$1,200.00
4- 1	Training - Creating a Respectful Workplace 2- 20-2018, 9:30 am. TxDMV Lone Star Room	924/41	1.5000	HR	\$200.00000	\$300.00	02/28/2018
						Schedule Total	\$300.00
<u>Contract ID:</u> 0000003428				<u>ReqID:</u> 0000005565			
						Item Total for Line # 4	\$300.00

Authorized Signature

 Julie A. Davis, CTPM, CTCM

09/19/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
5- 1	Training - Motivating and Engaging Your Employees 3-29-2018, 2:00 pm. TxDMV Lone Star Room	924/41	2.0000	HR	\$200.00000	\$400.00	02/28/2018
						Schedule Total	\$400.00
<u>Contract ID:</u> 0000003428				<u>ReqID:</u> 0000005565			
						Item Total for Line # 5	\$400.00
6- 1	Training - Creating a Respectful Workplace (Session 2) 2-22-2018, 1:30 pm. TxDMV Lone Star Room	924/41	1.5000	HR	\$200.00000	\$300.00	02/28/2018
						Schedule Total	\$300.00
<u>Contract ID:</u> 0000003428				<u>ReqID:</u> 0000005565			
						Item Total for Line # 6	\$300.00
7- 1	Mediation Services for VTR Mediation Services for Abilene Regional Service Center. Services will be performed on 8-30-2018. See attached quote for services.	961/05	1.0000	LOT	\$450.00000	\$450.00	08/30/2018
						Schedule Total	\$450.00
<u>Contract ID:</u> 0000003428				<u>ReqID:</u> 0000006654			
Mediation Services for Abilene Regional Service Center on 08/30/18						Item Total for Line # 7	\$450.00

Authorized Signature

[Signature] CTPM, CTEM

09/19/2019



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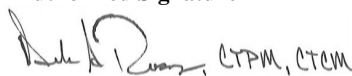
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
8- 1	Employee Assistance Program Services for the period of 1-1-2019 through 12-31-2020. 737 employees at \$1.55 per employee per month = \$1,142.35 x 12 months = \$27,416.40 All services proposed are the same as TxDMV's current contract.	952/38	20.0000	MO	\$1,142.35000	\$22,847.00	12/31/2018
						Schedule Total	\$22,847.00
<u>Contract ID:</u> 0000003428				<u>ReqID:</u> 0000007123			
						Item Total for Line # 8	\$22,847.00
9- 1	Employee Assistance Optional Services - Period of service 1-1-2019 through 12-31-2020. See optional services offered.	952/38	5000.0000	UNT	\$1.00000	\$5,000.00	12/31/2018
						Schedule Total	\$5,000.00
<u>Contract ID:</u> 0000003428				<u>ReqID:</u> 0000007123			
						Item Total for Line # 9	\$5,000.00
						Total PO Amount	\$62,913.40

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.

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

Authorized Signature

 Dale P. Rogers, CTPM, CPCM

09/19/2019