



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000006020
Purchase Order Change Notice (# 1)

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **0** Date: **10/16/18** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **02/14/19**

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

Vendor: WORKQUEST
1011 E 53rd St
AUSTIN TX 78751
United States

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

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Rodrigo Garcia
Phone: 512/465-4181
Fax: 512/465-5641
Email: Rodrigo.Garcia@txdmv.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Workquest:
Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

Contractor Name: Onnesha Williams
Work Location: 3712 Jackson Ave, Austin, TX 78731
Work Hours: On-Site, Tuesday and Thursday from 9am until 2pm.

Remote, Monday, Wednesday, and Friday with on-site only as needed for standing or called meetings or unless otherwise coordinated with supervisor.

This Purchase Order is governed by the State of Texas Term Contract 962-M3. All terms and conditions of the identified contract shall apply to this Purchase Order. Additional TxDMV terms and conditions are found below and, where a conflict exists, supersede the terms and conditions of 962-M3.

Either party may terminate this Purchase Order by written notice to the other at any time.

This purchase order may be renewed for additional terms or additional hours with the same Terms and Conditions as long as the referenced Term Contract remains in force, a need exists, and both parties agree and Contractor receives a Purchase Order Change Notice from TxDMV Purchasing Section.

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 will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

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).

Background Check:

A statewide criminal and sex offender background check shall be conducted on the contractor, contractor's personnel or subcontractors scheduled to work on the state project. Supporting documentation confirming the completion of the required background check is subject to review prior to beginning of the service and at any time during the term of the purchase order upon request by the designated state representative. Failure to provide the requested documentation upon request by the State may be cause for cancellation of the purchase order. The background check shall include, but not be limited to, the following:

- * Social Security Number Verification
- * Department of Public Safety Statewide Criminal and Sex Offender Background Check

Authorized Signature

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* Background check in all Out-Of-State Counties in which the applicant has resided in the last seven (7) years.

Persons with Class B or Class C Misdemeanor offenses shall not be allowed to work on this project and shall not be allowed access to the State documents. Persons with Class A Misdemeanor offenses or above will be disqualified.

Service shall be performed in accordance with Term Contract 962-M3, Terms and Conditions.

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-INVOCES@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, whichever is later.

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

Primary TxDMV Contact: John Poole
 (512) 465-1240
 John.Poole@TxDMV.gov

Secondary TxDMV Contact: Renee Israel
 (512) 465-5621
 Renee.Israel @TxDMV.gov

TIBH/Peak Performers Contact: Elizabeth Moliter
 (512) 453-8833 x 112
 elizabeth@peakperformers.org

POCN#1 by Rodrigo Garcia on 02/14/2019.

Term of service updated. Instead of being 11/01/2018 through 05/15/19, changed to 11/01/2018 through 02/24/2019.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Education Specialist IV, Expert. Class 0823. Contractor Onnesha Williams. Term of service: 11/01/2018 through 02/24/19.	962/69	500.0000	HR	\$68.49000	\$34,245.00	11/01/2018
						Schedule Total	34,245.00
						Item Total for Line # 1	34,245.00
						Total PO Amount	34,245.00

ReqID:
0000006853

Authorized Signature

Rodrigo Garcia

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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

Rodrigo Garcia

02/14/2019