



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007304
 Purchase Order Change Notice (# 3)

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **0** Date: **08/30/19** PO Method: **SV** Dispatch: **Dispatch** Rev Dt: **01/23/20**
 Terms: **0** Terms: **Destination** **Via Print**

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: Andrew Ortegon
Phone: (512) 465-4177
Fax: 512/465-5641

Bill to **Fax:**

Email: Andrew.Ortegon@txdmv.gov

Bill to **Email:** DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Texas Industries for the Blind and Handicapped (TIBH):
 Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

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
- * 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.

Authorized Signature

And Ortegon, CTM, CTM

01/23/2020



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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, whichever is later.

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

Primary TxDMV Contact: Sergio Rey,
(512) 465-4203
Sergio.Rey@TxDMV.gov

TIBH/Peak Performers Contact: Elizabeth Moliter
(512) 453-8833 x 112
elizabeth@peakperformers.org
PO #60800 0000007304 expires on December 31, 2019
POCN 1, 8/30/2019; REVISED BY DROSAS
ADDED CONTRACT NUMBER TO PO
PO TOTAL DID NOT CHANGE

POCN 2, 12/19/2019; REVISED BY A.ORTEGON
ADDED REQUISITION NUMBER 0000008490 TO THE PO
PO TOTAL FROM \$64,149.33 TO \$102,624.13
REASON: CONTRACT EXTENSION FOR THE CONTRACTOR
CONTRACTOR INFORMATION LISTED IN THE LINE DESCRIPTION FIELD

POCN 3, 01/23/2020; REVISED BY A.ORTEGON
REASON: ORIGINAL CONTRACTOR DID NOT RETURN AFTER 12/31/2020. A NEW CONTRACTOR WILL START ON 1/27/2020 THROUGH MARCH 31,2020. CONTRACTOR NAME: SABINE COLEMAN. INFORMATION/DETAILS FOR SABINE LISTED ON LINE TWO. POSITION, HOURS, AND UNIT PRICE STAY THE SAME.

Authorized Signature

Carol D. [Signature] CTPM, CTCM

01/23/2020



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
Line-Sch: 1-1	Line Description: TEMPORARY PERSONNEL; JOB CLASS CODE - 0824; JOB CLASS TITLE: EDUCATION SPECIALIST V, EXPERT LEVEL	Class/Item: 962/69	Quantity: 867.0000	UOM: HR	Unit Price: \$73.99000	Extended Amt: \$64,149.33	Due Date: 08/30/2019
						Schedule Total	\$64,149.33
Contract ID: 0000006918				ReqID: 0000008155			
na_tech_writer_ow_8_2019.pdf							
Start Date: September 1, 2019 End Date: December 31, 2019							
Contractor Name: Onnesha Williams Location: Texas Department of Motor Vehicles Finance and Administrative Services Division 4000 Jackson Avenue; Bldg 1 - 5th Floor Austin, TX 78731							
Point of Contact: Sergio Rey Sergio.Rey@txdmv.gov (512) 465-4203							
						Item Total for Line # 1	\$64,149.33
Line-Sch: 2-1	Line Description: Extension - Temporary Personnel; Education Specialist V	Class/Item: 962/69	Quantity: 520.0000	UOM: HR	Unit Price: \$73.99000	Extended Amt: \$38,474.80	Due Date: 12/31/2019
						Schedule Total	\$38,474.80
Contract ID: 0000006918				ReqID: 0000008490			
Term Contract No 962-M3 Job Class Code and Job Class Title: 0824 Education Specialist V Billing rate level: Expert Estimated Number of Hours: 520 Highway District for the placement location: District 14 Begin / End Dates: January 27, 2020 through March 31,2020 Work Schedule (as required): 40 hour work week with an option for telecommuting, which requires at least one office day Monday - Friday Contractor Name: Sabine Coleman							
						Item Total for Line # 2	\$38,474.80
						Total PO Amount	\$102,624.13

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted

Authorized Signature

 Cheryl D. ... CTPM, CTCM
 01/23/2020



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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

Carol D. [Signature], CTPM, CTCM

01/23/2020