**Texas Department of Motor Vehicles**

**Business Unit # 60800**

**Purchase Order # 0000007396**

**Purchase Order Change Notice (# 3)**

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**Payment Terms:** NET3

**Freight Terms:** FOB

**Ship Via:** US MAIL  
**PCC:** 0  
**Date:** 09/26/19  
**PO Method:** SV  
**Dispatch:** Via Print  
**Rev Dt:** 02/14/20

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

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Ship To</th>
</tr>
</thead>
</table>
| WORKQUEST  
1011 E 53rd St  
AUSTIN TX 78751  
United States | 1P00 - TxDMV Warehouse  
4000 Jackson Avenue  
Austin TX 78731  
United States |

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Purchaser</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1741976051 1</td>
<td>Andrew Ortegon</td>
<td>(512) 465-4177</td>
<td>512/465-5641</td>
</tr>
</tbody>
</table>

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

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**PO Information:**

PEAK PERFORMERS CONTACT:  
PAULA BACZEWSKI, STAFFING CONSULTANT  
PHONE: (512) 453-8833 x101  
EMAIL: PAULA@PEAKPERFORMERS.ORG

TxDMV ACCOUNTS PAYABLE CONTACT:  
LISA SELVERA  
PHONE: (512) 465-4027  
EMAIL: LISA.SELVERA@TxDMV.GOV

INVOICE EMAIL: DMV_FIN-INVOICES@TxDMV.GOV

TxDMV SUPERVISOR CONTACT (PRIMARY):  
DEBRA ROSAS, PURCHASING DIRECTOR  
PHONE: (512) 465-1257  
EMAIL: DEBRA.ROSAS@TxDMV.GOV

TxDMV SECONDARY CONTACT:  
SERGIO REY, ASSISTANT CFO  
PHONE: (512) 465-4203  
EMAIL: SERGIO.REY@TxDMV.GOV

- **POCN: 1**  
  **By:** Andrew Ortegon  
  **Date:** 12/20/2019  
  **Description:** Revision Number 1 to extend the contract services for Paula Ramsey from 10/1/2019 - 12/31/2019 to 1/1/2020 - 8/31/2020. Total amount increase by $83,790.00 from $31,122.00. The new total for the purchase order is $114,912.00. ao

- **POCN: 2**  
  **By:** Andrew Ortegon  
  **Date:** 12/20/2019  
  **Description:** POCN 2 to change the TxDMV buyer name and to update the verbiage in line 2. ao

- **POCN: 3**  
  **By:** Andrew Ortegon  
  **Date:** 02/14/2020  
  **Description:** POCN 3 to change the Contractor Name from Paula Ramsey to Maureen Vale. Maureen can start once the POCN is signed (02/14/2020). No other changes to the purchase order. ao

**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.

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**Authorized Signature**

02/14/2020
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 both parties agree and Contractor receives a POCN from TxDMV Purchasing Section.

Change orders will be allowed only if unforeseen conditions arise such as, but not limited too, 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 changed orders must be in writing with a POCN issued by TxDMV Purchasing Section.

In accordance with Term Contract 962-M3.

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

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.
<table>
<thead>
<tr>
<th>Line-Sch</th>
<th>Line Description</th>
<th>Class/Item</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Amt</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>TEMPORARY PERSONNEL, DISTRICT 14, JOB CLASS CODE: 1984; JOB CLASS TITLE: CONTRACT SPECIALIST IV; EXPERT LEVEL</td>
<td>962/69</td>
<td>520.0000</td>
<td>HR</td>
<td>$59.85000</td>
<td>$31,122.00</td>
<td>09/26/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Schedule Total: $31,122.00</td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td>RegId: 0000007897</td>
<td></td>
</tr>
</tbody>
</table>

SERVICE PERIOD (estimated): OCTOBER 1, 2019 - DECEMBER 31, 2019

CONTRACTOR: PAULA RAMSEY

WORK LOCATION: 4000 JACKSON AVENUE, BUILDING 1, AUSTIN, TEXAS 78731

JOB DUTIES:
1. Perform all facets of procurement work for commodities/services, including competitive solicitation development, evaluation, negotiation, contract draft, award, execution, and administration.
2. Evaluates contractor compliance with contract terms and conditions.
3. Monitor fiscal and performance data and recommends remedial corrective action measures when needed, up to and including contract termination.
4. Coordinates with Purchasing Director regarding guidance to division management, project managers, customers/end users, and field staff regarding complex procurement/contracting procedures, negotiation, development, administration, and amendments, termination, and applicability of and compliance with statutory and regulatory authorities.
5. Assists in drafting procurement procedures.
6. Perform other job-related duties as assigned.

| Line-Sch: 2-1 | Line Description: Contract for Services Extension - Contract Specialist IV. POCN 3 to change the contractor name from Paula Ramsey to Maureen Vale. | Class/Item: 962/69 | Quantity: 1400.0000 | UOM: HR | Unit Price: $59.85000 | Extended Amt: $83,790.00 | Due Date: 12/31/2019 |
|              |                                                               |            |          |     |            | Schedule Total: $83,790.00 | |
|              |                                                               |            |          |     |            | RegId: 0000008594 | |

Address for Placement:
Texas Department of Motor Vehicles
4000 Jackson Avenue
Austin, TX 78731

New Service Period: January 1, 2020 thru August 31, 2020
Estimated Number of Hours: Not to Exceed 1560

| Item Total for Line # 1 | $31,122.00 |
| Item Total for Line # 2 | $83,790.00 |

Authorized Signature

02/14/2020
Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000007396
Purchase Order Change Notice (# 3)

| Total PO Amount | $114,912.00 |

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

02/14/2020