



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

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **0** Date: **09/26/19** PO Method: **SV** Dispatch: **Dispatch** Rev Dt: **02/14/20**
 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:

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.

Authorized Signature

Andrew Ortegon, CTPM, CTCM

02/14/2020



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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.

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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.

Authorized Signature

Carol D. [Signature] CTPM, CTCM

02/14/2020



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	Line Description: TEMPORARY PERSONNEL, DISTRICT 14, JOB CLASS CODE: 1984; JOB CLASS TITLE: CONTRACT SPECIALIST IV; EXPERT LEVEL	962/69	520.0000	HR	\$59.85000	\$31,122.00	09/26/2019
						Schedule Total	\$31,122.00
						<u>ReqID:</u>	
						0000007897	
<p>SERVICE PERIOD (estimated): OCTOBER 1, 2019 - DECEMBER 31, 2019</p> <p>CONTRACTOR: PAULA RAMSEY</p> <p>WORK LOCATION: 4000 JACKSON AVENUE, BUILDING 1, AUSTIN, TEXAS 78731</p> <p>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.</p>							
						Item Total for Line # 1	\$31,122.00
2-1	Line Description: Contract for Services Extension - Contract Specialist IV. POCN 3 to change the contractor name from Paula Ramsey to Maureen Vale.	962/69	1400.0000	HR	\$59.85000	\$83,790.00	12/31/2019
						Schedule Total	\$83,790.00
						<u>ReqID:</u>	
						0000008594	
<p>Address for Placement: Texas Department of Motor Vehicles 4000 Jackson Avenue Austin, TX 78731</p> <p>New Service Period: January 1, 2020 thru August 31, 2020 Estimated Number of Hours: Not to Exceed 1560</p>							
						Item Total for Line # 2	\$83,790.00

Authorized Signature

Carol D. [Signature] CTM, CTM

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Total PO Amount

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

Carol D. [Signature], CTPM, CTCM

02/14/2020