



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007400
 Purchase Order Change Notice (# 1)

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **0** Date: **09/27/19** PO Method: **DG** Dispatch: **Dispatch** Rev Dt: **12/23/19**
 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 1/2 ST
 AUSTIN TX 787511703
 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: Paula A Ramsey
Phone: 512/465-4191
Fax: 512/465-5641

Bill to **Fax:**

Email: Paula.Ramsey1@txdmv.gov

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

PO Information:

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.

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.

POCN# 1 PAR 12-23-2019

Changed buyer from Tiffanay Waller to Paula Ramsey.

Extend the contract service end date for Rosemary Zamora from 12/31/2019 to 8/31/2020. Increase of \$60,508.00 from \$22,474.40. The new total for the purchase order is \$82,982.40.

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

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

Authorized Signature

Paula Ramsey, CTM, CTA

12/23/2019



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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

Authorized Signature

Paula Ramsey, CEM, CEA

12/23/2019



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	Temporary Personnel - Purchaser III	962/69	520.0000	HR	\$43.22000	\$22,474.40	09/30/2019
						Schedule Total	\$22,474.40
				ReqID: 000008291			
<p>Address for Placement Texas Department of Motor Vehicles Finance and Administrative Services Division 4000 Jackson Avenue, Bldg 1 - 5th Floor Austin, TX 78731</p> <p>Job Class Code: 1932</p> <p>Job Class Title: Purchaser III</p> <p>Estimated Number of Hours: 520 Hours (October 2019 through December 31,2019)</p> <p>Rate: Expert</p> <p>CONTRACTOR: ROSEMARY ZAMORA</p> <p>JOB DUTIES:</p> <ol style="list-style-type: none"> 1. Performs routine purchasing and procurement work including but not limited to Texas SmartBuy, Department of Information Resources (DIR) contracts, Statewide Procurement Division (SPD) contracts and open market purchases. 2. Assists user Divisions in the preparation of bid/offer/proposal specifications to include bid tabulation and prepares recommendations. 3. Promotes purchase opportunities with HUBs and ensures every effort has been made to meet the agency's HUB goals. 4. Assists agency Historically Underutilized Business (HUB) Coordinator and Assistant Coordinator in the achievement of agency HUB participation goals and reporting requirements. 5. Maintains files on product literature, purchase requests, purchase orders and correspondence. 6. Prepares and distributes correspondence to departmental staff, vendors. DIR and SPD regarding updates on literature, clarifying specifications and bid reviews. Coordinates, researches data and compiles routine reports regarding section procurement activities. 7. Answers questions, provides guidance and acts as a liaison between internal and external customers. 8. Conducts market research, obtains literature, compares features to user needs and suggests alternative solutions if applicable. 9. Keeps abreast of and reports on the impact of technological and price changes in goods and/or services. 10. Maintains an ongoing knowledge of the Divisions written processes and procedures, and takes action as appropriate to update or revise to remain consistent with applicable laws, rules and procurement-related best practices. 11. Assists in monitoring legal, regulatory and reporting requirements pertaining to purchasing and procurement. 12. Assists in the preparation of reports and analyses using computer software. 13. Assists in records retention. 14. Performs other job-related duties as assigned. 							
						Item Total for Line # 1	\$22,474.40

Authorized Signature

Paula Ramsey, CTM, CTC

12/23/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2-1	Temporary Personnel Extension - Purchaser III 1-1-2020 through 8-31-2020	962/69	1400.0000	HR	\$43.22000	\$60,508.00	12/31/2019
						Schedule Total	<input type="text" value="\$60,508.00"/>
				ReqID: 0000008595			
<p>Address for Placement Texas Department of Motor Vehicles Finance and Administrative Services Division 4000 Jackson Avenue, Bldg 1 - 5th Floor Austin, TX 78731</p> <p>Job Class Code: 1932 Job Class Title: Purchaser III Estimated Number of Hours: 520 Hours (October 2019 through December 31,2019) Rate: Expert CONTRACTOR: ROSEMARY ZAMORA</p> <p>JOB DUTIES: 1. Performs routine purchasing and procurement work including but not limited to Texas SmartBuy, Department of Information Resources (DIR) contracts, Statewide Procurement Division (SPD) contracts and open market purchases. 2. Assists user Divisions in the preparation of bid/offer/proposal specifications to include bid tabulation and prepares recommendations. 3. Promotes purchase opportunities with HUBs and ensures every effort has been made to meet the agency's HUB goals. 4. Assists agency Historically Underutilized Business (HUB) Coordinator and Assistant Coordinator in the achievement of agency HUB participation goals and reporting requirements. 5. Maintains files on product literature, purchase requests, purchase orders and correspondence. 6. Prepares and distributes correspondence to departmental staff, vendors. DIR and SPD regarding updates on literature, clarifying specifications and bid reviews. Coordinates, researches data and compiles routine reports regarding section procurement activities. 7. Answers questions, provides guidance and acts as a liaison between internal and external customers. 8. Conducts market research, obtains literature, compares features to user needs and suggests alternative solutions if applicable. 9. Keeps abreast of and reports on the impact of technological and price changes in goods and/or services. 10. Maintains an ongoing knowledge of the Divisions written processes and procedures, and takes action as appropriate to update or revise to remain consistent with applicable laws, rules and procurement-related best practices. 11. Assists in monitoring legal, regulatory and reporting requirements pertaining to purchasing and procurement. 12. Assists in the preparation of reports and analyses using computer software. 13. Assists in records retention. 14. Performs other job-related duties as assigned.</p> <p>New Service Period: January 1, 2020 through August 31, 2020</p>							
						Item Total for Line # 2	<input type="text" value="\$60,508.00"/>

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
Paula Ramsey, CTM, CTC
12/23/2019

Authorized Signature

Paula Ramsey, CCM, CEA

12/23/2019