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: Via Print
Terms: 0  Terms:  Destination  Rev Dt: 12/23/19

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: 17419760511
Purchaser: Paula A Ramsey
Phone: 512/465-4191
Fax: 512/465-5641

Bill To:  4000 Jackson Avenue  Austin TX 78731  United States

Bill to  Fax:  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, CTPM, CTPA
12/23/2019
<table>
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<tr>
<th>Line-Sch</th>
<th>Line Description</th>
<th>Class/Item</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
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**Schedule Total** $22,474.40

**RegID:** 0000008291

Address for Placement
Texas Department of Motor Vehicles
Finance and Administrative Services Division
4000 Jackson Avenue, Bldg 1 - 5th Floor
Austin, TX 78731

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

**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 agencies 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.
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**

[Signature]

12/23/2019
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<tr>
<th>Line-Sch</th>
<th>Line Description</th>
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<th>Quantity</th>
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<td>$60,508.00</td>
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Schedule Total $60,508.00

RegID: 0000008595

Address for Placement
Texas Department of Motor Vehicles
Finance and Administrative Services Division
4000 Jackson Avenue, Bldg 1 - 5th Floor
Austin, TX 78731

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

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.
7. Coordinates, researches data and compiles routine reports regarding section procurement activities.
8. Answers questions, provides guidance and acts as a liaison between internal and external customers.
9. Conducts market research, obtains literature, compares features to user needs and suggests alternative solutions if applicable.
10. Keeps abreast of and reports on the impact of technological and price changes in goods and/or services.
11. 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.
12. Assists in monitoring legal, regulatory and reporting requirements pertaining to purchasing and procurement.
13. Assists in the preparation of reports and analyses using computer software.
15. Performs other job-related duties as assigned.

New Service Period: January 1, 2020 through August 31, 2020

Item Total for Line # 2 $60,508.00

Total PO Amount $82,982.40

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, CPM, CTCE
12/23/2019