



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007514

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **US MAIL** PCC: **0** Date: **10/2** PO Method: **SV** Dispatch: **Dispatch** Rev Dt: **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

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

**Vendor ID:** 1741976051 1

**Purchaser:** Debra A Rosas  
**Phone:** 512/465-1257  
**Fax:** 512/465-5641  
**Email:** Debra.Rosas@txdmv.gov

**Fax:**  
**Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

**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.

**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.

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

INVOICE EMAIL: DMV\_FIN-INVOICES@TXDMV.GOV

**TxDMV SUPERVISOR CONTACT (PRIMARY):**  
 PATRICIA UECKERT, MANAGER, BUDGET AND RESEARCH SERVICES  
 PHONE: (512) 465-4094  
 EMAIL: PATRICIA.UECKERT@TXDMV.GOV

**Authorized Signature**

**10/21/2019**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	TEMPORARY PERSONNEL, DISTRICT 14, JOB CLASS CODE: 1786; JOB CLASS TITLE: TRAINING SPECIALIST VI; EXPERIENCED LEVEL	962/69	1016.0000	HR	\$58.93000	\$59,872.88	10/21/2019
						<b>Schedule Total</b>	<input type="text" value="\$59,872.88"/>
<u>ReqID:</u> 0000008369							
SERVICE PERIOD (estimated): OCTOBER 23, 2019 - APRIL 30, 2019  CONTRACTOR: STEPHANIE PATTERSON  WORK LOCATION: 4000 JACKSON AVENUE, BUILDING 1, 4TH FLOOR, AUSTIN, TEXAS 78731  JOB DUTIES: VEHICLE TITLES AND REGISTRATIONS (VTR) is needing a highly skilled temporary employee to assist with 1) eLearning lesson development pursuant to the requirements set forth in SB 604, which was passed during the 86th legislative session. 2) Create 16 new eLearning lessons and modify 7 existing lessons by December.  The department is required to implement a required training program for county and full service deputy (FSD) staff by December 2019 (corresponds to relevant mid-December RTS release date).							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$59,872.88"/>

**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

*Stephanie Patterson* CTPM, CTCM

10/21/2019