



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007836  
 Purchase Order Change Notice (# 2)

**Payment Terms:** NET30  
**Freight Terms:** FOB Destination  
**Ship Via:** See Detail Below  
**PCC:** 0  
**Date:** 01/09/20  
**PO Method:** DG  
**Dispatch:** Dispatch Via Print  
**Rev Dt:** 04/02/20

**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:** 1P12 - Finance Admin Services  
 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:**

Temporary Staff continuing to support Title Litigation processes in the Office of General Counsel, due to the recent departure of previous staff, and ongoing improvements to modify those processes toward electronic documents and digitizing the case files. Please see the attached Approved Needs Assessment.

Temporary Staff continuing to support Title Litigation processes in the Office of General Counsel, due to the recent departure of previous staff, and ongoing improvements to modify those processes toward electronic documents and digitizing the case files. Please see the attached Approved Needs Assessment.

POCN 2: Had to change the purchaser name from Rodrigo Garcia to Andrew Ortegon

POCN: 1 to add requisition 8961 to the purchase order for extending the hours and service periods for lines 1 and 2 on the purchase order. Contractor Krystin Sugg's service ended on 3/31/2020. A search for a new contractor for the same position is on-going. The position for line 1 is extended through 7/13/2020. The new contractor will be on line 3 of the purchase order.

Line 2 is out of hours. The extension for the service and added hours for Victoria Puente are on listed on line 4. Line 4 is on-going for Victoria's added 468 hours and a service extension to 7/13/2020.

Contractors Name: Krystin Sugg (A new contractor TBD). The search is on-going. Victoria Puentes

Work Location: 4000 Jackson Avenue, Bldg 1, 5th Floor, Austin, TX 78731  
 Work Hours: Monday through Friday from 8:00 AM to 5:00 PM unless otherwise coordinated with supervisor.

Supervisor -

Name: Tracey Beaver  
 Phone: 512-465-4160  
 Email: Tracey Beaver@txdmv.gov

Primary Time Card Approver -

Name: Tracey Beaver  
 Phone: 512-465-4160  
 Email: Tracey Beaver@txdmv.gov

Secondary Time Card Approver -

Name: Tracey Beaver

**Authorized Signature**

*Carol D. [Signature]* CTPM, CTCM

**04/02/2020**



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Phone: 512-465-4160  
Email: Tracey Beaver@txdmv.gov

Communications / Back-ups -

Name: Jennifer Whittaker  
Phone: 512-465-1386  
Email: Jennifer.Whittaker@txdmv.gov

Peak Performers contact information:

Contact: Paula Baczewski, (512) 453-8833 x 101, paula@peakperformers.org

Contact: Elizabeth Moliter, (512) 453-8833 x 112, elizabeth@peakperformers.org

WorkQuest:

Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

This Purchase Order is governed by the State of Texas Term Contract 962-M3. All terms and conditions of the identified contract shall apply to this Purchase Order. Additional TxDMV terms and conditions are found below and, where a conflict exists, supersede the terms and conditions of 962-M3.

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 the referenced Term Contract remains in force, a need exists, and both parties agree and Contractor receives a Purchase Order Change Notice from TxDMV Purchasing Section.

Background Check:

A statewide criminal and sex offender background check shall be conducted on the contractor, contractor's personnel or subcontractors scheduled to work on the state project. Supporting documentation confirming the completion of the required background check is subject to review prior to beginning of the service and at any time during the term of the purchase order upon request by the designated state representative. Failure to provide the requested documentation upon request by the State may be cause for cancellation of the purchase order. The background check shall include, but not be limited to, the following:

- \* Social Security Number Verification
- \* Department of Public Safety Statewide Criminal and Sex Offender Background Check
- \* Background check in all Out-Of-State Counties in which the applicant has resided in the last seven (7) years.

Persons with Class B or Class C Misdemeanor offenses shall not be allowed to work on this project and shall not be allowed access to the State documents. Persons with Class A Misdemeanor offenses or above will be disqualified.

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 will 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, whichever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Authorized Signature

04/02/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	(A) Temporary Program Specialist III, Level: Experienced, Class. Code: 1572, Commodity Code: 96214-15726. Contractor Name: Krystin Sugg	962/69	363.2500	HR	\$44.24000	\$16,070.18	01/13/2020
						Schedule Total	\$16,070.18
						ReqID:	0000008626
The term of service is for 3 months, 363.25 hours or until the hours are worked, starting on 01/13/2020.							
Krystin's service ended on 3/31/2020. Service hours went from 512 to 363.25.							
						Item Total for Line # 1	\$16,070.18
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	(B) Temporary Program Specialist III, Level: Expert, Class. Code: 1572, Commodity Code: 96214- 15728. Contractor Name: Victoria Puentes	962/69	450.0000	HR	\$50.29000	\$22,630.50	01/13/2020
						Schedule Total	\$22,630.50
						ReqID:	0000008626
The term of service is for 3 months, 450 hours or until the hours are worked, starting on 01/13/2020.							
						Item Total for Line # 2	\$22,630.50

Authorized Signature

*Carol D. [Signature]* CTPM, CTCM

04/02/2020



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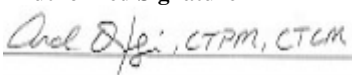
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	(A) Temporary Program Specialist III, Level: Experienced, Class. Code: 1572, Commodity Code: 96214-15726. Contractor Name: (TBD)	962/69	488.0000	HR	\$44.24000	\$21,589.12	04/02/2020
						<b>Schedule Total</b>	\$21,589.12
						<b>ReqID:</b> 0000008961	
<p>Temporary Program Specialist III - Experienced; to assist in the OGC Office for a Minimum of 3 months, processing title restraints, title litigation, and while revising the process.</p> <p>Addition term of service is for another 3 months, 488 hours or until the hours are worked, on-going with line 2 ending 7/13/2020</p> <p>(Please see the attached Approved Needs Assessment.)</p>							
						<b>Item Total for Line # 3</b>	\$21,589.12

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	(B) Temporary Program Specialist III, Level: Expert, Class. Code: 1572, Commodity Code: 96214-15728. Contractor Name: Victoria Puentes. This is a continuation of line 2 for additional hours for Victoria Puentes.	962/69	468.0000	HR	\$50.29000	\$23,535.72	04/02/2020
						<b>Schedule Total</b>	\$23,535.72
						<b>ReqID:</b> 0000008961	
<p>Temporary Program Specialist III - Expert; to assist in the OGC Office for a Minimum of 3 months, processing title restraints, title litigation, and while revising the process.</p> <p>Addition term of service is for another 3 months, 468 hours or until the hours are worked, on-going service period with line 2 ending 7/13/2020</p>							
						<b>Item Total for Line # 4</b>	\$23,535.72

**Total PO Amount** \$83,825.52

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**  
  
 Cheryl D. Lopez, CTPM, CTCM  
**04/02/2020**