



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008040  
 Purchase Order Change Notice (# 9)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 03/11/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 12/22/20  
**Terms:** **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:** 1P23 - Veh Titles and Reg  
 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:**

**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.

**Quantity(ies):**  
 Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).  
 This request for a POCN adds a line to PO 8040 Titled VTR Temporary Personnel - Data Management Initiative. Service Period will be the same as current PO 03/11/2020 through 12/31/2020. Term for FY 2020 March 2020 through 08/31/2020. Augmentee: Valerie Braun Planned start date: 06/11/2020

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Vendor Contact: Paula Baczewski, 512-453-8833 x101, paula@peakperformers.org

Point of Contact: Christy Michalik  
 Telephone: 512-872-8050  
 Email: Christy.Michalik@TxDMV.gov

Accounts Payable Contact: Lisa Selvera  
 512-465-4027  
 Lisa.Selvera@TxDMV.gov

Invoice Address: DMV\_FIN\_INVOICES@TxDMV.gov

Address for Placement: Texas Department of Motor Vehicles  
 4000 Jackson Avenue, Building 1

Authorized Signature

*Andrew Ortegon* CTOD, CTCM

12/22/2020



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Business Unit # 60800  
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Austin, TX 78731

Confirmation Date: 03/11/2020 - 12/31/2020

Estimated number of hours: 1017.6 (for contractor's listed on PO lines 1-5. Line 6 has 464 hours)

Position Name: 0138 CSR V (5 Contractors listed in each line - Justin Chambers, Karin Farrell, Valerie Braun (replaced El'Leshisa "Lei Lei" Gant), Glenda Gilliam, and Leslie Willkom)

Rate: Experienced

Contract Monitor: Patricia Ueckert

The terms of this agreement are the same as original PO 60800 0000008040. Terms of the agreement are 03/11/2020 thru 12/31/2020. Term for this request is 09/01/2020 through 12/31/2020. Total of five (5) temporary employees with a total authorized hours of 656 for each employee. Original Need Assessment attached.

The additional temporary employee is needed to make the Data Contract Initiative fully functional and ensure that the initiative is successful within established time limits.

In accordance with 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.

WorkQuest (Formerly Texas Industries for the Blind and Handicapped):

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

Either party may terminate this purchase order by written notice at any time during the service period.

Service Period: 03/11/2020 - 12/31/2020

As in the original PO, the additional temporary employees are needed to make the Data Contract initiative fully functional and ensure that the initiative is successful within established time limits.

FY2021 Peak Performers extension of existing PO #60800 0000008040. Extension of the term: 01/01/21 through 06/30/2021. Temporary personnel will report to Christy Michalik. Holiday and overtime pay is not authorized. Time sheets will be submitted on a weekly basis.

This extension of PO 60800 0000008040 is needed to insure the data contracts initiative is completed within an acceptable timeframe. Failure to approve this requisition will result in project delay. Work on this project would have to be shifted to an already heavily burdened staff.

POCN 9 By: Andrew Ortegon Dated: 12/22/2020

Description: POCN 9 to decrease line 14's hours from 224 to 136 to cover hours invoiced. Amanda Mitchell replaced Justin Chambers. Amanda's remaining hours are on Purchase Order 9037.

Also, requisition 9991 was added to the PO (lines 15-18) to extend the service of the contractors Valerie Braun, Glenda Gilliam, Victoria Salinas, and Leslie Willkom from 1/1/2021 through 06/30/2021. Amanda Mitchell's service will be extended on PO 9037. ao

POCN 8 By: Andrew Ortegon Dated: 12/10/2020

Description: Justin Chambers, line number 8, last day of service was 11/13/2020. Hours reduced from 432 to 416. ao

POCN 7 By: Andrew Ortegon Dated 12/2/2020

Description: POCN 7 to increase the hour quantity for line 13 by 234 from 209 to 443. ao

POCN 6 By: Andrew Ortegon Dated 11/13/2020

Description: POCN 6 to replace contractor Justin Chambers, service end date of 11/13/2020, with Amanda Mitchell. Amanda's service period is 11/16/2020 - 12/31/2020. ao

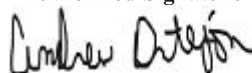
POCN 5 By: Andrew Ortegon Dated 10/23/2020

Description: POCN 5 to decrease Esther Pavitt total hours to 447. Esther's last day of service is 10/23/2020. A replacement has been approved. Also replaced Esther with Victoria Salinas. Victoria Salinas start date is 10/26/2020. End date is 12/31/2020. ao.

POCN 4 By: Andrew Ortegon Dated 08/26/2020

Description: POCN 4 to add requisition 9340 to the PO to cover the invoices for lines 8-12. Service period end date is 12/31/2020. ao

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 Andrew Ortegon CTOD, CTCM

12/22/2020



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POCN 3 By: Andrew Ortegon Dated: 08/24/2020  
 Description: POCN 3 to add 8 hours to line 2 to cover hours worked. Decreased line 7 by 8 hours in order to cover the invoiced hours for line 2. ao

POCN 2 By: Andrew Ortegon Dated: 07/30/2020  
 Description: POCN 2 to decrease line 2 quantity to 444.75 due to the Karin's service ending on July 28, 2020. Esther Pavitt is replacing Karin. Esther's service period is 7/31/2020 - 08/31/2020. Work schedule will say the same or be determined with the program supervisor.

POCN 1 By: Andrew Ortegon Dated: 06/11/2020  
 Description: POCN 1 to decrease Contractor El'Leshisa Gant's hours from 1017 to 225. El'Leshisa's last service period day was 04/30/2020. Added req 9225 line 6 for the new contractor. Valerie Braun. Valerie's service period is 06/12/2020 through 12/31/2020.

**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.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	VTR Temporary Personnell - Data Contract Initiative - FY2020 - Justin Chambers	962/69	1017.6000	HR	\$39.54000	\$40,235.90	03/11/2020

Schedule Total

**Contract ID:**  
000000103

**ReqID:**  
0000008843

VTR Temporary Personnel - Data Contract Initiative - Total Hours: 1017.60 - Term: FY 20 term March 2020 to 08/321/2020. Augmentee: Justin Chambers

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	VTR Temporary Personnel - Data Contract Initiative - FY2020 - Karin Farrell	962/69	452.7500	HR	\$39.54000	\$17,901.74	03/11/2020

Schedule Total

**Contract ID:**  
000000103

**ReqID:**  
0000008843

VTR Temporary Personnel - Data Contract Initiative - Total Hours: 444.75 - Term: FY 20 term March 2020 to July 28, 2020 - Augmentee: Karin Farrell

Item Total for Line # 2

Authorized Signature

*Andrew Ortegon* CTCD, CTCM

12/22/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	VTR Temporary Personnel - Data Contracts Initiative - FY2020 - El'Leshisa "Lei Lei" Gant	962/69	225.0000	HR	\$39.54000	\$8,896.50	03/11/2020	
						Schedule Total	\$8,896.50	
<b>Contract ID:</b> 000000103				<b>ReqID:</b> 0000008843				
VTR Temporary Personnel - Data Contract Initiative - Total Hours: 1,017.60 - Term: FY 20 term March 2020 to 08/31/2020 - Augmentee: El'Leshisa "Lei Lei" Gant							Item Total for Line # 3	\$8,896.50
4-1	VTR Temporary Personnel - Data Contracts Initiative - FY2020 - Glenda Gilliam	962/69	1017.6000	HR	\$39.54000	\$40,235.90	03/11/2020	
						Schedule Total	\$40,235.90	
<b>Contract ID:</b> 000000103				<b>ReqID:</b> 0000008843				
VTR Temporary Personnel - Data Contract Initiative - Total Hours: 1,017.60 - Term: FY 20 term March 2020 to 08/31/2020 - Augmentee: Glenda Gilliam							Item Total for Line # 4	\$40,235.90
5-1	VTR Temporary Personnel - Data Contracts Initiative - FY2020 - Leslie Willkom	962/69	1017.6000	HR	\$39.54000	\$40,235.90	03/11/2020	
						Schedule Total	\$40,235.90	
<b>Contract ID:</b> 000000103				<b>ReqID:</b> 0000008843				
VTR Temporary Personnel - Data Contract Initiative - Total Hours: 1,017.60 - Term: FY 20 term March 2020 to 08/31/2020 - Augmentee: Leslie Wilkom							Item Total for Line # 5	\$40,235.90

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*Amber Otey* CTOD, CTCM

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	VTR Temporary Personnel - Data Contracts Initiative- Add Valerie Braun-Data Contract Initiative	962/69	464.0000	HR	\$39.54000	\$18,346.56	06/11/2020
						Schedule Total	\$18,346.56
<b>Contract ID:</b> 000000103				<b>ReqID:</b> 0000009225			
						Item Total for Line # 6	\$18,346.56
7-1	VTR Temporary Personnel - Data Contract Initiative - FY2020 - Esther Pavitt.	962/69	564.8500	HR	\$39.54000	\$22,334.17	07/30/2020
						Schedule Total	\$22,334.17
<b>Contract ID:</b> 000000103				<b>ReqID:</b> 0000008843			
VTR Temporary Personnel - Data Contract Initiative - Total Hours: 1,017.60 - Term: FY 20 term July 31,2020 to 08/31/2020 - Augmentee: Esther Pavitt						Item Total for Line # 7	\$22,334.17
8-1	FY2021 WorkQuest-VTR Temporary Personnel 09/01/20 thru 11/13/2020. Justin Chambers	962/69	416.0000	HR	\$39.54000	\$16,448.64	08/26/2020
						Schedule Total	\$16,448.64
<b>Contract ID:</b> 000000103				<b>ReqID:</b> 0000009340			
WorkQuest-VTR Temporary Personnel. Original agreement service period is 03/11/20 thru 12/31/20. Term for this request: 09/01/2020 thru 11/13/2020. Total hours this portion: 432. Augmentee: Justin Chambers						Item Total for Line # 8	\$16,448.64

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	FY2021 WorkQuest-VTR Temporary Employees - Esther Pavitt	962/69	447.0000	HR	\$39.54000	\$17,674.38	08/26/2020
						<b>Schedule Total</b>	<b>\$17,674.38</b>
<b>Contract ID:</b> 000000103				<b>ReqID:</b> 0000009340			
WorkQuest-VTR Temporary Personnel. Original agreement service period is 03/11/20 thru 12/31/20. Term for this request: 09/01/20 through 10/23/20. Total hours this portion: 656. Augmentee: Esther Pavitt							
						<b>Item Total for Line # 9</b>	<b>\$17,674.38</b>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	FY2021 WorkQuest-VTR Temporary Empployees - Glenda Gilliam	962/69	656.0000	HR	\$39.54000	\$25,938.24	08/26/2020
						<b>Schedule Total</b>	<b>\$25,938.24</b>
<b>Contract ID:</b> 000000103				<b>ReqID:</b> 0000009340			
Temp_Pers_FY2021_Work_Schedule.xlsx WorkQuest Temporary Personnel. Original agreement service period is 03/11/20 thru 12/31/20. Term for this request 09/01/20 thru 12/31/20. Total hours this portion 656. Augmentee: Glenda Gilliam							
						<b>Item Total for Line # 10</b>	<b>\$25,938.24</b>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
11-1	FY2021 WorkQuest-VTR Temporary Employees - Leslie Willkom	962/69	656.0000	HR	\$39.54000	\$25,938.24	08/26/2020
						<b>Schedule Total</b>	<b>\$25,938.24</b>
<b>Contract ID:</b> 000000103				<b>ReqID:</b> 0000009340			
Temp_Pers_FY2021_Work_Schedule.xlsx WorkQuest Temporary Poersonnel. Original agreement service period is 03/11/20 thru 12/31/20. Term for this request 09/01/20 thru 12/31/20. Total hours this portion 656. Augmentee: Leslie Willkom							
						<b>Item Total for Line # 11</b>	<b>\$25,938.24</b>

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
12-1	FY2021 WorkQuest-VTR Temporary Employees - Valerie Braun	962/69	656.0000	HR	\$39.54000	\$25,938.24	08/26/2020
						<b>Schedule Total</b>	<b>\$25,938.24</b>
<b>Contract ID:</b> 000000103				<b>ReqID:</b> 0000009340			
Temp_Pers_FY2021_Work_Schedule.xlsx							
WorkQuest Temporary Personnel. Original agreement service period is 03/11/20 thru 12/31/20. Term for this request 09/01/20 thru 12/31/20. Total hours this portion 656. Augmentee: Valerie Braun							
						<b>Item Total for Line # 12</b>	<b>\$25,938.24</b>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
13-1	FY2021 Portion of PO 8040 WorkQuest-VTR Temporary Employees - Victoria Salinas	962/69	443.2500	HR	\$39.54000	\$17,526.11	10/23/2020
						<b>Schedule Total</b>	<b>\$17,526.11</b>
<b>Contract ID:</b> 000000103				<b>ReqID:</b> 0000009340			
WorkQuest-VTR Temporary Personnel. Original agreement service period is 03/11/20 thru 12/31/20. Term for this request: 10/26/2020 thru 12/31/20. Total hours this portion: 209. Augmentee: Karin Farrell							
						<b>Item Total for Line # 13</b>	<b>\$17,526.11</b>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
14-1	FY2021 Portion of PO 8040 WorkQuest-VTR Temporary Personnel 11/16/20 thru 12/31/20-Amanda Mitchell	962/69	136.0000	HR	\$39.54000	\$5,377.44	11/13/2020
						<b>Schedule Total</b>	<b>\$5,377.44</b>
<b>Contract ID:</b> 000000103				<b>ReqID:</b> 0000009340			
WorkQuest-VTR Temporary Personnel. Original agreement service period is 03/11/20 thru 12/31/20 for a Contractor. Term for this request: 11/16/2020 thru 12/31/2020. Total hours this portion: 224. Augmentee: Amanda Mitchell							
						<b>Item Total for Line # 14</b>	<b>\$5,377.44</b>

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*Amber Otey* CTCO, CTCM

12/22/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
15-1	Braun, Valerie - Peak Performers - VTR Temporary Personnel	962/69	1000.0000	HR	\$39.54000	\$39,540.00	12/22/2020
						Schedule Total	\$39,540.00
<u>ReqID:</u> 0000009991							
Braun, Valerie - Peak Performers temporary worker for VTR Data Contracts project. Term: 01/01/21 through 06/30/21. Temporary personnel will report to Christy Michalik. Not to exceed 1,000 hours. Overtime and holiday pay is not authorized.							
2020-12-10_Needs_Assessment.pdf							
2020-12-03_Extension_Hours_Analysis.xlsx							
						Item Total for Line # 15	\$39,540.00
16-1	Gilliam, Glenda - Peak Performers - VTR Temporary Personnel	962/69	1000.0000	HR	\$39.54000	\$39,540.00	12/22/2020
						Schedule Total	\$39,540.00
<u>ReqID:</u> 0000009991							
Gilliam, Glenda - Peak Performers temporary worker for VTR Data Contracts project. Term: 01/01/21 through 06/30/21. Temporary personnel will report to Christy Michalik. Not to exceed 1,000 hours. Overtime and holiday pay is not authorized.							
2020-08-26_-_60800_0000008040_POCN_4.pdf							
2020-12-10_Needs_Assessment.pdf							
						Item Total for Line # 16	\$39,540.00
17-1	Salinas, Victoria - Peak Performers - VTR Temporary Personnel	962/69	1000.0000	HR	\$39.54000	\$39,540.00	12/22/2020
						Schedule Total	\$39,540.00
<u>ReqID:</u> 0000009991							
Salinas, Victoria - Peak Performers temporary worker for VTR Data Contracts project. Term: 01/01/21 through 06/30/21. Temporary personnel will report to Christy Michalik. Not to exceed 1,000 hours. Overtime and holiday pay is not authorized.							
2020-12-10_Needs_Assessment.pdf							
2020-08-26_-_60800_0000008040_POCN_4.pdf							
						Item Total for Line # 17	\$39,540.00

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 Amber Otey CTCO, CTCM  
 12/22/2020





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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
18-1	Willkom, Leslie - Peak Performers - VTR Temporary Personnel	962/69	1000.0000	HR	\$39.54000	\$39,540.00	12/22/2020
						<b>Schedule Total</b>	\$39,540.00
						<b>ReqID:</b>	
						0000009991	
<p>Willkom, Leslie - Peak Performers temporary worker for VTR Data Contracts project. Term: 01/01/21 through 06/30/21. Temporary personnel will report to Christy Michalik. Not to exceed 1,000 hours. Overtime and holiday pay is not authorized.</p>							
<p>2020-08-26_-_60800_0000008040_POCN_4.pdf</p>							
<p>2020-12-10_Needs_Assessment.pdf</p>							
						<b>Item Total for Line # 18</b>	\$39,540.00

**Total PO Amount** \$481,187.96

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

*Amber Otey* CTCO, CTCM

12/22/2020