



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000008354

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 05/21/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**

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

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:

WorkQuest (Formerly 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

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, supercedes 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 the Contractor receives the Purchase Order.

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.

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

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).

Background Check:

A statewide criminal and sex offender background check shall be conducted on the contractor, contractor's personnel or subcontractors scheduled to

Authorized Signature

Ande Ortega, CTPM, CTCM

05/22/2020



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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.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Temporary Personnel - Education Specialist Service Period 5/22/2020 - 08/31/2020 or 680 hours (which ever comes first). Contractor Name: Sabine Coleman	962/69	680.0000	HR	\$73.99000	\$50,313.20	06/01/2020

Schedule Total \$50,313.20

Contract ID:
000008354

ReqID:
000009154

Point of Contact: Sergio Rey
512-465-1216
Sergio.Rey@TxDMV.gov

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

Invoice Address: Texas Department of Motor Vehicles
4000 Jackson Avenue
Austin, TX 78731
Email: DMV_FIN-Invoices@TxDMV.gov

Address for Placement:
Texas Department of Motor Vehicles
4000 Jackson Avenue
Austin, TX 78731

Work Schedule: 40 hours work week with an option for telecommuting, which requires at least one office day Monday - Friday

NIGP: 962-69 / Job Class #0824
Job Class Title: Education Specialist V

Confirmation Date: 05/21/2020 - 08/31/2020

Estimated number of hours: 680

Rate: \$73.99 / Expert Level

Contractor: Sabine Coleman

Item Total for Line # 1 \$50,313.20

Authorized Signature

Chel D. [Signature] CTRM, CTCM

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Temporary Personnel - Education Specialist Service Period 5/22/2020 - 08/31/2020 or 680 hours (which ever comes first). Contractor Name: Julie Craig	962/69	680.0000	HR	\$73.99000	\$50,313.20	06/01/2020
						Schedule Total	<input type="text" value="\$50,313.20"/>
Contract ID: 000008354				ReqID: 000009154			
<p>Point of Contact: Sergio Rey 512-465-1216 Sergio.Rey@TxDMV.gov</p> <p>Accounts Payable: Lisa Selvera 512-465-4027 Lisa.Selvera@TxDMV.gov</p> <p>Invoice Address: Texas Department of Motor Vehicles 4000 Jackson Avenue Austin, TX 78731 Email: DMV_FIN-INVOICES@TxDMV.gov</p> <p>Address for Placement: Texas Department of Motor Vehicles 4000 Jackson Avenue Austin, TX 78731</p> <p>Work Schedule: 40 hours work week with an option for telecommuting, which requires at least one office day Monday - Friday</p> <p>NIGP: 962-69 / Job Class #0824</p> <p>Confirmation Date: 05/21/2020 - 08/31/2020</p> <p>Estimated Number of Hours: 680 hours</p> <p>Rate: \$73.99 / Expert Level</p> <p>Contractor: Julie Craig</p>							
						Item Total for Line # 2	<input type="text" value="\$50,313.20"/>

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.

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Authorized Signature

Carol D. [Signature] CTPM, CTCM

05/22/2020