



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008747  
 Purchase Order Change Notice (# 1)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** G **Date:** 09/17/20 **PO Method:** OM **Dispatch:** Dispatch **Rev Dt:** 12/01/20  
**Terms:** **Terms:** Destination **Via Print**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** TEAM PERFORMANCE  
 12212 BRIGADOON LN  
 APT 110  
 AUSTIN TX 78727-5357  
 United States

**Ship To:** 1P00 - TxDMV Warehouse  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1208162243 8

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

**Purchaser:** Travis Reese  
**Phone:** 512 4654180  
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Travis.Reese@txdmv.gov

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

**PO Information:**

POCN 1, Travis R, 12/01/2020: Added line 2, which will allow Leah Leone to take the DiSC assessment. Leah Leone was not part of the Executive Team at the time of this workshop, so she will take the assessment separately. Updated buyer name for PO changes.

Reference Team Performance proposal dated 8/11/2020;

Reference Texas Department of Motor Vehicles Standard Terms and Conditions dated August 2020.

Contractor (Team Performance)

Service to begin: Barrett Cultural and Everything DiSC Productive Conflict Assessments will be completed by the TxDMV team and provided to the Contractor no later than September 24, 2020. The contractor will discuss the assessment results with TxDMV team beginning October 15 through October 16, 2020.

The offsite will be virtual and TxDMV will provide the technology for the meeting. Participants can be in any location they choose to participate as long as they have the appropriate access to our virtual private network connection. Either TEAMS or WebEx will be used, however, the actual technology to be used will not be determined by TxDMV ITSD until after the October 1. The Contractor will be notified at that time.

Attached is TxDMV participants

Not to exceed amount \$15,000.00;

Vendor Contact: Ellen Robinson, President -  
 Ph#512-750-4929  
 email: ellen@teamperformanceus.com

Contract Monitor: Tom Shindell  
 ph# 512-465-3037  
 email: tom.schindell@txdmv.gov

**Authorized Signature**

*Travis Reese, CTCD*

**12/01/2020**



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TXDMV Contract Specialist:  
 Patricia Campos  
 ph# 512-465-4097  
 email: patricia.campos@txdmv.gov

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.

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).

Controlling Order:

This Contract between TxDMV and Contractor consists of the documents listed below. In the event of any conflicts between the documents, the documents will control in the following order of precedence:

1. This Contract, including the attached TxDMV Contract Terms and Conditions dated August 2020 which are attached and incorporated into this Contract.
2. TxDMV Request for Quote #608-20-9561, Fall 2020 Executive Offsite Consultant Search, that was issued on June 25, 2020.
3. Contractors proposal submitted on August 11, 2020, total cost for the Fall 2020 TxDMV Executive Offsite training.
4. TxDMV Purchase Order, including any Purchase Order Change Notices and excluding any pre-printed terms and conditions.

This Contract contains the entire agreement between Contractor and TxDMV and supersedes any prior understandings or oral or written agreements between TxDMV and Contractor on the matters contained herein. No modification, alteration, or waiver of any term, covenant, or condition of this Contract and any attachments will be valid unless in writing and executed by TxDMV and Contractor.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	TxDMV Executive Team Virtual Workshop	924/64	1.0000	EA	\$15,000.00000	\$15,000.00	10/16/2020

Schedule Total

ReqID:  
0000009561

Executive Team Leadership Workshop October 15-16, 2020

Item Total for Line # 1

Authorized Signature

*Travis P. ...*, CTCD

12/01/2020



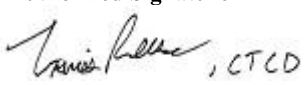
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Additional DiSC Assessment - Leah Leone	924/64	1.0000	EA	\$233.50000	\$233.50	12/01/2020
						Schedule Total	\$233.50
						ReqID:	0000009979
Leah Leone didn't join the Executive Team until after the Executive Team Leadership Workshop October 15-16, 2020. This DiSC Assessment covers an important piece of the workshop.						Item Total for Line # 2	\$233.50

Total PO Amount \$15,233.50

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  
  
12/01/2020