



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000008790
 Purchase Order Change Notice (# 4)

Payment NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 10/01/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 11/30/21
Terms: **Terms:** Destination **Dispatch:** 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

Purchaser: Amanda Leigh Maxwell
Phone: 512/465-1226
Fax:

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Amanda.Maxwell@txdmv.gov

Bill To Fax:
Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN# 4 - Mandy Maxwell, 11/30/2021
 Added line for to extend contract end date to 02/28/2022
 Updated PO end date to reflect 02/28/2022
 Updated Term Contract#. Previously 962-M3, updated Contract# 962-S3

POCN# 3 - Mandy Maxwell 08/31/2021
 Changed buyer from Andrew Ortegon to Amanda Maxwell
 Added line 3 for FY22 funding
 Updated PO end date 11/30/2021
 Added Contract ID

POCN 2, By: Andrew Ortegon, Date: 06/29/2021
 Description: POCN 2 to correct the service period end date on line 1 (6/30/21 instead of 6/31/2021) and for an administrative change to line 2. I added a new contractor name (Beatrice Ramirez) for VTR. There are no funding changes to the existing line. ao

POCN 1, By: Andrew Ortegon, Date: 03/04/2021
 Description: POCN 1 was processed by mistake. Req 9674 is unavailable for use and therefore, the POCN was not processed.

Service shall be performed in accordance with Term Contract 962-S3, Terms and Conditions.

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

Term of contract period: 10/06/2020 - 08/31/2021

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

Authorized Signature

11/30/2021



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000008790
Purchase Order Change Notice (# 4)

* 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:

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.

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).

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>

TxDmv Contact: Veronica Whitaker, 512-872-8111, Veronica.Whitaker@TxDMV.gov

Vendor contact: Paula Baczewski, 512-453-8833 X 101

Authorized Signature

11/30/2021



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000008790
Purchase Order Change Notice (# 4)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	CSR Temporary Hire. Service period: 10/6/2020 - 06/30/2021	962/69	372.5000	HR	\$31.29000	\$11,655.53	10/01/2020
						Schedule Total	<input type="text" value="\$11,655.53"/>
				ReqID:			
				0000009674			
Point of Contact: Veronica Whitaker, Veronica.Whitaker@TxDMV.gov, 512-872-8111							
Accounts Payable Contact: Lisa Selvera, 512-465-4027							
Invoice Address: Texas Department of Motor Vehicles 4000 jackson Avenue, Bldg 1-5th Floor							
Contractor Name: Scott Mogonye							
Job Class Title: 0134							
Confirmation Date: 10/06/2020							
Estimated number of hours: 780							
Rate: Indicate: Experienced							
						Item Total for Line # 1	<input type="text" value="\$11,655.53"/>

Authorized Signature

11/30/2021



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000008790
Purchase Order Change Notice (# 4)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	VTR Customer Service Representative Temporary - July 1, 2021 through August 31, 2021. Contractor Beatrice Ramirez.	962/69	176.0000	HR	\$31.29000	\$5,507.04	10/01/2020
						Schedule Total	\$5,507.04
				ReqID:			
				0000009674			
Point of Contact: Tracy Godfrey, Tracy.Godfrey@TxDMV.gov, 512-465-1297							
Secondary Backup: Clint Thompson, Clint.Thompson@TxDMV.gov, 512-465-1449							
Accounts Payable Contact: Lisa Selvera, 512-465-4027							
Invoice Address: Texas Department of Motor Vehicles 4000 jackson Avenue, Bldg 1-5th Floor							
Contractor Name: Beatrice Ramirez							
Job Class Title: 0134							
Confirmation Date: 07/01/2021							
Estimated number of hours: 176							
Rate: Indicate: Experienced							
						Item Total for Line # 2	\$5,507.04

Authorized Signature

11/30/2021



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000008790
Purchase Order Change Notice (# 4)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	VTR Customer Service Representative Temporary - Contractor Beatrice Ramirez Term: 09/01/21 thru 11/30/21	962/69	244.0000	HR	\$31.29000	\$7,634.76	08/31/2021
						Schedule Total	<input type="text" value="\$7,634.76"/>
Contract ID: 0000008790				ReqID: 0000010975			
Point of Contact: Tracy Godfrey, Tracy.Godfrey@TxDMV.gov, 512-465-1297							
Secondary Backup: Clint Thompson, Clint.Thompson@TxDMV.gov, 512-465-1449							
Accounts Payable Contact: Lisa Selvera, 512-465-4027							
Invoice Address: Texas Department of Motor Vehicles 4000 Jackson Avenue, Bldg 1-5th Floor							
Contractor Name: Beatrice Ramirez							
Job Class Title: 0134							
Confirmation Date: 09/01/2021							
Estimated number of hours: 244							
Rate: Indicate: Experienced							
						Item Total for Line # 3	<input type="text" value="\$7,634.76"/>

Authorized Signature

11/30/2021



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000008790
 Purchase Order Change Notice (# 4)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	VTR Customer Service Representative Temporary - Contractor Beatrice Ramirez Term: 12/01/2021 - 02/28/2022	962/69	244.0000	HR	\$31.29000	\$7,634.76	12/01/2021
						Schedule Total	\$7,634.76
Contract ID: 0000008790				ReqID: 0000011370			
Point of Contact: Tracy Godfrey, Tracy.Godfrey@TxDMV.gov, 512-465-1297							
Secondary Backup: Clint Thompson, Clint.Thompson@TxDMV.gov, 512-465-1449							
Accounts Payable Contact: Lisa Selvera, 512-465-4027							
Invoice Address: Texas Department of Motor Vehicles 4000 Jackson Avenue, Bldg 1-5th Floor							
Contractor Name: Beatrice Ramirez							
Job Class Title: 0134							
Confirmation Date: 12/01/2021							
Estimated number of hours: 244							
Rate: Indicate: Experienced							
						Item Total for Line # 4	\$7,634.76

Total PO Amount \$32,432.09

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

 11/30/2021