



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008877  
 Purchase Order Change Notice (# 2)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** I **Date:** 10/19/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 11/13/20  
**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:** 1P00 - TxDMV Warehouse  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1741976051 1

**Purchaser:** Jason K Adams  
**Phone:** 512/465-4181  
**Fax:** 512/465-5641

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

**Email:** jason.adams@txdmv.gov

**Bill To Fax:**

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

**PO Information:**

POCN #1 11-3-2020  
 Changing the title name and price per hour to align with WorkQuest's contract.

POCN #2 11-13-2020  
 Changing the price per hours and number of hours.

WorkQuest/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

This Purchase Order is governed by the Department of Information Resources contract DIR-CPO-4642. 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 DIR-CPO-4642.

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.  
 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.

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 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

**Authorized Signature**

*Jason Adams, MS, CTCM, CTCO*

11/13/2020



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documents. Persons with Class A Misdemeanor offenses or above will be disqualified.  
 Service shall be performed in accordance with Contract DIR-CPO-4642, Terms and Conditions.

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**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.

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**Point of Contact:** Sean Knox  
 Telephone: (512) 465-5681  
 Email: sean.knox@txdmv.gov

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**Accounts Payable Contact:** Lisa Selvera  
 Telephone: 512-465-4027  
 Email: DMV\_FIN-Invoices@TxDMV.gov  
 Invoice Address: Texas Department of Motor Vehicles  
 4000 Jackson Avenue  
 Austin, TX 78731

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**Address for Placement:** Texas Department of Motor Vehicles  
 3800 Jackson Avenue, Building 5 and Telecommuting  
 Austin, TX 78731

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 NIGP 962-69

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**Contractor:** Sunita Kantam  
**Confirmation Date:** Monday, November 16, 2020 through Tuesday, August 31, 2021  
**Estimated number of hours:** 416 hours  
**Hourly Rate:** NTE \$97.00

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**Timecard Approver:** Anu Rajendran  
 anu.rajendran1@txdmv.gov  
 (512) 465-5819

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**Peak Performers Contact:** Elizabeth Moliter  
 (512) 453-8833 x112  
 elizabeth@peakperformers.org

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	QA/Test Manager	962/69	416.0000	HR	\$97.00000	\$40,352.00	10/19/2020

Schedule Total

**Contract ID:**  
0000008877

**ReqID:**  
0000009577

Contractor: Sunita Kantam  
 Confirmation Date: Monday, November 16, 2020 through Tuesday, August 31, 2021  
 Estimated number of hours: 416  
 Hourly rate: NTE \$97.00

Item Total for Line # 1

**Authorized Signature**

*Lucas Adams, MS, CTCM, CTCO*

11/13/2020



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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.

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

Authorized Signature

*Laura Adams, MIS, CTGM, CTCO*

11/13/2020