



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008911  
 Purchase Order Change Notice (# 3)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 10/27/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 08/31/21

**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:**  
 See Detail Below

**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# 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, Dated: 07/23/2021, By: Andrew Ortegon  
 Description: POCN 2 to change the contractor name from Aliza De Le Garza to Mary Ann Palazzo for the Dallas RSC. Service period remains the same as 7/26/2021 - 08/31/2021. ao

POCN 1, Dated: 07/22/2021, By: Andrew Ortegon  
 Description: POCN 1 to add contractor name Aliza De Le Garza to line 2. Also added the job title and service period for line 2. ao  
 Service Period: 10/28/2020 08/31/2021

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

Vendor contact: Paula Baczewski, 512-453-8833 X 101, paula@peakperformers.org

**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.

**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.

**Authorized Signature**

*M. Naill* Purchaser, CTCI

**08/31/2021**



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Per the Terms and Conditions on Term Contract 962-M3

WorkQuest (Formerly 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

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).

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

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	CSR Temporary 10/28/2020 through 06/30/2021	962/69	780.0000	HR	\$31.29000	\$24,406.20	10/27/2020

Ship To: 1P00

Delivery Instructions:

4000 Jackson Avenue  
 Austin TX 78731  
 United States

Schedule Total

Contract ID:  
 0000008911

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: Sandra Chatterton

Job Class Title: 0134

Confirmation Date: 10/28/2020

Estimated number of hours: 780

Weekly Work Schedule: 4-5 hours per day, 5 days per week

Rate: Indicate: Experienced

Item Total for Line # 1

Authorized Signature

*M. Naill* Purchaser, CTCI

08/31/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Customer Service Representative III for VTR, Dallas RSC. Contractor Name: Mary Ann Palazzo. Service period: 07/26/2021 through 08/31/2021	962/69	176.0000	HR	\$31.29000	\$5,507.04	10/27/2020
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>					
4000 Jackson Avenue Austin TX 78731 United States							
						<b>Schedule Total</b>	<input type="text" value="\$5,507.04"/>
<b>Contract ID:</b> 0000008911				<b>ReqID:</b> 0000009674			
Point of Contact: Shanica Reed, Chanica.Reed@TxDMV.gov, 972-478-5210							
Secondary Contact: Fetina Green, Fetina.Green@TxDMV.gov, 972-478-5213							
Accounts Payable Contact: Lisa Selvera, 512-465-4027							
Invoice Address: Texas Department of Motor Vehicles 4000 Jackson Avenue, Bldg 1-5th Floor							
Contractor Name: Mary Ann Palazzo							
Job Class Title: 0134							
Confirmation Date: 07/26/2021							
Estimated number of hours: 176							
Weekly Work Schedule: 4-5 hours per day, 5 days per week							
Rate: Indicate: Experienced							
						<b>Item Total for Line # 2</b>	<input type="text" value="\$5,507.04"/>

Authorized Signature

*M. Naell Purchaser, CTCI*

**08/31/2021**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Customer Service Representative III for VTR, Dallas RSC. Contractor Name: Mary Ann Palazzo Term: 09/01/21 thru 11/30/21.	962/69	488.0000	HR	\$31.29000	\$15,269.52	08/31/2021
<b>Ship To: 1P08</b>		<b>Delivery Instructions:</b>					
1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States							
						<b>Schedule Total</b>	\$15,269.52
<b>Contract ID:</b> 0000008911				<b>ReqID:</b> 0000010977			
						<b>Item Total for Line # 3</b>	\$15,269.52

**Total PO Amount** \$45,182.76

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

*M. Naell Purchaser, CTCI*

**08/31/2021**