



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000009037  
 Purchase Order Change Notice (# 1)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 11/19/20 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 12/22/20  
**Terms:** **Terms:** Destination **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

**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:**

Point of Contact: Christy Michalik  
 Telephone: 512-872-8050  
 Email: christy.Michalik@TxDMV.gov

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

Address: Texas Department of Motor Vehicles  
 4000 Jackson Avenue Bldg. 1  
 Austin, TX 78731

Service Period/Confirmation Date: 11/20/2020 - 12/31/2020

Estimated Number of Hours: 232

Position: 0138 CSR V

Rate: Experienced

**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.

Authorized Signature

*Andrew Ortegon* CTCD, CTCM

12/22/2020



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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>  
 FY2021 Peak Performers extension of existing PO #60800 0000008040. Extension of the term: 01/01/21 through 06/30/2021. Temporary personnel will report to Christy Michalik. Holiday and overtime pay is not authorized. Time sheets will be submitted on a weekly basis.  
 This extension of PO 60800 0000008040 is needed to insure the data contracts initiative is completed within an acceptable timeframe. Failure to approve this requisition will result in project delay. Work on this project would have to be shifted to an already heavily burdened staff.

POCN 1 By: Andrew Ortegon Date: 12/22/2020

Description: POCN to extend the service for Amanda Mitchell from 1/1/2021 - 6/30/2021. ao

In accordance with 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, supersede the terms and conditions of 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

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	VTR Temporary Personnel - Data Contract Initiative - Customer Service Rep - FY 2021 Amanda Mitchell	962/69	232.0000	HR	\$39.54000	\$9,173.28	11/19/2020

Schedule Total

Contract ID:  
0000009037

ReqID:  
0000009936

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Mitchell, Amanda - Peak Performers - VTR Temporary Personnel	962/69	1000.0000	HR	\$39.54000	\$39,540.00	12/22/2020

Schedule Total

Contract ID:  
0000009037

ReqID:  
0000009991

Mitchell, Amanda - Peak Performers temporary worker for VTR Data Contracts project. Term: 01/01/21 through 06/30/21. Temporary personnel will report to Christy Michalik. Not to exceed 1,000 hours. Overtime and holiday pay is not authorized.

Item Total for Line # 2

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.

Authorized Signature

*Andrew Ortegon* CTCD, CTCM

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Authorized Signature

*Amber Otey* CTCO, CTCM

12/22/2020