



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000009348
 Purchase Order Change Notice (# 2)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 02/25/21 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 10/25/21

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: 1P12 - Finance Admin Services
 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# 2 - by Mandy Maxwell, 10/25/2021
 Updated PO end date
 Changed buyer from Andrew Ortegon to Amanda Maxwell
 Added line 3 for contract extension, 11/01/2021 - 12/31/2021
 Updated TxDMV point of contact and Vendor Contact

POCN 1, By: Andrew Ortegon, Date:08/24/2021
 Description: POCN 1 to extend contractor Samantha Lavoie's service period starting 9/1/2021 - 10/31/2021. Position and pay rate stay the same. ao

Payee ID#: 1-74-197-6051-1
 WORKQUEST
 1011 East 53rd Street
 Austin, TX 78751
 SPD Managed Contract No. 962-M3
 NIGP Class/Item 962-69

Per the terms and conditions of 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

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.

Authorized Signature

10/26/2021



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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).

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

Point of Contract: Brad Payne
 Brad.Payne@TxDMV.gov
 512-465-1257

Vendor Contact: Jordan Dunn
 512-453-8833 x119 (office)
 512-722-7932 (text)
 jordan.dunn@peakperformers.org

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Contract Specialist IV - Samantha Lavoie	962/69	1160.0000	HR	\$59.85000	\$69,426.00	03/08/2021

Term of Service: 03/08/2021 -
08/31/2021

Schedule Total

Contract ID:
000009348

ReqID:
0000010160

Point of Contact: Sergio Rey, Sergio.Rey@TxDMV.gov, (512) 465-1216

Accounts Payable Contact: Lisa Selvera, Lisa.Selvera@TxDMV.gov, (512) 465-4027

Invoice Address: Texas Department of Motor Vehicles 4000 Jackson Avenue, Bldg 1, 5th Floor

Contractor Name: Samantha Lavoie

Job Class Title: Contract Specialist IV

Job Class: 1984

Indicate billing rate level: Expert

Estimated Number of Hours: 1160

Work Schedule: 8:00AM - 5:00PM, M-F

Placement location: Texas Department of Motor Vehicles, 4000 Jackson Avenue. Austin, TX 78731

Item Total for Line # 1

Authorized Signature

Sergio Rey

10/26/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Temporary Personnel - Contract Specialist IV. Term beginning September 1, 2021 and ending October 31, 2021.	962/69	344.0000	HR	\$59.85000	\$20,588.40	08/24/2021
						Schedule Total	\$20,588.40
Contract ID: 0000009348				ReqID: 0000010777			
Point of Contract: Sergio Rey Sergio.Rey@TxDMV.gov 512-465-1216							
Accounts Payable Contact: Lisa Selvera Lisa.Selvera@TxDMV.gov 512-465-4027							
Invoice Address: Texas Department of Motor Vehicles 4000 Jackson Avenue Austin, Texas 78731							
Job Class Title: Contract Specialist IV							
Job Class: 1984							
Billing Rate Level: Expert							
Work Schedule: 8:00AM - 5:00PM							
Placement Location: Texas Department of Motor Vehicles 4000 Jackson Avenue Austin, Texas 78731							
or at a place to be determined by Supervisor and Contractor.							
						Item Total for Line # 2	\$20,588.40

Authorized Signature

10/26/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Contract Specialist IV - Samantha Lavoie	962/69	320.0000	HR	\$59.85000	\$19,152.00	10/28/2021
Term of Service: 11/01/2021 - 12/31/2021							
						Schedule Total	\$19,152.00
Contract ID: 0000009348				ReqID: 0000011244			
Point of Contract: Brad Payne Brad.Payne@TxDMV.gov 512-465-1257							
Accounts Payable Contact: Lisa Selvera Lisa.Selvera@TxDMV.gov 512-465-4027							
Invoice Address: Texas Department of Motor Vehicles 4000 Jackson Avenue Austin, Texas 78731							
Job Class Title: Contract Specialist IV							
Job Class: 1984							
Billing Rate Level: Expert							
Work Schedule: 8:00AM - 4:30PM							
Placement Location: Texas Department of Motor Vehicles 4000 Jackson Avenue Austin, Texas 78731							
or at a place to be determined by Supervisor and Contractor.							
						Item Total for Line # 3	\$19,152.00

Total PO Amount \$109,166.40

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.

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Authorized Signature

10/26/2021