



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000010003

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** NA **PCC:** E **Date:** 08/17/21 **PO Method:** SV **Dispatch:** Dispatch Via Print **Rev Dt:**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** TEAM PERFORMANCE  
 12212 BRIGADOON LN  
 APT 110  
 AUSTIN TX 78727-5357  
 United States

**Ship To:** 1P00 - TxDMV Warehouse  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1208162243 8

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

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

**Bill To Fax:**

**Email:** Amanda.Maxwell@txdmv.gov

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

**PO Information:**

**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.

**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>

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

**Employee Training Act:**

The training or education must be related to the duties or prospective duties of the administrator or employee. Texas Government Code, Title 6, Subtitle C, Chapter 656, Subchapter A, Sec. 656.041

This contract includes the scope of work plus all the training materials below to be completed by November 15, 2021. Building Team Relationships Virtual Workshop for Consumer Relations Division.

Ellen Robinson, from TEAM Performance is facilitating (1) three hour workshop that includes the following:

Program delivery and preparation time- Estimate time up to 20 hours @ \$3,480

Everything DiSC Workplace Assessments for 13 people @ \$936

**Authorized Signature**

*M. Maill* Purchaser, CTCI

**08/17/2021**



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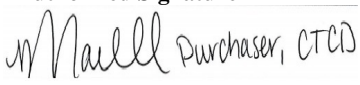
(2) One on one training sessions @ \$550  
 Vendor Contact: Ellen Robinson  
 Email: Ellen@teamperformanceus.com  
 Phone: (512) 750-4929  
 TxDMV Contact: Gerri Ries  
 Phone: 512/872-8103  
 Email: gerri.ries@txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Building Team Relationships Virtual Workshop Date: TBD, to be completed by November 15, 2021 Courtney Juarez's Team	924/16	1.0000	EA	\$4,966.00000	\$4,966.00	11/15/2021
						<b>Schedule Total</b>	<input type="text" value="\$4,966.00"/>
				<b>ReqID:</b>			
				0000010870			
DiSC Workshop Includes:							
- The team will complete the Everything DiSC Workplace Assessment 30 days before the live session.							
- The presenter will customize a three hour program based on DiSC Assessments and team dynamics.							
- The team will focus on learning how to communicate to the different DiSC styles and bring out the best in each other.							
- An action plan on how to be more effective with all DiSC styles.							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$4,966.00"/>

**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.

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**Authorized Signature**  
  
 08/17/2021