



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000010101
 Purchase Order Change Notice (# 4)

Payment NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 09/09/21 **PO Method:** DG **Dispatch:** Dispatch **Rev Dt:** 06/20/22
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: 1P16 - Houston Region
 2110 E. Governors Circle
 Houston TX 77092
 United States

Vendor ID: 1741976051 1

Purchaser: Amanda Leigh Maxwell
Phone: 512/465-1226
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Mandy.Maxwell@txdmv.gov

Bill To Fax:
Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN# 4 - by Mandy Maxwell, 06/20/2022
 Added line 7 for new contractor, Carlisha Holbert. Holbert is replacing Tanyika Washington.
 Reduced hours on line 5 from 1,040 to 383.5. Moved remaining hours of 656.5 to line 7 for new contractor, Carlisha Holbert.
 Updated Tanyika Washington Term Dates to actual dates worked, 03/01/2022 - 05/13/2022
 Updated Vendor Contact from Jordan Dunn to Daniel Perez

POCN# 3 - by Mandy Maxwell, 02/28/2022
 Added lines 5 and 6 to extend contracts through end of FY22. Term 03/01/2022 - 08/31/2022

POCN# 2 - Mandy Maxwell, 11/30/2021
 Added lines 3 and 4 to extend contract end date to 02/28/2022
 Updated PO end date to 02/28/2022
 Updated Term Contract#. Previously 962-M3, updated Contract# 962-S3

POCN# 1 - by Mandy Maxwell, 10/06/2021
 Line 1 - Kieran McKay did not show up as per original PO. New contractor will be Tanyika Washington. Beginning October 11, 2021 - November 30, 2021
 Line 2 - Corrected Tina Richards name. Official name is Tina Turner

Service shall be performed in accordance with Term Contract 962-S3, Terms and Conditions.

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

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

Authorized Signature

Mandy Maxwell, CTOD/COM

06/20/2022



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000010101
Purchase Order Change Notice (# 4)

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 documents. Persons with Class A Misdemeanor offenses or above will be disqualified.

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.

Original Service Period: 09/13/2021 - 11/30/2021

Renewed Service Period: 03/01/2022 - 08/31/2022

TxDmv Contact: Roger Feuge
Email: roger.feuge@txdmv.gov
Phone: (512) 465-1459

Vendor contact: Daniel Perez
National Talent Placement Specialist
Office: (512) 730-3192
Email: daniel.perez@peakperformers.org

Authorized Signature

06/20/2022



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000010101
Purchase Order Change Notice (# 4)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Customer Service Representative III for VTR in the Houston Regional Service Center. Contractor name: Tanyika Washington Term: 10/11/2021 thru 11/30/2021	962/69	488.0000	HR	\$31.29000	\$15,269.52	09/09/2021
						Schedule Total	\$15,269.52
Contract ID: 0000010101				ReqID: 0000010976			
						Item Total for Line # 1	\$15,269.52
2-1	Customer Service Representative III for VTR in the Houston Regional Service Center. Contractor name: Tina Turner Term: 09/13/2021 thru 11/30/2021	962/69	488.0000	HR	\$31.29000	\$15,269.52	09/09/2021
						Schedule Total	\$15,269.52
Contract ID: 0000010101				ReqID: 0000010976			
						Item Total for Line # 2	\$15,269.52
3-1	Customer Service Representative III for VTR in the Houston Regional Service Center. Contractor name: Tina Turner Term: 12/01/2021 - 02/28/2022	962/69	488.0000	HR	\$31.29000	\$15,269.52	11/30/2021
						Schedule Total	\$15,269.52
Contract ID: 0000010101				ReqID: 0000011371			
						Item Total for Line # 3	\$15,269.52

Authorized Signature

Tanyika Maxwell, CTOD/COM

06/20/2022



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000010101
 Purchase Order Change Notice (# 4)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Customer Service Representative III for VTR in the Houston Regional Service Center. Contractor name: Tanyika Washington Term: 12/01/2021 - 02/28/2022	962/69	488.0000	HR	\$31.29000	\$15,269.52	11/30/2021
						Schedule Total	<input type="text" value="\$15,269.52"/>
Contract ID: 0000010101				ReqID: 0000011371			
						Item Total for Line # 4	<input type="text" value="\$15,269.52"/>
5-1	Customer Service Representative III for VTR in the Houston Regional Service Center. Contractor name: Tanyika Washington Term 03/01/2022 - 05/13/2022	962/69	383.5000	HR	\$31.29000	\$11,999.72	02/28/2022
						Schedule Total	<input type="text" value="\$11,999.72"/>
Contract ID: 0000010101				ReqID: 0000011619			
						Item Total for Line # 5	<input type="text" value="\$11,999.72"/>
6-1	Customer Service Representative III for VTR in the Houston Regional Service Center. Contractor name: Tina Turner Term: 03/01/22 thru 08/31/22	962/69	1040.0000	HR	\$31.29000	\$32,541.60	02/28/2022
						Schedule Total	<input type="text" value="\$32,541.60"/>
Contract ID: 0000010101				ReqID: 0000011619			
						Item Total for Line # 6	<input type="text" value="\$32,541.60"/>

Authorized Signature

Tanyika Maxwell, CTOD/COM

06/20/2022



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000010101
Purchase Order Change Notice (# 4)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Customer Service Representative III for VTR in the Houston Regional Service Center Contractor name: Carlisha Holbert Term 07/05/2022 - 08/31/2022	962/69	656.5000	HR	\$31.29000	\$20,541.89	06/20/2022
						Schedule Total	\$20,541.89
Contract ID: 0000010101							
						Item Total for Line # 7	\$20,541.89

Total PO Amount \$126,161.29

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

06/20/2022