



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000010416  
 Purchase Order Change Notice (# 2)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 11/16/21 **PO Method:** IA **Dispatch:** Dispatch Via Print **Rev Dt:** 01/20/22

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

**Vendor:** UNIVERSITY OF TEXAS AT AUSTIN  
 PO BOX 7246  
 AUSTIN TX 78713-7246  
 United States

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

**Vendor ID:** 3721721721 7

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

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

**Bill To Fax:**

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

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

**PO Information:**

POCN# 2 - by Mandy Maxwell 01/20/2022  
 Updated Supplier ID# 1746000203 to Supplier ID# 37217217217 per AP emailed request on 1/20/22  
 Changed buyer to Mandy Maxwell from Samantha Lavoie in order to process POCN#2

POCN#1 SLavoie 12/16/21 Added service term of 12/16/21 - 8/31/22.

**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 Invoices@txdmv.gov. 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, whichever is later.

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

**Quantities**

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 purchases 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 quantities.

The link to the TxDMV Terms and Conditions - <http://www.txdmv.gov/contractors-vendors>

TxDMV Contract Specialist:  
 Samantha Lavoie  
 Samantha.lavoie@txdmv.gov

**Authorized Signature**

01/20/2022



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000010416  
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512-465-4199

Vendor Contact:

Institute for Organizational Excellence (IOE)  
 Noel Landuyt  
 Institute for Organizational Excellence  
 1925 San Jacinto Blvd. #D3500  
 Austin, TX 78712  
 (512) 471-9831  
 nlanduyt@austin.utexas.edu

TxDMV Contract Monitor:

Matthew Levitt  
 Director, Human Source Division  
 Austin, TX  
 (512) 465.4245  
 Matthew.Levitt@TxDMV.gov

In the event of any conflicts between this Purchase Order, the Scope of Services Agreement, and the Texas Department of Motor Vehicles terms and conditions incorporated into this Purchase Order, the documents control in the following order:

1. the Texas Department of Motor Vehicles terms and conditions incorporated into this Order Form
2. the Institute for Organization Excellence Scope of Services Agreement
3. this Purchase Order

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Survey of Employee Engagement (SEE)	961/53	1.0000	EA	\$4,329.00000	\$4,329.00	11/16/2021

Service Term: 12/16/21 - 8/31/22

Schedule Total

**Contract ID:**  
0000010416

**ReqID:**  
0000011311

Item Total for Line # 1

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.

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

Authorized Signature

*Noel Landuyt, CEO/IOE*

01/20/2022