



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000010663
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 01/24/22 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 05/04/22

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: 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# 1 - by Mandy Maxwell, 05/04/2022
 Reduced Line 1 hours to 432. Actual hours worked by Sarah Roche. Term 02/01/2022 - 04/22/2022
 Added Line 2 for remaining 600 hours for new contractor, Catherine Beyer. Term: 05/09/2022 - 07/31/2022
 Updated Vendor Contact
 Changed Line 2 to new contractor, Monesha Holloway. Term: 05/19/2022 - 07/31/2022
 Catherine Beyer never showed up to work. No hours will be billed towards Catherine Beyer.

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, whichever is later.
 Note: Warrants will not be issued to a vendor without a current Texas Identification Number.
 Special Payment Notes (Advance Payment, Payment Type, etc.)

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).

Delivery:
 Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately. Enter any other special delivery requirements.

Authorized Signature

05/04/2022



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

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 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.

Term Contract: 962-S3

Temporary Personnel - Administrative Assistant II

Contractor: Sarah Roche

Term: February 1, 2022 - April 22, 2022

Estimated number of hours: 1032 hours

Hourly Rate: NTE \$27.77

Temporary Personnel - Administrative Assistant II

Contractor: Catherine Beyer

Term: May 9, 2022 - July 31, 2022

Estimated number of hours: 1032 hours

Hourly Rate: NTE \$27.77

Timecard Approver: Ann Pierce

ann.pierce@txdmv.gov

(512) 465-4100

WorkQuest/Peak Performers Contact: Nadia Bonilla

Office: (512) 453-8833, Ext: 148

Text: (512) 967-0685

Email: nadia.bonilla@peakperformers.org

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Temporary Employee for FAS-Admin Imaging Team Administrative Assistant II	962/69	432.0000	HR	\$27.77000	\$11,996.64	02/01/2022

Schedule Total

Contract ID:

0000010663

ReqID:

0000011526

Contractor: Sarah Roche

Title: Administrative Assistant II

Term: 02/01/2022 - 04/22/2022

Supervisor: Ann Pierce

Schedule: Monday - Friday, 7:30am - 4:30pm

Location: 4000 Jackson Ave., Bldg. #1, 1st floor, Austin, TX 78731

Item Total for Line # 1

Authorized Signature

[Handwritten Signature]

05/04/2022



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Temporary Employee for FAS-Admin Imaging Team Administrative Assistant II	962/69	600.0000	HR	\$27.77000	\$16,662.00	05/09/2022
						Schedule Total	\$16,662.00
Contract ID: 0000010663							
Contractor: Monesha Holloway Title: Administrative Assistant II Term: 05/18/2022 - 07/31/2022 Supervisor: Ann Pierce Schedule: Monday - Friday, 7:30am - 4:30pm Location: 4000 Jackson Ave., Bldg. #1, 1st floor, Austin, TX 78731							
						Item Total for Line # 2	\$16,662.00

Total PO Amount \$28,658.64

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

05/04/2022