



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000011544
 Purchase Order Change Notice (# 2)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** S **PO Date:** 08/18/2022 **PO End Date:** 08/31/2023 **PO Method:** DG **Dispatch:** Dispatch Via Email03/03/2023 **Rev Dt:**

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

Vendor: WORKERS ASSISTANCE PROGRAM INC
 DBA ALLIANCE WORK PARTNERS
 2525 WALLINGWOOD DR
 AUSTIN TX 787466900
 United States

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

Vendor ID: 1741847991 5 001

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

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

Bill To Fax:

Email: Mandy.Maxwell@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

This is a continuation of PO #0000003428

POCN# 2 by Mandy Maxwell 03/17/2023
 Extending contract for full year.
 Added line 3 for 5 months to complete FY23. 04/01/2023 - 08/31/2023
 FY24 will have a new PO with the remaining 4 months of the ONE year contract extension.
 All other information remains the same.

POCN# 1 by Mandy Maxwell, 12/14/2022
 Added line 2 for 3 month contract extension
 Updated buyer from Jason Adams to Amanda Maxwell

Original Contract Term: 09/01/2022 to 12/31/2022

Employee assistance programs require specialized skills and credentialed professionals such as psychologists, therapists, nutritionists. The TxDMV does not employ such personnel. The State Employees Health Fitness and Education Act of 1983, Government Code 664.004, authorizes state agencies to use funds for health fitness education and activities; or other costs related to health fitness. An employee assistance program would provide counseling, education programs and other tools to promote the physical and mental well-being of state employees.

EAP services provide employees resources to cope with personal issues, that if not addressed, can negatively impact productivity and job performance of the employee as well as the employee's colleagues.

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.

Authorized Signature

03/20/2023

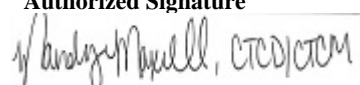


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 Quantities
 Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchases order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantities.
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 TxDMV Contract Monitor:
 Lynn Caffey
 lynn.caffey@txdmv.gov
 512-465-4043
 -
 HR Director, Cynthia Mendoza
 512-465-4245
 cynthia.mendoz@txdmv.gov
 -
 HR Specialist, Margaret Barker
 512-465-4134
 Margaret.Barker@txdmv.gov
 -
 Vendor Contact
 Alliance Work Partners
 Scott Terres
 800-522-0550
 sterres@alliancewp.com

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Employee Assistance Program	30901	952/38	4.0000	EA	\$1,142.35000	\$4,569.40	09/01/2022
							Schedule Total	\$4,569.40
Contract ID: 0000003428					ReqID: 0000012358			
							Item Total for Line # 1	\$4,569.40

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Employee Assistance Program Extension	30901	952/38	3.0000	EA	\$1,142.35000	\$3,427.05	12/14/2022
							Schedule Total	\$3,427.05
Contract ID: 0000003428					ReqID: 0000012804			
Contract Extension: 01/01/2023 - 03/31/2023								
							Item Total for Line # 2	\$3,427.05

Authorized Signature

 03/20/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Employee Assistance Program Extension	30901	952/38	5.0000	EA	\$1,142.35000	\$5,711.75	03/17/2023
							Schedule Total	<input type="text" value="\$5,711.75"/>
Contract ID: 0000003428					ReqID: 0000013108			
Contract Extension: 04/01/2023 - 08/31/2023							Item Total for Line # 3	<input type="text" value="\$5,711.75"/>

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

Handwritten Signature

03/20/2023