



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000011601  
 Purchase Order Change Notice (# 3)

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** I    **PO Date:** 08/25/2022    **PO End Date:** 08/31/2023    **PO Method:** DG    **Dispatch:** Dispatch Via Email05/26/2023    **Rev Dt:**

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

**Vendor:** TEKSYSTEMS INC  
 PO BOX 198568  
 ATLANTA GA 303848568  
 United States

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

**Ship To Attention:** Virginia P Pickering  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1522010575 1 001

**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:**

FY23 Renewal of PO 60800 0000009789

POCN# 3 by Mandy Maxwell 05/26/2023  
 Moved 48 hours from line 4 to line 3 per AP, Alice Sylva email request 05/23/2023  
 Updated Line 3 Jeff Davis last day worked 12/12/2022

POCN# 2 - Mandy Maxwell, 01/05/2023  
 Reduced line 3 hours to 112 hours (hours contractor worked). Line 3 Jeff Davis last day worked 11/30/2022  
 Added line 4 for remaining 736 hours for new resource, Chase Coursey - Term: 01/09/2023 - 08/31/2023

POCN# 1 - by Mandy Maxwell, 10/26/2022  
 Reduced line one hours to 192. Line 1 George Bell last day was 10/07/2022  
 Added line 3 for remaining hours of 848 for new Resource, Jeffrey Davis - Term: 11/07/2022 - 08/31/2023

**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.

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

**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).

This Purchase Order is governed by the Department of Information Resources (DIR) Master, Information Technology Staff Augmentation Contract

**Authorized Signature**  
  
 05/26/2023



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(ITSAC) Number DIR-CPO-4638. All terms and conditions of the identified ITSAC shall apply to this Purchase Order. Additional Texas Department of Motor Vehicles (TxDMV) terms and conditions are found below and, where a conflict exists, supersede the terms and conditions of the above DIR Contract.

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

Either party may terminate this Purchase Order by written notice to the other at any time.

This purchase order may be renewed for additional terms or additional hours with the same Terms Conditions as long as the referenced DIR Contract remains in force, a need exists, and both parties agree and Contractor receives a Purchase Order Change Notice (POCN) from TxDMV Purchasing Section.

TxDMV Equipment and Assets: In the event that TxDMV equipment or assets are assigned to a contractor, the contractor and their employer shall be responsible for any loss or damage of any equipment or asset loaned or provided for use.

DIR 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.

Service shall be performed in accordance with DIR's Exhibit A, Terms and Conditions.

Accounts Payable Contact: Lisa Selvera  
Telephone: 512-465-4027  
Email: [DMV\\_FIN-Invoices@TxDMV.gov](mailto:DMV_FIN-Invoices@TxDMV.gov)  
Invoice Address: Texas Department of Motor Vehicles  
4000 Jackson Avenue  
Austin, TX 78731

Address for Placement: Texas Department of Motor Vehicles  
3800 Jackson Avenue, Building 5  
Austin, TX 78731

Contractor: Chase Coursey  
Working Title: Support Technician 2  
Service Period: 01/09/2023 - 08/31/2023  
Hours NTE: 736  
Hourly Rate: NTE \$58.00

Contractor: Jeffrey Davis  
Working Title: Support Technician 2  
Service Period: 11/07/2022 - 12/12/2022  
Hours NTE: 112  
Hourly Rate: NTE \$58.00

Contractor: George Bell  
Working Title: Support Technician 2  
Confirmation Date: 09/01/2022 - 10/07/2022  
Estimated number of hours: NTE 1040 hours  
Hourly Rate: NTE \$58.00

Authorized Signature

05/26/2023



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Timecard Approver: Chris Sturm  
 Telephone: (512) 465-1363  
 Email: Chris.Sturm@TxDMV.gov  
 -  
 TEKsystems contact: Heather Trumpfheller  
 htrumpfh@teksystems.com  
 (512) 813-2131

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	ITSAC - County Support Technician	57030	962/69	192.0000	HR	\$58.00000	\$11,136.00	08/26/2022

Schedule Total

**Contract ID:**  
0000009789

**ReqID:**  
0000012409

Contractor: George Bell  
 NTE: 1040  
 Hourly Rate: \$58.00  
 Service Period: 09/01/2022 - 10/07/2022

Location: Remote  
 Reports To: Chris Sturm, chris.sturm@txdmv.gov  
 Contract Monitor: Andrew Ortegon, andrew.ortegon@txdmv.gov

Item Total for Line # 1

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	FY23 Travel Expenses	57030	917/37	5000.0000	UNT	\$1.00000	\$5,000.00	08/29/2022

Schedule Total

**Contract ID:**  
0000009789

**ReqID:**  
0000012413

Item Total for Line # 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	ITSAC - County Support Technician	57030	962/69	160.0000	HR	\$58.00000	\$9,280.00	10/26/2022

Schedule Total

**Contract ID:**  
0000009789

Contractor: Jeffrey Davis  
 NTE: 160  
 Hourly Rate: \$58.00  
 Service Period: 11/07/2022 - 12/12/2022

Location: Remote  
 Reports To: Chris Sturm, chris.sturm@txdmv.gov  
 Contract Monitor: Andrew Ortegon, andrew.ortegon@txdmv.gov

Item Total for Line # 3

Authorized Signature

*Handwritten signature: Andrew Ortegon, CTOD/COM*

05/26/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	ITSAC - County Support Technician	57030	962/69	688.0000	HR	\$58.00000	\$39,904.00	01/09/2023
							<b>Schedule Total</b>	\$39,904.00
<b>Contract ID:</b> 0000009789								
Contractor: Chase Coursey NTE: 688 Hourly Rate: \$58.00 Service Period: 01/09/2023 - 08/31/2023								
Location: Remote Reports To: Chris Sturm, chris.sturm@txdmv.gov Contract Monitor: Andrew Ortegon, andrew.ortegon@txdmv.gov								
							<b>Item Total for Line # 4</b>	\$39,904.00

**Total PO Amount** \$65,320.00

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

05/26/2023