



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000011625
 Purchase Order Change Notice (# 2)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 08/27/2022 **PO End Date:** 08/31/2023 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 02/16/2023
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 1 200

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:

FY23 Renewal of PO 60800 0000010101

Updated Contractor on lines 6 and 7, no POCN created.
 Contractor: Lyric Jones
 Term: 04/11/2023 - 08/31/2023

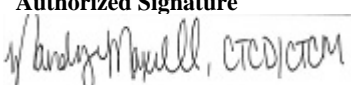
POCN# 2 by Mandy Maxwell 02/15/2023
 Reduced hours on line 3 to actual hours worked - 325.75. Carlisha Holbert last day worked 02/10/2023
 Reduced hours on line 4 to actual hours worked - 315.50. Tina Turner last day worked 01/26/2023
 Added lines 5 and 6 for additional FY23 hours
 Added line 7 with remaining hours from line 3 - 162.25. New Contractor: Darryl Coleman, Term: 03/13/2023 (did not return after lunch, replaced by Lyric Jones)
 Added line 8 with remaining hours from line 4 - 172.50. New Contractor: Dorothy Dwellingham, Term: 02/21/2023 - 08/31/2023

POCN# 1 - by Mandy Maxwell, 11/21/2022
 Added lines 3 and 4 for three month extension. Term 12/01/2022 - 02/28/2023

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 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.

Authorized Signature

 02/16/2023



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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.

Service Period: 09/01/2022 - 08/31/2023

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

Houston TxDMV Contact: Esteban Sanchez
 Email: esteban.sanchez@txdmv.gov
 Phone: (713) 316-6128 or (817) 371-5162

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

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Customer Service Representative III for VTR in the Houston Regional Service Center	30101	962/69	488.0000	HR	\$35.46000	\$17,304.48	08/27/2022

Schedule Total

Contract ID:
0000010101

ReqID:
0000012392

Contractor name: Carlisha Holbert
 Term: 09/01/2022 - 11/30/2022

Item Total for Line # 1

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Customer Service Representative III for VTR in the Houston Regional Service Center	30101	962/69	488.0000	HR	\$35.46000	\$17,304.48	08/27/2022	
							Schedule Total	\$17,304.48	
Contract ID: 0000010101					ReqID: 0000012392				
Contractor: Tina Turner Term: 09/01/2022 - 11/30/2022							Item Total for Line # 2		\$17,304.48
3-1	Customer Service Representative III for VTR in the Houston Regional Service Center	30101	962/69	325.7500	HR	\$35.46000	\$11,551.10	11/24/2022	
							Schedule Total	\$11,551.10	
Contract ID: 0000010101					ReqID: 0000012796				
Contractor name: Carlisha Holbert Term: 12/01/2022 - 02/10/2023 Hours Worked: 325.75 Hours Remaining: 162.25							Item Total for Line # 3		\$11,551.10
4-1	Customer Service Representative III for VTR in the Houston Regional Service Center	30101	962/69	315.5000	HR	\$35.46000	\$11,187.63	11/24/2022	
							Schedule Total	\$11,187.63	
Contract ID: 0000010101					ReqID: 0000012796				
Contractor: Tina Turner Term: 12/01/2022 - 01/26/2023 Hours Worked: 315.50 Hours Remaining: 172.50							Item Total for Line # 4		\$11,187.63
5-1	Customer Service Representative III for VTR in the Houston Regional Service Center	30101	962/69	1040.0000	HR	\$35.46000	\$36,878.40	02/10/2023	
							Schedule Total	\$36,878.40	
Contract ID: 0000010101					ReqID: 0000013031				
Contractor: Dorothy Dwellingham Term: 03/01/2023 - 08/31/2023							Item Total for Line # 5		\$36,878.40

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Customer Service Representative III for VTR in the Houston Regional Service Center	30101	962/69	1040.0000	HR	\$35.46000	\$36,878.40	02/10/2023
							Schedule Total	\$36,878.40
Contract ID: 0000010101					ReqID: 0000013031			
Contractor: Lyric Jones Term: 04/11/2023 - 08/31/2023								
							Item Total for Line # 6	\$36,878.40
7-1	Customer Service Representative III for VTR in the Houston Regional Service Center	30101	962/69	162.2500	HR	\$35.46000	\$5,753.39	02/15/2023
							Schedule Total	\$5,753.39
Contract ID: 0000010101					ReqID: 0000012796			
Contractor: Lyric Jones Term: 04/11/2023 - 08/31/2023								
							Item Total for Line # 7	\$5,753.39
8-1	Customer Service Representative III for VTR in the Houston Regional Service Center	30101	962/69	172.5000	HR	\$35.46000	\$6,116.85	02/15/2023
							Schedule Total	\$6,116.85
Contract ID: 0000010101					ReqID: 0000012796			
Contractor: Dorothy Dwellingham Term: 02/21/2023 - 08/31/2023								
							Item Total for Line # 8	\$6,116.85

Total PO Amount \$142,974.73

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: Andy Maxwell, CTED/CTOM

02/16/2023