



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000011627
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 08/29/2022 **PO End Date:** 05/31/2023 **PO Method:** DG **Dispatch:** Dispatch Via Email **Rev Dt:** 02/21/2023
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: 1P00 - TxDMV Warehouse
 4000 Jackson Avenue
 Austin TX 78731
 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 000008937

POCN# 1 by Mandy Maxwell 02/21/2023
 Added line 2 for additional 520 hours.
 Updated Term ends 05/31/2023
 All other information remains the same
 Updated TxDMV POC

Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

Term Contract 962-S3

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).

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

Contractor Name: Colleen Martin
 Job Class Title: 1572

Authorized Signature

02/21/2023



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000011627
 Purchase Order Change Notice (# 1)

Estimated number of hours: 1,496
 Work Schedule: 8am - 5pm Monday - Friday (40 hours per week.)
 Rate: Indicate: Expert
 Term: 09/01/2022 - 05/31/2023
 Work Location: 4000 Jackson Avenue, Austin, TX 78731
 Flexible worksites to be determined with Supervisor Aline Alcoin.

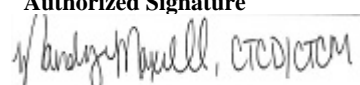
Service Period: 09/01/2022 - 05/31/2023

Accounts Payable Contact: Lisa Selvera, 512-465-4027
 Invoice Address: Texas Department of Motor Vehicles 4000 Jackson Avenue, Bldg 1-5th Floor

TxDMV Contact: Aline Aucoin II Interim General Counsel
 Email: Aline.Aucoin@TxDMV.gov
 Phone: 512-465-4206

Peak Performers, 4616 Triangle Ave STE 405, Austin, TX 78751, USA, (512) 453-8833
 The email is: Staffing@PeakPerformers.org
 Vendor contact: Dan Whiddon
 Email: dan.whiddon@peakperformers.org
 Office: 512-730-3164

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Program Specialist III Expert Level	30101	962/69	976.0000	HR	\$56.99000	\$55,622.24	08/29/2022
							Schedule Total	\$55,622.24
Contract ID: 0000008937					ReqID: 0000012385			
Contractor Name: Colleen Martin Job Class Title: 1572 Estimated number of hours: 976 Work Schedule: 8am - 5pm Monday - Friday (40 hours per week.) Rate: Indicate: Expert Term: 09/01/2022 - 02/28/2023 Work Location: 4000 Jackson Avenue, Austin, TX 78731 Flexible worksites to be determined with Supervisor Aline Aucoin								
							Item Total for Line # 1	\$55,622.24

Authorized Signature

 02/21/2023

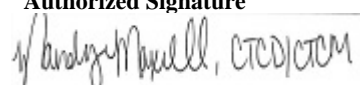


Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000011627
 Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Program Specialist III Expert Level	30101	962/69	520.0000	HR	\$56.99000	\$29,634.80	02/24/2023	
							Schedule Total	\$29,634.80	
Contract ID: 0000008937					ReqID: 0000013063				
Contractor Name: Colleen Martin Job Class Title: 1572 Estimated number of hours: 520 Work Schedule: 8am - 5pm Monday - Friday (40 hours per week.) Rate: Indicate: Expert Term: 03/01/2023 - 05/31/2023 Work Location: 4000 Jackson Avenue, Austin, TX 78731 Flexible worksites to be determined with Supervisor Aline Aucoin								Item Total for Line # 2	\$29,634.80
								Total PO Amount	\$85,257.04

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

 02/21/2023