



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000011726

Payment NET30 Freight FOB Ship Via: NA PCC: E Date: 09/14/22 PO Method: SP Dispatch: Dispatch Rev Dt:
Terms: Terms: Destination Via Print

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

Vendor: HEAD HEART WISDOM LLC
SUITE 365-381
1801 E 51ST ST
AUSTIN TX 78723-3434
United States

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

Vendor ID: 1863753333 4

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Matthew Terrell Windham
Phone: 512/465-5808
Fax: 512/465-5641

Bill To Fax:

Email: Matthew.Windham@txdmv.gov

Bill To Email: DMV\_FIN-INVOICES@TxDMV.gov

PO Information:

TxDMV Executive Team Leadership Workshop Facilitation Services.

Services Include:

- Provide workshop facilitation with TxDMV Executive Team.
- Workshop planning and alignment meetings with Executive Team.
- Customized design and development of workshop content and materials aligned with goals of Executive Team.
- (9) hours of in-person workshop facilitation on Thursday, October 27th, 2022.
- (1) 30-minute follow-up phone call with Executive Director on November 30th, 2022.
- (1) 30-minute follow-up phone call with Executive Director on January 27th, 2023.

Pricing:

- Price includes all planning meetings, alignment meetings, follow-up meetings.
- Learning materials are included.
- No additional fees.
Total Fees: \$5,241.91

Price quote provided by vendor in Facilitation Agreement dated 08/24/2022.

Service Term:

Start Date: October 27, 2022
Workshop Date: October 27, 2022 -- 8:30 a.m. - 5:30 p.m. CST

Payment Information:

Payment due prior to October 27, 2022.
Checks may be made out to Head Heart Wisdom, LLC.

To the extent any term or condition in this Contract conflicts with the applicable Texas or United States law or regulation, such Contract term or condition is void and unenforceable. By executing a contract which contains the conflicting term or condition, TxDMV makes no representations or warranties regarding the enforceability of such term or condition and TxDMV does not waive the applicable Texas or United States law or regulation which conflicts with the Contract term or condition.

This section does not waive or limit any damages that result from Head Heart Wisdom, LLC 's intentional acts or omissions.

Employee Training Act:

The training or education must be related to the duties or prospective duties of the administrator or employee. Texas Government Code, Title 6, Subtitle C, Chapter 656, Subchapter A, Sec. 656.041

Authorized Signature

Matthew Windham

09/14/2022



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.

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.

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

TxDMV Contract Monitor:

Claudia Leal  
claudia.leal1@txdmv.gov  
(512) 374-5396

Vendor Contact:

Amy Wolfgang  
amy@coachwolfgang.com  
(512) 743-0144

Head Heart Wisdom LLC dba Coach Wolfgang  
1801 E. 51st St., Suite 365-381  
Austin, TX 78723  
USA

Authorized Signature

09/14/2022



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	TxDMV Executive Team Leadership Workshop Facilitation Services	924/64	1.0000	EA	\$5,241.91000	\$5,241.91	10/27/2022
						<b>Schedule Total</b>	<input type="text" value="\$5,241.91"/>
<b>Contract ID:</b> 0000011726				<b>ReqID:</b> 0000012474			
Workshop Dates: October 27, 2022 through October 28, 2022.							
Workshop Location: Omni La Mansion del Rio 112 College Street San Antonio, TX 78205 USA							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$5,241.91"/>

**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.

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Authorized Signature

09/14/2022