



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000011602  
 Purchase Order Change Notice (# 3)

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** I    **PO Date:** 08/26/2022    **PO End Date:** 08/31/2023    **PO Method:** DG    **Dispatch:** Dispatch Via Email    **Rev Dt:** 02/08/2023  
**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

**Vendor ID:** 1522010575 1 001

**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:**

FY23 Renewal of PO 60800 0000011014

POCN# 3 by Mandy Maxwell 02/08/2023  
 Added line 5 for remaining FY23 hours, 778 hours.  
 All other information remains the same.

POCN# 2 - by Mandy Maxwell, 10/26/2022  
 Reduced line 3 to 80 hours to reflect actual hours worked by Brett Gibson. Updated Term: 09/26/2022 - 10/07/2022  
 Added line 4 for new resource, Brian Peninger. Term: 11/07/2022 - 08/31/2023  
 Moved remaining hours of 880 to line 4 for new resource.

POCN# 1 - by Mandy Maxwell, 09/20/2022  
 Reduced line 1 hours to 80 hours to reflect actual hours worked by Michael Brodbeck. Updated Term: 09/01/2022 - 09/16/2022  
 Added line 3 for new resource Brett Gibson. Term: 09/26/2022 - 08/31/2023  
 Moved remaining 960 hours to line 3 for new resource.

**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

**Authorized Signature**

02/10/2023



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000011602  
Purchase Order Change Notice (# 3)

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. Enter any other special delivery requirements.

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

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

Services to be provided under this Purchase Order will fall within the guidelines of the IT Staffing Contracts. The IT Title Descriptions with related duties are documented on the DIR website: <http://dir.texas.gov/View-Contracts-And-Services/Pages/Content.aspx?id=13>

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.

**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 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.

Contractor: Michael Brodbeck  
Title: Support Technician 2  
Term: 09/01/2022 - 09/16/2022  
Solicitation Number: 11683ST2  
Work location(s) will be at 3800 Jackson Ave, Austin, TX 78731  
Normal business hours are Monday through Friday from 8:00 AM to 5:00 PM

Contractor: Brett Gibson  
Title: Support Technician 2  
Term: 09/26/2022 - 10/07/2022  
Work location(s) will be at 3800 Jackson Ave, Austin, TX 78731  
Normal business hours are Monday through Friday from 8:00 AM to 5:00 PM

Contractor: Brian Peninger  
Title: Support Technician 2  
Term: 11/07/2022 - 08/31/2023  
Work location(s) will be at 3800 Jackson Ave, Austin, TX 78731  
Normal business hours are Monday through Friday from 8:00 AM to 5:00 PM

Vendor Contact: Savannah Carroll-Gonzalez  
Cell: 512.406.1890  
Office: 512.813.2200  
Email: [scarrollgonzal@TEKsystems.com](mailto:scarrollgonzal@TEKsystems.com)

TxDMV Contact: Chris Sturm  
Office: 512.465.1363  
Cell: 512.375.0970  
Email: [Chris.Sturm@txdmv.gov](mailto:Chris.Sturm@txdmv.gov)

Authorized Signature

02/10/2023



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000011602  
 Purchase Order Change Notice (# 3)

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	ITSAC - County Support Technician	57030	962/69	80.0000	HR	\$58.00000	\$4,640.00	08/26/2022
							<b>Schedule Total</b>	<input type="text" value="\$4,640.00"/>
<b>Contract ID:</b> 0000011014					<b>ReqID:</b> 0000012409			
<p>Contractor: Michael Brodbeck            Title: Support Technician 2            Term: 09/01/2022 - 09/16/2022            Solicitation Number: 11683ST2</p> <p>Work location(s) will be at 3800 Jackson Ave, Austin, TX 78731            Normal business hours are Monday through Friday from 8:00 AM to 5:00 PM</p> <p>Reports to: Chris Sturm, chris.sturm@txdmv.gov            Contract Monitor: Andrew Ortegon, andrew.ortegon@txdmv.gov</p>								
							<b>Item Total for Line # 1</b>	<input type="text" value="\$4,640.00"/>
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
							<b>Schedule Total</b>	<input type="text" value="\$5,000.00"/>
<b>Contract ID:</b> 0000011014					<b>ReqID:</b> 0000012413			
<p>Contractor: Brett Gibson            Title: Support Technician 2            Term: 09/26/2022 - 10/07/2023            Solicitation Number: 11683ST2</p> <p>Work location(s) will be at 3800 Jackson Ave, Austin, TX 78731            Normal business hours are Monday through Friday from 8:00 AM to 5:00 PM</p> <p>Reports to: Chris Sturm, chris.sturm@txdmv.gov            Contract Monitor: Andrew Ortegon, andrew.ortegon@txdmv.gov</p>								
							<b>Item Total for Line # 2</b>	<input type="text" value="\$5,000.00"/>
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	ITSAC - County Support Technician	57030	962/69	80.0000	HR	\$58.00000	\$4,640.00	09/20/2022
							<b>Schedule Total</b>	<input type="text" value="\$4,640.00"/>
<b>Contract ID:</b> 0000011014								
<p>Contractor: Brett Gibson            Title: Support Technician 2            Term: 09/26/2022 - 10/07/2023            Solicitation Number: 11683ST2</p> <p>Work location(s) will be at 3800 Jackson Ave, Austin, TX 78731            Normal business hours are Monday through Friday from 8:00 AM to 5:00 PM</p> <p>Reports to: Chris Sturm, chris.sturm@txdmv.gov            Contract Monitor: Andrew Ortegon, andrew.ortegon@txdmv.gov</p>								
							<b>Item Total for Line # 3</b>	<input type="text" value="\$4,640.00"/>

Authorized Signature

*Handwritten Signature: Andrew Ortegon, CTOD/COM*

02/10/2023



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000011602  
 Purchase Order Change Notice (# 3)

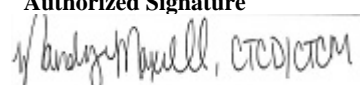
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	ITSAC - County Support Technician	57030	962/69	880.0000	HR	\$58.00000	\$51,040.00	10/26/2022
							<b>Schedule Total</b>	<input type="text" value="\$51,040.00"/>
<b>Contract ID:</b> 0000011014								
Contractor: Brian Peninger Title: Support Technician 2 Term: 11/07/2022 - 08/31/2023								
Work location(s) will be at 3800 Jackson Ave, Austin, TX 78731 Normal business hours are Monday through Friday from 8:00 AM to 5:00 PM								
Reports to: Chris Sturm, chris.sturm@txdmv.gov Contract Monitor: Andrew Ortegon, andrew.ortegon@txdmv.gov								
							<b>Item Total for Line # 4</b>	<input type="text" value="\$51,040.00"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	ITSAC - County Support Technician	57030	962/69	778.0000	HR	\$58.00000	\$45,124.00	02/08/2023
							<b>Schedule Total</b>	<input type="text" value="\$45,124.00"/>
<b>Contract ID:</b> 0000011014					<b>ReqID:</b> 0000012998			
Contractor: Brian Peninger Title: Support Technician 2 Term: 11/07/2022 - 08/31/2023								
Work location(s) will be at 3800 Jackson Ave, Austin, TX 78731 Normal business hours are Monday through Friday from 8:00 AM to 5:00 PM								
Reports to: Chris Sturm, chris.sturm@txdmv.gov Contract Monitor: Andrew Ortegon, andrew.ortegon@txdmv.gov								
							<b>Item Total for Line # 5</b>	<input type="text" value="\$45,124.00"/>

**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**  
  
 02/10/2023