



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000013292

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** I **PO Date:** 08/28/2023 **PO End Date:** 08/31/2024 **PO Method:** DG **Dispatch:** Dispatch Via Email **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: Andrew Ortegon
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:

FY24 renewal/hours of PO 60800 0000011609

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.

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

Authorized Signature

08/29/2023



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000013292

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. Additionally, this Purchase Order is governed by the Texas Department of Motor Vehicles Standard Terms and Conditions, which can be found at: <http://www.txdmv.gov/contractors-vendors>.

Contractor: Jacob Ramirez
 Title: Support Technician 2
 Term: 09/01/2023 - 08/31/2024
 NTE Hourly Rate: 58.00
 NTE: 2080/hrs
 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

TxDMV Contact: Chris Sturm
 Office: 512.465.1363
 Cell: 512.375.0970
 Email: Chris.Sturm@txdmv.gov

Contract Administrator: Andrew Ortegon
 Phone: 512-465-1322
 Email: Andrew.Ortegon@TxDMV.gov

Vendor Contact: Savannah Carroll-Gonzalez
 Cell: 512.406.1890
 Office: 512.813.2200
 Email: scarrollgonzal@TEKsystems.com

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	ITSAC - County Support Technician 2	58032	962/69	2080.0000	HR	\$58.00000	\$120,640.00	09/01/2023

Schedule Total

Contract ID:
0000011013

ReqID:
0000013890

Contractor: Jacob Ramirez
 Title: Support Technician 2
 Term: 09/01/2023 - 08/31/2024
 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

Reports To: Chris Sturm, chris.sturm@txdmv.gov

Item Total for Line # 1

Authorized Signature

08/29/2023



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000013292

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Travel Expenses	58032	917/37	5000.0000	EA	\$1.00000	\$5,000.00	09/01/2023
							Schedule Total	<input type="text" value="\$5,000.00"/>
Contract ID: 0000011013					ReqID: 0000013890			
							Item Total for Line # 2	<input type="text" value="\$5,000.00"/>

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

Handwritten signature: Randy Maxwell, CTED/CTM

08/29/2023