



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013408

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** S    **PO Date:** 09/19/2023    **PO End Date:** 12/31/2023    **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:** WORKERS ASSISTANCE PROGRAM INC  
 DBA ALLIANCE WORK PARTNERS  
 2525 WALLINGWOOD DR  
 AUSTIN TX 787466900  
 United States

**Ship To:** 1P42 - Human Resources Division  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Ship To Attention:** Robin S Lovelace  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1741847991 5 001

**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:**

This is a continuation of PO #0000011544

Employee assistance programs require specialized skills and credentialed professionals such as psychologists, therapists, nutritionists. The TxDMV does not employ such personnel. The State Employees Health Fitness and Education Act of 1983, Government Code 664.004, authorizes state agencies to use funds for health fitness education and activities; or other costs related to health fitness. An employee assistance program would provide counseling, education programs and other tools to promote the physical and mental well-being of state employees.

EAP services provide employees resources to cope with personal issues, that if not addressed, can negatively impact productivity and job performance of the employee as well as the employee's colleagues.

Original period service of 2 years, 01/01/2017 - 12/31/2018, with two (2) two-year extensions

1st Renewal: 01/01/2019 - 12/31/2020

2nd Renewal: 01/01/2021 - 12/31/2022

Extension: 01/01/2023 - 12/31/2023

**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).

**Authorized Signature**

09/19/2023



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**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>.

HR Director, Cynthia Mendoza  
 512-465-4245  
 cynthia.mendoz@txdmv.gov

HR Specialist, Margaret Barker  
 512-465-4134  
 Margaret.Barker@txdmv.gov

Vendor Contact  
 Alliance Work Partners  
 Scott Terres  
 800-522-0550  
 sterres@alliancewp.com

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Employee Assistance Program Extension	30901	952/38	4.0000	EA	\$1,142.35000	\$4,569.40	09/21/2023
							<b>Schedule Total</b>	<input type="text" value="\$4,569.40"/>
					<b>ReqID:</b>			
					0000014043			
Contract Extension: 09/01/2023 - 12/31/2023								
							<b>Item Total for Line # 1</b>	<input type="text" value="\$4,569.40"/>
							<b>Total PO Amount</b>	<input type="text" value="\$4,569.40"/>

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

09/19/2023