



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000013519
 Purchase Order Change Notice (# 3)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 10/19/2023 **PO End Date:** 07/31/2024 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 05/31/2024
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: 1P12 - Finance Admin Services
 4000 Jackson Avenue
 Austin TX 78731
 United States

Ship To Attention: Monica C Hernandez
Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1741976051 1 200

Purchaser: Quynh-Nhi Ge
Phone: 512/465-4193
Fax: 512/465-5641

Bill To Fax:

Email: Nhi.Ge@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN# 3 - by Nhi Ge, 05/31/2024
 Added line 4 for additional FY24 hours.
 Term end date updated to 06/31/2024
 Changed buyer from Mandy Maxwell to Nhi Ge
 All other information remains the same

POCN# 2 - by Mandy Maxwell, 04/10/2024
 Added line 3 for additional FY24 hours.
 Term end date updated to 05/31/2024
 All other information remains the same

POCN# 1 - by Mandy Maxwell, 12/29/2023
 Reduced hours on line one from 664 to actual hours worked, 253.
 Updated Term on line one to 10/23/2023 - 12/15/2023.
 Added line two for remaining hours of 411 for new resource Christina Carter
 Updated TxDMV Timecard approver
 All other information remains the same.

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

Authorized Signature

05/31/2024



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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>.

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

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 or Class C 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.

Name of Personnel: Christina Carter
Term: 06/01/2024 - 07/31/2024
Job Class Code: 1976
Contract Specialist I
Billing Rate Level: Experienced
Estimated Number of Hours: 1280 hours
Highway District 14

Name of Personnel: Christina Carter
Term: 02/01/2024 - 05/31/2024
Job Class Code: 1976
Contract Specialist I
Billing Rate Level: Experienced
Estimated Number of Hours: 691 hours
Highway District 14

Name of Personnel: Colleen Martin
Term: 10/23/2023 - 12/15/2023
Job Class Code: 1976
Contract Specialist I
Billing Rate Level: Experienced
Estimated Number of Hours: 253 hours
Highway District 14

Work Location: Texas Department of Motor Vehicles
4000 Jackson Avenue
Austin, TX 78731

Timecard Approver: David Schoettle
Email: david.schoettle@txdmv.gov
Phone: (512) 465-4100

Contract Monitor: Donny Ruemke
Donny.Ruemke@TxDMV.gov
512-465-4089

TxDmv Contact: Monica Hernandez
Phone: 512/465-1261
Email: monica.hernandez@txdmv.gov

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05/31/2024



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Vendor Contact: Dan Whiddon
 Email: dan.whiddon@peakperformers.org
 Phone: (512) 730-3164
 Phone: (512) 858-8718

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Contract Specialist I	31102	962/69	253.0000	HR	\$46.73000	\$11,822.69	10/23/2023
							Schedule Total	\$11,822.69
Contract ID: 0000013519					ReqID: 0000014152			
Name of Personnel: Colleen Martin Term: 10/23/2023 - 12/15/2023 Job Class Code: 1976 Contract Specialist I Billing Rate Level: Experienced Estimated Number of Hours: 664 hours Highway District 14								
Work Location: Texas Department of Motor Vehicles 4000 Jackson Avenue Austin, TX 78731								
							Item Total for Line # 1	\$11,822.69

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Contract Specialist I	31102	962/69	411.0000	HR	\$46.73000	\$19,206.03	12/29/2023
							Schedule Total	\$19,206.03
Contract ID: 0000013519					ReqID: 0000014152			
Name of Personnel: Christina Carter Term: 02/01/2024 - 04/11/2024 Job Class Code: 1976 Contract Specialist I Billing Rate Level: Experienced Estimated Number of Hours: 411 hours Highway District 14								
							Item Total for Line # 2	\$19,206.03

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05/31/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Contract Specialist I	31102	962/69	280.0000	HR	\$46.73000	\$13,084.40	04/10/2024
							Schedule Total	\$13,084.40
Contract ID: 0000013519					ReqID: 0000014841			
Name of Personnel: Christina Carter Term: 04/11/2024 - 05/31/2024 Job Class Code: 1976 Contract Specialist I Billing Rate Level: Experienced Estimated Number of Hours: 411 hours Highway District 14								
							Item Total for Line # 3	\$13,084.40

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Contract Specialist I	31102	962/69	336.0000	HR	\$46.73000	\$15,701.28	05/31/2024
							Schedule Total	\$15,701.28
Contract ID: 0000013519					ReqID: 0000015091			
Name of Personnel: Christina Carter Term: 06/01/2024 - 07/31/2024 Job Class Code: 1976 Contract Specialist I Billing Rate Level: Experienced Estimated Number of Hours: 336 hours Highway District 14								
							Item Total for Line # 4	\$15,701.28

Total PO Amount **\$59,814.40**

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.

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

Authorized Signature

05/31/2024