



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 20-0002338

Payment Terms: **N/A** Freight Terms: **N/A** Ship Via: **N/A** PCC: **I** Date: **11/19/19** PO Method: **IT** Dispatch: **Dispatch Via Print** Rev Dt:

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

Vendor: VERTOSOFT LLC
 19592 GLASTONBURY LN
 LEESBURG VA 20175-7204
 United States

Ship To: Texas Workforce Commission
 101 E 15TH ST
 RM 466
 AUSTIN TX 78778-0001
 United States

Bill To: APPO@twc.state.tx.us or
 Texas Workforce Commission
 101 E 15TH ST
 RM 446
 AUSTIN TX 78778-0001
 United States

Vendor ID: 1813911287
Purchaser: Dawn G Smith
Phone: 512/936-3481
Fax: 512/475-3502
Email: gaye.smith@twc.state.tx.us

TWC Prefers Electronic Submission

PO Information:
 DIR GoDirect: DIR-TSO-4227
 Quote #3678 dated 8/15/2019
 Contract Term 12/10/2019-12/09/2020
 TWC POC: Leo Paterra (512) 475-3010

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Software Subscription Renewal - Workiva Wdesk (Vertosoft)	208/37	1.0000	YR	\$48,360.00000	\$48,360.00	11/19/2019
						Schedule Total	\$48,360.00
Contract ID: 3120ADM047				ReqID: 0000024074			
						Item Total for Line # 1	\$48,360.00

Total PO Amount **\$48,360.00**

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.

Authorized Signature

11/19/2019



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IMPORTANT CONDITIONS OF ORDER

This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.

- * PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.
- * ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.
- * Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.

Tax Exempt ID -742764775.

STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Authorized Signature

A handwritten signature in blue ink that reads "Glenn Smith".

11/19/2019