



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0001312  
Purchase Order Change Notice (# 1)

Page: 1 of 2

**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 11/15/2024 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 12/04/2024

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

**Vendor:** AMERICAN INSTITUTE FOR CHARTERED PROPERT  
DBA THE INSTITUTES  
720 PROVIDENCE RD STE 100  
MALVERN PA 19355-3449  
United States

**Ship To:** Texas Workforce Commission  
2810 E MLK JR BLVD  
AUSTIN TX 78702-1544  
United States

**Bill To:** APPO@twc.texas.gov or  
Texas Workforce Commission  
101 E 15TH ST  
RM 470  
AUSTIN TX 78778-0001  
United States

**Vendor ID:** 1231352012 004

**Purchaser:** Rubyna M Ochoa  
**Phone:** (737) 295-0317

**Fax:**  
**Email:** rubyna.ochoa@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

POCN 1 done to make changes on vendor ID - RO 12/4/24

Advance Payment Needed

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less.

Per [AMERICAN INSTITUTES FOR RESEARCH] corresponding Invoice attached in PO file dated 11/15/2024.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01-30-24 ( ATTACHMENT I) apply to this order.

**TWC POC -**

Name: Rose Kleefman  
Tel: +1 (737) 329-6641  
E-mail: rose.kleefman@twc.texas.gov

**Vendor Contact-**

Name: Tracie Baugher  
Tel: (610) 644-2100 ext. 7653  
E-mail: Unknown

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager listed above. PDF or Word Documents are only accepted. All Invoices must include reference to TWC Internal PO.

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 must be in the scope of original work. No verbal change orders will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by Purchasing HUB Services.

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

12/04/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	101 Online training w/Exam Prep	13802	924/20	1.0000	EA	\$329.00000	\$329.00	11/29/2024
							<b>Schedule Total</b>	\$329.00
							<b>Item Total for Line # 1</b>	\$329.00
2-1	Virtual Exam	13802	924/20	1.0000	EA	\$159.50000	\$159.50	11/29/2024
							<b>Schedule Total</b>	\$159.50
							<b>Item Total for Line # 2</b>	\$159.50
							<b>Total PO Amount</b>	\$488.50

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.

**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

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

12/04/2024