



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0002234
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:** 02/14/2025 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 02/18/2025

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

Vendor: KNOWBILITY INC
1033 LA POSADA DR STE 307
AUSTIN TX 78752-3824
United States

Ship To: Texas Workforce Commission
4405 SPRINGDALE RD
RM 274M
AUSTIN TX 78723
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: 1742902291 000

Purchaser: MaryLou Ochoa

Phone:

Fax:

Email: marylou.ochoa@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

POCN1 Changed the Due Date to 5/15/2025. APPO received error message "The Service Date is outside of the project's start/end dates". 2/18/25 mlo

ADVANCE PAYMENT REQUIRED

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

Invoice No. INV-8MMAJWL8

Invoice No. INV-E3AV2N34

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 11/19/2024 (ATTACHMENT I) apply to this order.

Accessibility conference being held May 13-15, 2025.

Payment due date: February 19 (Early Bird)

TWC Contact:

Name: Kaila Cumby

Tel: (737) 667-5420

E-mail: kaila.cumby@twc.texas.gov

Vendor Contact:

Name: Knowability, Inc.

Tel:

E-mail:

Submit invoices via email to APPO@TWC.texas.gov and the TWC Contact 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.

Ship to Comments:

Signature on File



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Lindsey Villalpando General Conference (Early Bird)	13800	963/64	1.0000	LOT	\$545.00000	\$545.00	05/15/2025
							Schedule Total	\$545.00
							Item Total for Line # 1	\$545.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Scott Beckett General Conference (Early Bird)	13050	963/64	1.0000	LOT	\$545.00000	\$545.00	05/15/2025
							Schedule Total	\$545.00
							Item Total for Line # 2	\$545.00
							Total PO Amount	\$1,090.00

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.

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.