



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0002244

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**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** F **PO Date:** 02/14/2025 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**

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

**Vendor:** AMERICAN SOCIETY FOR TRAINING AND  
DBA ASSOCIATION FOR TALENT DEVELOPMENT  
PO BOX 200212  
PITTSBURGH PA 15251-0212  
United States

**Ship To:** Texas Workforce Commission  
1411 BRAZOS ST  
ANNEX 0224  
AUSTIN TX 78778-0001  
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:** 1390852310 009

**Purchaser:** MaryLou Ochoa

**Phone:**

**Fax:**

**Email:** marylou.ochoa@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Per Association for Talent Development corresponding Quote No. 12142605-020725 dated 02/07/2025.

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

This purchase is according to Delegated purchases of goods between \$10,000.01 and \$25,000 per 34 Texas Administrative Code § 20.82.

**EVENT LOCATION:**

Walter E. Washington Convention Center  
801 Allen Y. Lew Place NW  
Washington, DC 20001

**EVENT DATES:** 05/18/2025 - 10/21/2025

**TWC Contact:**

Name: Frances Cruz  
Phone: (512) 936-3557  
Email: frances.cruz@twc.texas.gov

**Vendor Contact:**

Name:  
Tel: (703) 683-8100  
E-mail: customercare@td.org

Submit invoices via email to APPO@TWC.texas.gov and the TWC Contact listed above. PDF or Word Documents only are 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	██████████ attending the ATD 2025 Conference	13069	963/64	1.0000	EA	\$1,795.00000	\$1,795.00	02/14/2025
							Schedule Total	\$1,795.00
							ReqID:	0000050823
							Item Total for Line # 1	\$1,795.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	██████████ attending the ATD 2025 Conference on 05/18/2025-05/21/2025	13069	963/64	1.0000	EA	\$1,795.00000	\$1,795.00	02/14/2025
							Schedule Total	\$1,795.00
							ReqID:	0000050823
							Item Total for Line # 2	\$1,795.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	██████████ attending the ATD 2025 Conference on 05/18/2025-05/21/2025	13069	963/64	1.0000	EA	\$1,795.00000	\$1,795.00	02/14/2025
							Schedule Total	\$1,795.00
							ReqID:	0000050823
							Item Total for Line # 3	\$1,795.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	██████████ attending the ATD 2025 Conference on 05/18/2025-05/21/2025	13069	963/64	1.0000	EA	\$1,795.00000	\$1,795.00	02/14/2025
							Schedule Total	\$1,795.00
							ReqID:	0000050823
							Item Total for Line # 4	\$1,795.00



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	attending the ATD 2025 Conference on 05/18/2025-05/21/2025	13069	963/64	1.0000	EA	\$1,795.00000	\$1,795.00	02/14/2025
							<b>Schedule Total</b>	\$1,795.00
							<b>Item Total for Line # 5</b>	\$1,795.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	attending the ATD 2025 Conference on 05/18/2025-05/21/2025	13069	963/64	1.0000	EA	\$1,795.00000	\$1,795.00	02/14/2025
							<b>Schedule Total</b>	\$1,795.00
							<b>Item Total for Line # 6</b>	\$1,795.00
							<b>Total PO Amount</b>	\$10,770.00

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.