



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0003060

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Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 04/28/2025 **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: REED GROUP LTD
10355 WESTMOOR DR STE 200
WESTMINSTER CO 80021-2599
United States

Ship To: Texas Workforce Commission
4405 SPRINGDALE RD
RM 144T
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: 1840733950 001

Purchaser: Michael Kagan
Phone: (737) 400-5664
Fax:
Email: michael.kagan@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

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

Reed Group dba alight Invoice # 1US35-0002023 dated 3/28/25

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 2/19/25 (ATTACHMENT 1) apply to this order.

TWC Contact Name: Jonas Schwartz
E-mail: jonas.schwartz@twc.texas.gov

Vendor Contact
Name: Mike Gardner
Tel: 720-429-7961
E-mail: MGardner@MDGuidelines.com
VIN: 1840733950

Submit invoices via email to APPO@TWC.texas.gov. 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.

PO 25-0003060 Divestment Statue

Email to Vendor 4-28-25

PO 25-0003060 PCC E Checklist

PO 25-0003060 PR Requisition

PO 25-0003060 PR Approval

PO 25-0003060 Quote

Purchase Order 25-0003060

PO 25-0003060 Vendor Compliance Checklist

Terms and Condition

Ship to Comments:

ONLINE MD GUIDELINES SERVICES FOR NOW UNTIL AUGUST 31, 2025
POC: MIKE GARDNER; 720-429-7961; MGardner@MDGuidelines.com

Signature on File



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	ONLINE MD GUIDELINES (2025)	13060	715/47	11.0000	EA	\$845.00000	\$9,295.00	04/28/2025
							Schedule Total	\$9,295.00
							Item Total for Line # 1	\$9,295.00
							Total PO Amount	\$9,295.00

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.