



Procurement and Contracts
Texas SmartBuy PO # 25137693
Business Unit # 320AD
Purchase Order # 25-0003278

Page: 1 of 2

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 05/15/2025 **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: WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 78751-1703
United States

Ship To: Texas Workforce Commission
2505 LAKEVIEW DR
STE 300
AMARILLO TX 79109-1523
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: 1741976051 001

Purchaser: MaryLou Ochoa

Phone:

Fax:

Email: marylou.ochoa@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

****DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25137693 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 05/15/2005) - FOR PAYMENT PROCESSING PURPOSES ONLY****

SET ASIDE: WORKQUEST: TX GOVT CODE §§ 2155.132 (F)(2), 2155.138, TX HUMAN RESOURCES CODE, § 122

TERM Contract 645-S1
Contract start date: 2/1/2002
Contract end date: 11/30/2026

Delivery Terms: 20 Days ARO

TWC Contact:
Name: Vicke Haskins
Phone: (866) 630-3739 x5252
Email: vicke.haskins@twc.texas.gov

Vendor Contact:
Name: WorkQuest, Inc.
Phone: (512) 451-8145
Email: customerservice@workquest.com

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager 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 will 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 Procurement Contract Services.

Authorized Signature

Signature on File

Authorized Signature