



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0002358  
 Purchase Order Change Notice (# 2)

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **PO Date:** 01/29/2024    **PO End Date:**    **PO Method:** PB    **Dispatch:** Dispatch Via Print    **Rev Dt:** 02/14/2024

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

**Vendor:** NATIONAL FEDERATION OF THE BLIND  
 200 E WELLS ST AT JERNIGAN PL  
 BALTIMORE MD 21230  
**United States**

**Ship To:** Texas Workforce Commission  
 4800 N LAMAR BLVD  
 AUSTIN TX 78756  
 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:** 1020259978 000

**Purchaser:** Anna James

**Phone:**

**Fax:**

**Email:** anna.mccorkle@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

These items will be used by students learning to use and read braille.  
 34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less.

Per [NATIONAL FEDERATION OF THE BLIND] corresponding to quote attached dated 01/25/2024.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 10/25/2023 (ATTACHMENT I) apply to this order.

\*\*\*\*\* PLEASE DO NOT SUBSTITUTE\*\*\*\*\*

Contact:  
 LaToya Jackson  
 512-377-0300/512-377-0349  
 latoya.jackson@twc.texas.gov

Delivery Address  
 Criss Cole Rehabilitation Center  
 Attn Latoya Jackson  
 4800 N Lamar Blvd  
 Austin, Texas 78756

Vendor  
 Vendor ID: 1020259978  
 Ellen Ringlein  
 Manager, Independence Market  
 410- 659-9314, extension 2421  
 ERinglein@nfb.org  
 independencemarket@nfb.org

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above 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.

POCN 1 - Cancel line 1 per request from Purchaser dated. 02/14/2024. dwr.  
 POCN 2 - Added line 4 5 and increased shipping and handling. 02/15/2024 AMJ

**Authorized Signature**

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**02/15/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Canceled - Item # LSA111B THE MCDUFFY READER: A BRAILLE PRIMER FOR ADULTS (UEB EDITION) (BRAILLE)	13060	785/17	27.0000	EA	\$0.00000	\$0.00	02/09/2024
							Schedule Total	\$0.00
							ReqID:	0000045989
							Item Total for Line # 1	\$0.00
2-1	Handling Fee	13060	962/86	1.0000	EA	\$25.00000	\$25.00	02/09/2024
							Schedule Total	\$25.00
							ReqID:	0000045989
							Item Total for Line # 2	\$25.00
3-1	Shipping Fee	13060	962/86	1.0000	EA	\$167.01000	\$167.01	02/09/2024
							Schedule Total	\$167.01
							ReqID:	0000045989
							Item Total for Line # 3	\$167.01
4-1	Item # LSA111B THE MCDUFFY READER: A BRAILLE PRIMER FOR ADULTS (UEB EDITION) (BRAILLE)	13060	005/05	50.0000	EA	\$20.00000	\$1,000.00	02/14/2024
							Schedule Total	\$1,000.00
							ReqID:	0000045989
							Item Total for Line # 4	\$1,000.00

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

02/15/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Item# LSA26B AMERICAN ACTION FUND HANDBOOK OF BRAILLE	13060	005/05	20.0000	EA	\$10.00000	\$200.00	02/22/2024
							<b>Schedule Total</b>	<input type="text" value="\$200.00"/>
					<b>ReqID:</b> 0000045989			
							<b>Item Total for Line # 5</b>	<input type="text" value="\$200.00"/>
							<b>Total PO Amount</b>	<input type="text" value="\$1,392.01"/>

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 Babley, CTCD, CTCM*  
 Sonya Babley, CTCD, CTCM  
 02/15/2024