



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0004201

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: D PO Date: 07/08/2024 PO End Date: PO Method: IT Dispatch: Dispatch Via Print Rev Dt:

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

Vendor: COMMUNICATION BY HAND LLC
PO BOX 9064
AUSTIN TX 78766-9064
United States

Ship To: Texas Workforce Commission
101 E. 15TH ST RM 370
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: 1461814240 001

Purchaser: Kelly A Hall
Phone: (737) 667-5150
Fax:
Email: kelly.hall@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01/30/2024 (ATTACHMENT I) apply to this order.

This purchase is according to Delegated AIS not on DIR contract per 34 Texas Administrative Code § 20.391.

Vocational Rehabilitation Contract Oversight and Support staff is requesting 1.0 hr. of ASL translation services during a TEAMS video call on September 17, 2024, from 11:00am - 12pm CST.

State Agencies are granted an exemption from the statutory requirement to purchase IT commodities through a DIR contract for procurements not to exceed \$10,000. In other words, State Agencies may purchase IT commodity items outside of the DIR Cooperative Contracts program if the purchase does not exceed \$10,000.

Contract Manager:
Name: Lakisha McClendon
Tel: +1 (737) 667-5922
E-mail: lakisha.mcclendon@twc.texas.gov

Vendor Contact:
Name: Customer Service
Tel: (512) 467-1917
E-mail: terp@cbhand.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 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."

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

07/08/2024



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| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|-----------|--------------------------------|-------|-------------|-----------|------|-----------------------------|--------------------------------|---------------------------------------|
| 1-1 | 5495 ASL Interpreting Services | 13060 | 961/92 | 1.0000 | HR | \$110.25000 | \$110.25 | 07/31/2024 |
| | | | | | | | Schedule Total | <input type="text" value="\$110.25"/> |
| | | | | | | ReqID: 0000048094 | | |
| | | | | | | | Item Total for Line # 1 | <input type="text" value="\$110.25"/> |

Total PO Amount

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

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07/08/2024