



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0002174

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 01/16/2024 **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: DISPUTE RESOLUTION CENTER
5407 N IH 35 STE 410
AUSTIN TX 78723
United States

Ship To: Texas Workforce Commission
101 E 15TH ST
RM 154
AUSTIN TX 78701-1442
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: 1742255055 000

Purchaser: Delight K Dehorty
Phone: (737) 249-0658

Fax:
Email: delight.dehorty@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.

Per DISPUTE RESOLUTION CENTER corresponding Course Information Sheet.

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

40 Hour Online Mediation Training:
June 12-19, 2024

Requester-
Name: Thelma Villanueva
Tel:
E-mail: thelma.villanueva@twc.texas.gov

Vendor Contact-
Name: Customer Service
Tel: 512-371-0033
E-mail:

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

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

01/16/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Online Mediation Training - Sabrina Pena (33558)	13034	963/64	1.0000	EA	\$950.00000	\$950.00	06/19/2024
	June 12,13,14,18,19, 2024							
							Schedule Total	<input type="text" value="\$950.00"/>
						ReqID: 0000045800		
							Item Total for Line # 1	<input type="text" value="\$950.00"/>
2-1	Online Mediation Training - Joe Rosser (21146)	13034	963/64	1.0000	EA	\$950.00000	\$950.00	06/19/2024
	June 12,13,14,18,19, 2024							
							Schedule Total	<input type="text" value="\$950.00"/>
						ReqID: 0000045800		
							Item Total for Line # 2	<input type="text" value="\$950.00"/>
3-1	Online Mediation Training - Rose Munday (18682)	13034	963/64	1.0000	EA	\$950.00000	\$950.00	06/19/2024
	June 12,13,14,18,19, 2024							
							Schedule Total	<input type="text" value="\$950.00"/>
						ReqID: 0000045800		
							Item Total for Line # 3	<input type="text" value="\$950.00"/>
							Total PO Amount	<input type="text" value="\$2,850.00"/>

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.

Authorized Signature
Sonya Bebley, CTCD, CTCM
 Sonya Bebley, CTCD, CTCM
 01/16/2024



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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 Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

01/16/2024