

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000304527</b>
If advertised by informal bid, Invitation for Offer, or Request for Proposal; all specifications, terms, and conditions set forth in the advertisement and vendor's conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements.			<b>Date</b> 11/07/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b>  <b>Page</b> 1
		<b>Ship To:</b>	6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

**Vendor:** 1810763727 6  
YELLOWBOOK-CPE LLC  
PO BOX 5857  
LAGO VISTA TX 786450028  
United States

**Bill To:** Invoice-HHSC Accounting  
HEALTH & HUMAN SERVICES COMMISSION  
4601 W Guadalupe St  
Austin TX 78751  
United States

**Fax:** 512/424-6901  
**Email:** HHSC\_AP@hhsc.state.tx.us

**Purchaser:** Hanna, Mary Beth

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 funding  
SP/E  
Requisition 211279 Pricing per attached quote; 3174; 20739; 20892; 3139; 3173; 3175

Attached Terms and Conditions apply to this Purchase Order.

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature and may be canceled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods/services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods and/or services ordered and received by the agency. Any funds not utilized by 08-31-2023 are automatically canceled.

Vendor contact  
Kim Lawrence  
979-493-5569  
kim@yellowbook-cpe.com

Agency contact  
Victoria Olivarez  
512-407-3265  
Victoria.Olivarez@hhs.texas.gov

PCS contact  
Mary Beth Hanna, CTCD, CTCM  
512-406-2544  
MaryBeth.Hanna@hhs.texas.gov

1-1	Creating a Productive Auditor & Auditee Relationship Bundle	924-16	1.00	EA	175.00000	\$175.00	11/07/2022
<b>Schedule Total</b>						\$175.00	
<b>Item Total for Line 1</b>						\$175.00	
2-1	Outlook Email Mastery for Government Auditors	924-16	1.00	EA	120.00000	\$120.00	11/15/2022
<b>Schedule Total</b>						\$120.00	

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<b>Item Total for Line 2</b>							\$120.00
3-1	Audit Documentation Review Workshop i January 2023	924-16	2.00	EA	800.00000	\$1,600.00	12/05/2022
<b>Schedule Total</b>							\$1,600.00
<b>Item Total for Line 3</b>							\$1,600.00
4-1	The GAO's Green Book i Video Course	924-16	1.00	EA	100.00000	\$100.00	11/07/2022
<b>Schedule Total</b>							\$100.00
<b>Item Total for Line 4</b>							\$100.00
5-1	Virtual Audit Bootcamp	924-16	1.00	EA	800.00000	\$800.00	11/07/2022
<b>Schedule Total</b>							\$800.00
<b>Item Total for Line 5</b>							\$800.00
<b>Total PO Amount</b>							\$2,795.00

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No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services Commission reserves the right to purchase elsewhere and charge an increased cost and handling to contractor.

Over shipments will not be accepted unless authorized by Buyer prior to shipment. The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the Health & Human Services Commission and Contractor to attempt to resolve all disputes arising under the contract.

Performance under this purchase order is acceptance of the attached affirmations and terms and conditions.

**Authorized By**

*Mary Beth Hanna, CRED, CTEM*

**11/07/2022**