



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 23-0003688

Payment Terms: N/A    Freight Terms: N/A    Ship Via: N/A    PCC: E    Date: 05/08/23    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: REED GROUP LTD  
10355 WESTMOOR DR STE 200  
WESTMINSTER CO 80021-2599  
United States

Ship To: Texas Workforce Commission  
4405 SPRINGDALE RD  
RM 144T  
AUSTIN TX 78723  
United States

Vendor ID: 1840733950

Purchaser: Michael Kagan  
Phone: (737) 400-5664  
Fax:  
Email: michael.kagan@twc.texas.gov

Bill To: APPO@twc.texas.gov or  
Texas Workforce Commission  
101 E 15TH ST  
RM 470  
AUSTIN TX 78778-0001  
United States

TWC Prefers Electronic Submission

**PO Information:**

Quote # 43239Q

Term: 03/31/2023 - 03/31/2024

Delegated purchase \$10,000 or less

POC - Jonas Schwartz  
(512) 936-3533  
jonas.schwartz@twc.texas.gov

MD Guidelines Subscription Renewal and justification. Medical Disability Guidelines or MD Guidelines, an online tool that provides comprehensive information about physical and mental conditions including, where applicable, color graphic depictions of body parts involved, typical symptoms, prognosis and expected return to work time frames, as well as work restrictions and work-place accommodations. See attachment for more information.

The first attachment is information about MD Guidelines. The second attachment is the invoice. The current rate for FY 2022 is \$8,500. The new rate for FY 2023 is \$9,295. This is an increase of \$795. The new rate takes effect in May or June 2023.

The change in the subscription structure The market rate is \$845 per user, per year. The VR rate is \$8.72 per user per year.. Currently there are 1,200 users on the VR subscription, and all registered users have unlimited access to MD Guidelines. This was the Enterprise subscription rate offered by the Reed Group developer of MD Guidelines. Starting with this renewal the enterprise rate is no longer available. The only rate available is the market rate of \$845 per user. In order to stay with in current procurement guidelines, the spot purchase must be under \$10,000. The new pricing structure will allow 11 users to have an account. I will work with the regions to determine how to distribute the users for best access by the field. Kevin Warren and I met with our account representative. This is our only option. The data from the Reed Group revealed that 20-30 users access the subscription on a regular basis.

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

05/08/2023



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Online MD Guidelines Enterprise 03/31/2023 03/31/2024	715/47	11.0000	EA	\$845.00000	\$9,295.00	05/08/2023
						<b>Schedule Total</b>	<b>\$9,295.00</b>
<b>ReqID:</b> 0000042096							
approval_and_Justification_MD_guidelines_renewal_.docx							
Please deliver subscription renewal notification to Jonas Schwartz, Mgr, VR- Specialized Services Stakeholder Relations Team and Jason Peters, Program Specialist, VRD-Specialized Services Stakeholder Relations Team, 1117 Trinity Street, Room 144T, Austin Texas 78701.							
MD Guidelines Annual Online Subscription Renewal Reed Group 10355 Westminster Dr. Westminster CO 80021 Tax ID Number: 84-0733950							
Salesman Contact: Mr. Michael Garner, Sr. Account Manager, MD Guidelines Email Address: mgarner@guidelines.com Day Phone: 720-279-3219 Mobile Phone: 720-429-7961 Company Email: MDGuidelines.com							
Customer Number: CUS09223 Invoice Number: 43239Q Invoice Amount: \$ 9295.00 (see attached invoice)							
Payment is for subscription renewal. Subscription is for one year							
						<b>Item Total for Line # 1</b>	<b>\$9,295.00</b>

**Total PO Amount** **\$9,295.00**

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.

**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  
**05/08/2023**