

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000293353
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.			Date 09/01/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1905 - Arlington:1301 S Bowen Rd HEALTH & HUMAN SERVICES COMMISSION 1301 S Bowen Rd Ste 200 Arlington TX 76013 United States
			Page 1

Vendor: 1741976051 1
WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
United States

Bill To: Invoice-DSHS Fiscal Claims
DEPARTMENT OF STATE HEALTH SERVICES
1100 W 49th St (RBB)
PO Box 149347
Austin TX 78756
United States

Fax: 512/458-7442
Email: invoices@dshs.texas.gov

Purchaser: Gomez,Hadassah-Natalia

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23funding
EX/0-TGC 2155.441, Managed Term Contract 962-S3
Requisition0000187060
PO Service Dates 09-01-2022 to 10-31-2022

Terms and Conditions per Managed Term Contract 962-S3 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.

Texas District: 02

Job classification: 0132
Job class title: Customer Service Representative II
Job skill level: Entry level
Temp: 1 Temp Staff Requested
Hours per week: 40
Estimated hours: 336

JOB DESCRIPTION: Answering phones line at PHR 2/3 headquarters, greet customers and direct to meeting space. Provide temporary badges to guest. Reserve state vehicles for staff and receive shipments. Maintain activity logs, data entry tracking room reservations. Make Announcements, routes mail and other correspondence. General clerical services.

Knowledge, Skills, and Abilities: MS office, use of multi-phone, communication, printers, scanners, email.

Service Period
Start date: 09/01/2022
End date: 10/31/2022

Hours: 08:00 AM to 05:00 PM
Days per week: Monday to Friday

Department: Regional administration
Street Address of Work Location: 1301 S. Bowen Rd
City/State/Zip: Arlington, Texas 76013
Bldg/Room#: Chase Building, 2nd Floor, suite 200

Supervisor Contact (Time card approval/resume reviewer/interviewer): Becky Earlie-Royer
Email: becky.earlieroyer@dshs.texas.gov

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Additional/Alternate Contact Name: Samuel Savala
Email: Samuel.savala@dshs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Jennifer Moore, Manager of Goodwill Staffing Services
Goodwill Industries of Fort Worth
Phone: 817-332-7866 x2066 Cell: 817-301-5861
Email: jmoore@goodwillfw.org
CC: tempservicepo@workquesttx.com

HHSC PCS Purchasing Contact: Hadassah Gomez
Phone: 512-406-2466
Email: Hadassah.Gomez@hhs.texas.gov

Reference FY22 PO 0000281906

1-1	Customer Service Representative II - Temporary services 9/1/2022 - 10/31/2022 (Entry Level)	962-69	336.00	HR	22.80000	\$7,660.80	09/01/2022
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Schedule Total	\$7,660.80
Item Total for Line 1	\$7,660.80
Total PO Amount	\$7,660.80

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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

Hadassah Gomez, CTID, CTM

07/12/2022