Health and Human Services Commission

Purchase Order

					Dispatch via Print		
Payment Te Net 30	erms Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order		HHSTX-3-0000293354		
specification	by informal bid, Invitation for Offer, or Re is, terms, and conditions set forth in the adv	ertisement and vendor's	Date 09/01/22	Revision Page 1			
conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements. All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Ship To:	6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States			
Vendor:	1741976051 1 WORKQUEST 1011 E 53RD 1/2 ST AUSTIN TX 787511703 United States		Bill To: Invoice-HHSC Accounting HEALTH & HUMAN SERVICES 4601 W Guadalupe St Austin TX 78751 United States		IAN SERVICES COMMISSION		
			Fax: Email:	512/424-6901 HHSC_AP@hhsc.	state.tx.us		
			Purchaser:	Gomez,Hadassa			
Line-Sch	Inventory Item ID - Line Description	Class/Item Quantity	UOM	PO Price	Extended Amt Due Date		

FY23funding EX/0-TGC 2155.441, Managed Term Contract 962-S3 Requisition0000188876 PO Service Dates 09-01-2022 to 08-31-2023

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: 14

Position #80155 Job classification: 0152 Job class title: Administrative Assistant II Job skill level: Expert Temp: 1 Temp Staff Requested Hours per week: 40 Estimated hours: 2080

JOB DESCRIPTION: Scheduling Consultative Examinations for the SSA Disability Program, performing follow-ups to verify attendance at appointments, answering a call center phone, computer data entry, and handling alerts for DDS. Person needs experience in using a multi-line phone, computer, printer, copier, and fax. Ability to work with large volumes of work, ability to maintain confidentiality, experience in an office setting, works well with others, and performs the job duties in a professional manner.

DDS employees perform all business functions for SSA, using the federal SSA network and equipment. Homeland Security Presidential Directive (HSPD)-12 security clearance is required.

Knowledge, Skills, and Abilities:

Knowledge of office practices and administrative procedures.

Skill in the use of standard office equipment and software.

Skill in establishing and maintaining effective working relationships with co-workers, supervisors, managers, other DDS, HHS, SSA employees and the public.

Ability to use Social Security Administration software system or a comparable system.

Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; and to communicate effectively.

Service Period Start date: 09/01/2022 End date: 08/31/2023

Hours: 8:00 AM to 5:00 PM

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Payment Terms Propagation Stage Variable Vari			i urchase			Dispa	atch via Prin	
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auranteer groub or services delivered meet or exceed numbered purchase order All shippeness, shipping pages, invoices, and correspondence must be identified with our Purchase Order Namber. Wendor: 17,1177,8111 United States Vendor: 17,1177,811 United States Vendor: 17,1177,811 United States Vendor: 17,1177,811,0178,011 United States Vendor: 17,1177,811,0178,0178,0178,0178,0178,017	If advertised by infor specifications, terms,	mal bid, Invitation for Offer, or Request and conditions set forth in the advertis	st for Proposal; all ement and vendor's	Date			Pag	
WORKQUEST AUSTIN IX 787511703 United States	spectrications, terms, and conductors set form in the advertisement and vendors' conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements. All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Ship To:	6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741			
Imail: HHSC_AP@thas.state.tx.us Image: Comez.Hadassah-Natalia Image: Comez.Hadassah-Natalia Image: Comez.Hadassah-Natalia Days per week: Monday - Friday Department: CESU Street Address of Work Location: HHSC.DDS 6101 E. Oltor St. City/State/Zitz Supervisor Contact (Time card approval/resume reviewer/interviewer): David Cruz Phone: 512-437-8030 Email: Supervisor Contact (Time card approval/resume reviewer/interviewer): David Cruz Phone: 512-437-8673 Supervisor Contact: Donna Aleman Phone: 512-437-8673 Email: Bone: Stort #3853 Email: Donna Aleman Second Fage #3853.00 Accounts: Payable Contact Name: Glorid Rodriguez Phone: 512-437-5021 Email: Email: Biothysica Email: Biothysica Email: Biothysica Email: Email: Biothysica Email: Email: Biothysica Email: Email: Biothysica Email: Biothysica Email: Email: Email: Email: Ema	WC 101 AU	PRKQUEST 1 E 53RD 1/2 ST STIN TX 787511703		Bill To:	HEALTH & HUMAN SERVICES COMMISSION 4601 W Guadalupe St Austin TX 78751			
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Line Sdi Inventory Item ID - Line Description Class/Item Quantity U/M PO Price Extended Aum Due date Days per week: Monday - Friday Department: CESU Street Address of Work Location: HHSC/DDDS 6101 E. Oltorf St. City/State/Zip: Austin, TX 78741 Supervisor Contact (Time card approval/resume reviewer/interviewer): David Cruz Phone: 512-437-8009 Email: david xru2 @ssa gov Agency Contact: Donna Aleman Phone: 512-437-8073 Email: Donda Aleman Phone: 512-437-8073 Email: Control Griguez @ssa.gov Accounts Payable Contact Name: Coria Rodriguez Phone: 512-437-8021 Email: Contact Accounting, Health Human Services Commission, 4601 W Guadalupe St, Austin, TX 78751 Robertori Wilh ava access to confidential information. Horeland Security Presidential Directive (HSPD)-12-security clearance is required. Phone: S12-437-8021 Supplic/Payee ID: 7141976051 Cytal Sater Address: Varid work MorkQuest Sater Address: Austin, TX 78751 Supplic/Payee ID: Supplic/Payee ID: 7141976051 Cytal E-Coninas <td></td> <td></td> <td></td> <td>Development</td> <td>Comoz Hadaaa</td> <td>h Notolio</td> <td></td>				Development	Comoz Hadaaa	h Notolio		
Days per week: Monday - Friday Department: CESU Street Address of Work Location: HHSC/DDS 6101 E. Ottof St. City/State/Zip: Austin, Tx 78741 Supervisor Contact (Time card approval/resume reviewer/Interviewer): David Cruz Phone: 512-437-8009 Email: david x.cruz@ssa.gov Agency Contact: Donna Aleman Phone: 512-437-8873 Email: Contact Ionna Aleman Phone: 512-437-8873 Email: Contact alemane: Gloria Rodriguez Phone: 512-437-8873 Email: Contact alemane: Gloria Rodriguez Phone: 512-437-5021 Email: Contact alemane: Gloria Rodriguez Phone: 512-437-5021 Email: Contact Name: Gloria Rodriguez Phone: 512-437-5021 Email: Contact Name: Gloria Rodriguez Phone: 512-437-5021 Email: Gloria.rodriguez@ssa.gov Accounts Payable Contact Name: Gloria Rodriguez Phone: 512-437-5021 Email: Gloria.rodriguez@ssa.gov Accounts Payable Contact Name: Gloria Rodriguez Phone: 512-437-5021 Email: Gloria.rodriguez@ssa.gov Accounts Payable Contact Name: Gloria Rodriguez Phone: 512-437-5021 Email: Gloria.rodriguez@ssa.gov Accounts Payable Contact Name: Gloria Rodriguez Phone: 512-437-5021 Email: Confidential Information. Homeland Security Presidential Directive (HSPD)-12-security clearance is required. Please send all invoices to Disability Determination Services, PO Box 149198, Austin, TX 78714-9198 for authorization Vendor: WorkQuest Address: 1011 E 53 12 St Austin, TX 78751 Supplier/Payee ID: 1741976051 CPA ID#: 84202 Jannifer Cortinas Phone: 732-09-7295 Email: Leans@sgtalentsolutions.com C: tempservicep@workquesttx.com HHSC PCS Purchasing Contact: Hadassah Gomez Phome: 512-406-2466 Email: Hadassah.Gomez@hhs.texas.gov Reference FY22 PO 0000276990	Line-Sch Invent	tory Item ID - Line Description	Class/Item Quantity				Due Date	
Awarded vendor will have access to confidential information. Homeland Security Presidential Directive (HSPD)-12-security clearance is required. Please send all invoices to Disability Determination Services, PO Box 149198, Austin, TX 78714-9198 for authorization Vendor: WorkQuest Address: 1011 E 53 1/2 St Austin, TX 78751 Supplier/Payee ID: 1741976051 CPA ID#: 84202 Jennifer Cortinas Phone: 737-209-7295 Email: Jennifer.cortinas@gsgtalentsolutions.com CC: tempservicepo@workquesttx.com HHSC PCS Purchasing Contact: Hadassah Gomez Phone: 512-406-2466 Email: Hadassah.Gomez@hhs.texas.gov Reference FY22 PO 0000276990	Phone: 512-437-8 Email: Donna.alen Accounts Payable Phone: 512-437-50 Email: Gloria.rodrig Invoice Address: H	873 nan@ssa.gov Contact Name: Gloria Rodriguez 021 guez@ssa.gov HSC Accounting, Health Human So	ervices Commission, 460	01 W Guadalupe St, A	ustin, TX 78751			
Vendor: WorkQuest Address: 1011 E 53 1/2 St Austin, TX 78751 Supplier/Payee ID: 1741976051 CPA ID#: 84202 Jennifer Cortinas Phone: 737-209-7295 Email: Jennifer.cortinas@gsgtalentsolutions.com CC: tempservicepo@workquesttx.com HHSC PCS Purchasing Contact: Hadassah Gomez Phone: 512-406-2466 Email: Hadassah.Gomez@hhs.texas.gov Reference FY22 PO 0000276990	Awarded vendor w	ill have access to confidential inform		uired.				
1-1 962-69 176.00 HR 37 15000 \$6 538 40 09/01/2022	Vendor: WorkQues Address: 1011 E 5 Austin, TX 78751 Supplier/Payee ID: CPA ID#: 84202 Jennifer Cortinas Phone: 737-209-72 Email: Jennifer.corr CC: tempservicepo HHSC PCS Purcha Phone: 512-406-24 Email: Hadassah.G	at 3 1/2 St 1741976051 295 tinas@gsgtalentsolutions.com @workquesttx.com asing Contact: Hadassah Gomez 66 Gomez@hhs.texas.gov	rvices, PO Box 149198,	Austin, TX 78714-919	8 for authorizatior	ו		
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Health and Human Services Commission

Purchase Order

Dispatch via Print Payment Terms Freight Terms Ship Via HHSTX-3-0000293354 Net 30 Prepaid & Allow BEST WAY **Purchase Order** If advertised by informal bid, Invitation for Offer, or Request for Proposal; all Date Revision Page specifications, terms, and conditions set forth in the advertisement and vendor's 09/01/22 3 conforming responses become a part of this numbered purchase order. Contractor Ship To: 6943 - Austin: 6101 E Oltorf guarantees goods or services delivered meet or exceed numbered purchase order HEALTH & HUMAN SERVICES COMMISSION requirements. 6101 E Oltorf All shipments, shipping papers, invoices, and correspondence must be identified Austin TX 78741 with our Purchase Order Number. United States Vendor: 17419760511 Bill To: Invoice-HHSC Accounting HEALTH & HUMAN SERVICES COMMISSION WORKOUEST 1011 E 53RD 1/2 ST 4601 W Guadalupe St AUSTIN TX 787511703 Austin TX 78751 United States United States Fax: 512/424-6901 HHSC_AP@hhsc.state.tx.us Email: Gomez, Hadassah-Natalia **Purchaser: Inventory Item ID - Line Description** UOM Line-Sch Class/Item Quantity PO Price Extended Amt **Due Date** Expert Schedule Total \$6,538.40 \$6,538.40 Item Total for Line 1 1904.00 37.15000 10/01/2022 2-1 962-69 HR \$70,733.60 10/1/2022-8/31/2023 Position 80155 Temp Svs, Administrative Assistant II Expert Schedule Total \$70,733.60 \$70,733.60 Item Total for Line 2 Total PO Amount \$77,272.00

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 Somey, CTCD, CTCM

07/06/2022