Purchase Order

Dispatch via Print

Dames and Ta		Chin Vin		Dispaten via i fint		
Payment Te Net 30	rms Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order	HHSTX-3-0000293444		
	1					
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			Date	Revision Page		
			09/01/22	1		
	responses become a part of this numbered p		Ship To:	1642 - Austin:1100 W 49th St (RDM) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (RDM) PO Box 149347 Ste 351		
	oods or services delivered meet or exceed r	umbered purchase order	-			
requirements						
	ts, shipping papers, invoices, and corresp	oondence must be identi	fied			
with our Pu	rchase Order Number.					
				Austin TX 78756		
				United States		
Vendor:	1741976051 1		Bill To:	Invoice-DSHS Fiscal Claims		
	WORKQUEST			DEPARTMENT OF STATE HEALTH SERVICES		
	1011 E 53RD 1/2 ST			1100 W 49th St (RBB)		
	AUSTIN TX 787511703			PO Box 149347		
	United States			Austin TX 78756		
				United States		
			Fax:	512/458-7442		
			Email:	invoices@dshs.texas.gov		
			Purchaser:	Muhammad, Demetta Jon 512/406-2423		
Line-Sch	Inventory Item ID - Line Description	Class/Item Quar	ntity UOM	PO Price Extended Amt Due Date		

Extension temps 1 RS V position and 1 Clerk III position FY23funding EX/0-TGC 2155.441, Managed Term Contract 962-S3 Requisition0000189302/ 0000189324 PO Service Dates 09/01/2022 to 08-31-2023

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

Job classification: 0059/0608 Job class title: Clerk III/Research Specialist V Job skill level: Experienced Temp: 2/ea Hours per week: 40 Estimated hours: 160/ea

JOB DESCRIPTION:

Clerk III

Performs complex (journey-level) clerical work for the Maternal Mortality and Morbidity Review Committee under supervision of the Manager of the Surveillance and Data Analytics Group in Maternal and Child Health Epidemiology. Work involves scanning confidential medical and legal records, assisting epidemiology staff in tracking records and record processes in a preexisting database, requesting medical and legal records with electronic fax software, conducting web searches and calling facilities and individuals to find contact information for records requests, contacting medical facilities, law enforcement agencies, and county offices via phone or email to follow up on records requests, filing records electronically and in filing cabinets, editing and encrypting electronic medical and legal records using Adobe Acrobat, assisting epidemiology staff in transferring files, collecting and sorting mail daily from the mai box, and assisting with record destruction. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

5. Knowledge, Skills, and Abilities: Knowledge of office procedures; of spelling, punctuation, grammar, and arithmetic; of business or program terminology, methods, and procedures; and of records administration and maintenance techniques and procedures. Skill in the use of a computer and office equipment. Ability to prepare and maintain

Purchase Order

Dispatch via Print Payment Terms Freight Terms Ship Via HHSTX-3-0000293444 Net 30 Prepaid & Allow BEST WAY Purchase Order If advertised by informal bid, Invitation for Offer, or Request for Proposal; all Page Date Revision specifications, terms, and conditions set forth in the advertisement and vendor's 09/01/22 2 conforming responses become a part of this numbered purchase order. Contractor Ship To: 1642 - Austin:1100 W 49th St (RDM) guarantees goods or services delivered meet or exceed numbered purchase order DEPARTMENT OF STATE HEALTH SERVICES requirements. 1100 W 49th St (RDM) All shipments, shipping papers, invoices, and correspondence must be identified PO Box 149347 with our Purchase Order Number. Ste 351 Austin TX 78756 United States Invoice-DSHS Fiscal Claims 17419760511 Bill To: Vendor: WORKQUEST DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (RBB) 1011 E 53RD 1/2 ST AUSTIN TX 787511703 PO Box 149347 United States Austin TX 78756 United States Fax: 512/458-7442 Email: invoices@dshs.texas.gov Muhammad, Demetta Jon 512/406-2423 Purchaser: Due Date Line-Sch **Inventory Item ID - Line Description** Class/Item UOM **PO Price Extended Amt** Quantity

records, files, and reports; to make arithmetic computations; and to communicate effectively.

Research Specialist V

Research Specialist V performs highly advanced (senior-level) research and epidemiological work. Postion reports to Manager of the Surveillance and Data Analytics Group within the Maternal and Child Health Epidemiology (MCH Epi) Unit. May supervise the work of Clerk III position as well as any other temp staff. Determines and reviews medical records requested to help determine if women were pregnant the year prior to their death among confirmed or unconfirmed cases. Develops and helps monitor the records database along with coordinating efforts to ensure accuracy of all entries. Reviews policies and procedures used in conducting and administering the teams Maternal Mortality and Morbidity Review Committee (MMMRC) activities and makes sure that the team follows appropriate policies and procedures. Plays a major role in supporting the Texas MMMRC by conducting statistical analysis using various data sources and clinical information for validation, thereby producing the most accurate results. Work is performed under minimal supervision with extensive latitude for the use of initiative and independent judgement. Other duties as assigned on other projects. 2

5. Knowledge, Skills, and Abilities: Knowledge of the principles and functions of public health.

Knowledge of laws and rules applicable to confidentiality and the management of protected health information.

Knowledge and experience with maternal and child health epidemiology.

Knowledge of advanced statistical techniques and methods.

Knowledge of statistical software, especially SAS, SPSS, and/or Stata, and Microsoft Office products, especially Word, Excel, Access, PowerPoint, and Outlook. Skill in effective verbal communication, including preparation and presentation of

complex data analysis. Ability to organize and present information effectively, both orally and in writing, to a

variety of audiences, including state and federal agency staff, legislators, and other stakeholders, which may require synthesis and translation of complex information into simpler terms.

Ability to develop and effectively deliver training and technical assistance about research/data methods and procedures.

Ability to work in collaboration with others as part of a team and to manage multiple deadlines.

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

Purchase Order

Dispatch via Print

specifications, terms, conforming responses guarantees goods or s requirements.	Freight Terms Prepaid & Allow nal bid, Invitation for Offer, or Re and conditions set forth in the adv	Ship Via BEST WA	Y	Durchass Ord			000202444
specifications, terms, conforming responses guarantees goods or s requirements.		aquast for Deres 1 1		Purchase Ord	er	HHSTX-3-0	000293444
guarantees goods or s requirements.		vertisement and vendor	r's	Date 09/01/22	Revision		Page 3
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:	DEPARTMENT 1100 W 49th St (PO Box 149347 Ste 351	Ste 351 Austin TX 78756		
WO1 1011 AUS	976051 1 RKQUEST E 53RD 1/2 ST TIN TX 787511703 ed 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: Email:	512/458-7442 invoices@dshs.te	exas.gov	
				Purchaser:	Muhammad,De	metta Jon 5	12/406-2423
Line-Sch Invento	ory Item ID - Line Description	Class/Item Q	uantity	UOM	PO Price	Extended Amt	
Street Address of W 1100 West 49th Str 13. City: Austin, TX 14. Bldg/Room#: M Supervisor Contact Regina Marshall 512-776-2609 regina.marshall@ds Additional Contact: Crystal Duhon 512-776-2104 crystal.duhon@dsh	nal and Child Health Epidemio /ork Location: eet 78610 353 (Time card approval/resume re shs.texas.gov						
Vendor: WorkQuest Address: 1011 E 53 Austin, TX 78751 Supplier/Payee ID: CPA ID#: 84202 Contact: Mike Pierr Phone: 512-834-82 Email:tempservicep	1/2 St 1741976051 Illa	a@workquesttx.com					
PCS Purchasing co Demetta Muhamma 512-406-2423 demetta.muhamma	d						
1-1 Clerk II	I	962-69	160.00	HR	31.47000	\$5,035.20	07/06/2022
				So	chedule Total	\$5,035.20	

Purchase Order

Dispatch via Print

Net 30 P If advertised by informal b specifications, terms, and c conforming responses becc guarantees goods or service requirements. All shipments, shipping p with our Purchase Order 17419760 Wendor: 17419760 WORKQ 1011 E 52	ome a part of this numbered p es delivered meet or exceed n papers, invoices, and corresp Number. 051 1 UEST 3RD 1/2 ST TX 787511703	ertisement and ve urchase order. Co umbered purchas	WAY al; all endor's ontractor se order	Purchase Date 09/01/22 Ship To:	Revision 1642 - Austin:1	· /	Page 2
Conforming responses becc guarantees goods or servic requirements. All shipments, shipping p with our Purchase Order Vendor: 17419760 WORKQ 1011 E 53 AUSTIN	ome a part of this numbered p es delivered meet or exceed n papers, invoices, and corresp Number. 051 1 UEST 3RD 1/2 ST TX 787511703	urchase order. Co umbered purchas	ontractor se order		DEPARTMENT 1100 W 49th St PO Box 149347 Ste 351	r of state healt (RDM))
WORKQ 1011 E 53 AUSTIN	UEST 3RD 1/2 ST TX 787511703		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. All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.				
	tates			Bill To:	Invoice-DSHS F DEPARTMENT 1100 W 49th St PO Box 149347 Austin TX 7875 United States	r of state healt (RBB)	H SERVICES
				Fax: Emai	512/458-7442 invoices@dshs.t	exas.gov	
Line-Sch Inventory I	tem ID - Line Description	Class/Item	Quantity	Purchaser UOM	Muhammad,De	emetta Jon 5 Extended Amt	12/406-2423 Due Date
Clerk III see attached amemo for ex see attached clerk III descr see attached financial breal see attached signature appr 2-1 Research Sp RS V See attached amemo exten see attached RS V descript	iption kdown roval ecialist V sion for 4 temps	962-69	160.00	Ite	m Total for Line 1 66.78000 Schedule Total	\$10,684.80	07/06/2022
see attached financial brea see attached signature appr 3-1		962-69	160.00	Ite	m Total for Line 2	\$10,684.80 \$10,684.80	09/01/2022
Research Sp	ecialist V				Schedule Total		
RS V See attached amemo exten see attached RS V descript see Attached financial brea see attached signature appr	ion akdown			Ite	m Total for Line 3	\$10,684.80	
4-1		962-69	160.00	HR	31.47000	\$5,035.20	09/01/2022

Purchase Order

Dispatch via Print

Payment Te	erms Freight Terms	Ship V	lia			2.004	
Net 30	Prepaid & Allow	BEST		Purchase Order		HHSTX-3-00	00293444
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			Date 09/01/22	Revision		Page 5	
guarantees go requirements All shipmen	oods or services delivered meet or e	Ship To:	DEPARTN	78756			
Vendor:	1741976051 1 WORKQUEST 1011 E 53RD 1/2 ST AUSTIN TX 787511703 United States			Bill To:	DEPARTM	78756	I SERVICES
				Fax: Email:	512/458-74 invoices@	442 dshs.texas.gov	
				Purchaser:	Muhamm	ad,Demetta Jon 51	2/406-2423
Line-Sch	Inventory Item ID - Line Descri	iption Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Clerk III			Sche	edule Total	\$5,035.20	
see attached see attached	amemo extension 4 temps Clerk III description financial breakdown signature approval			Item Total	for Line 4	\$5,035.20	
				Total P	O Amount	\$31,440.00	

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	
1 Operate mutannal	
fun a	
	<u>07/14/2022</u>