

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000293664
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 Page 1
			Ship To: 4551 - Austin:4301 N Lamar Blvd HEALTH & HUMAN SERVICES COMMISSION 4301 N Lamar Blvd Austin TX 78751 United States

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

Bill To: Invoice - HHSC
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
PO Box 149030
Austin TX 78751
United States

Fax: 512/438-2086
Email: HHSC_AP@hhsc.state.tx.us

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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FY23 funding
EX/0-TGC 2155.441, Managed Term Contract 962-S3
Requisition 0000191308
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

Job classification: 5406
Job class title: Social Worker IV
Job skill level: Expert
Temp: Catherine Nottebart
Hours per week: 40 Hrs
Estimated hours: 407

JOB DESCRIPTION: Expert level Quality Systems Oversight external reviewer audits the electronic medical record of all state hospitals.

Knowledge, Skills, Abilities: knowledge of state hospital policies, procedures, law, joint commission of hospital accreditation and conditions of participation for medicare standards.

TRAVEL NIGP 993-10

Travel expenses reimbursement is allowed for the completion of job duties. Such expenses shall not exceed the published State of Texas rates based on Texas Government Code Chapter 660, General Appropriations Act, Article IX, Part 5. Current rates can be found at the Texas Comptroller of Public Accounts State Travel Management Program (STMP) website.

When submitting an invoice for travel expenses, the Vendor must include all necessary documentation to support the invoiced amount.

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

Hours: 8:AM to 5:PM
Days per week: Mon-Fri (sometimes over weekend travel)

Department: HHSC HSCS State Hospital Section Quality Systems Oversight
Street Address of Work Location: 4110 Guadalupe Street

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City/State/Zip: Austin, TX 78714
Bldg/Room#: 552 124A
Worksite will also be each state hospital:
Austin State Hospital 4110 Guadalupe Street Austin, TX 78751
Big Spring State Hospital 1901 North Hwy 87 Big Spring, TX 79720
El Paso Psychiatric Center 4615 Alameda Avenue El Paso, TX 79905
Kerrville State Hospital 721 Thompson Drive Kerrville, TX 78028
North Texas State Hospital 6515 Kemp Blvd Wichita Falls, TX 76308
Rio Grande State Center 1401 Rangerville Harlingen, TX 78550
Rusk State Hospital 805 North Dickinson Drive Rusk, TX 75785
San Antonio State Hospital 6711 South New Braunfels, Suite 100 San Antonio, TX 78223-3006
Terrell State Hospital 1200 East Brin Terrell, TX 75160
Waco Center for Youth 3501 North 19th Street Waco, TX 76708

Supervisor Contact (Time card approval/resume reviewer/interviewer): Andrea Freeman
Phone: (512) 657-5149
Email: Andrea.Freeman@hhs.texas.gov
Additional Contact: Jo Ann Elliott
Phone: (512) 206-5035
Email: joann.elliott@hhs.texas.gov
Contact (if not the Supervisor for Time card approval): Peggy Perry
Phone: (512) 206-5184
Email: Peggy.Perry@hhs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Derek Rayborn, Director of Government Relations
Phone: 512-453-8833 Ext 101
Email: derek.rayborn@peakperformers.org
Contact: Paige O'Boyle, Talent Placement Specialist
Phone: 512-730-3162
Email: paige.oboyle@peakperformers.org
CC: tempservicepo@workquesttx.com

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

Reference FY22 PO 0000267648

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1-1	FY23 Temp Services, Catherine Nottebart, Social Worker IV, expert, District 14	962-69	432.00	HR	67.82000	\$29,298.24	09/01/2022
Schedule Total						\$29,298.24	
Item Total for Line 1						\$29,298.24	
2-1	Travel expense-As Needed Payable at published State of Texas Rate 56 cents per mile (Jan. 1 - Dec. 31, 2021)	962-69	1.00	LOT	12000.00000	\$12,000.00	09/01/2022
Schedule Total						\$12,000.00	
Item Total for Line 2						\$12,000.00	
Total PO Amount						\$41,298.24	

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, CTLD, CTCM

07/25/2022