

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-3-0000293671
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: 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 COMMISSION
4601 W Guadalupe St
Austin TX 78751
United States

Fax: 512/424-6901
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 0000198396
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 #80312
Job classification: 5617
Job class title: Interpreter II
Job skill level: Entry
Temp: Patrocinia Reyes
Hours per week: 40
Estimated hours: 2080

JOB DESCRIPTION: This is an Interpreter/Translator position which requires the following KSAs:
 Knowledge of English and Spanish at the level of educated native-born speakers, including a wide range of both technical and non-technical vocabulary, non-standard terminology, idiomatic phrases and foreign customs.
 Knowledge and application of research and analytical practices.
 Knowledge of general SSA regulations, policies and procedures relating to the processing of Social Security disability claims.
 Skill in the use of medical terminology, including outdated terminology, familiarity with seldom-used medical terms and procedures, and ability to determine the meaning of non-standard abbreviations used in medical reports.
 Skill in reading and analyzing complex medical records and materials, using ones own knowledge base of medical terminology, in Spanish and English to accurately reflect the intent of vague or sketchy medical reports.
 Skill in writing grammatically correct, accurate, and concise text in both Spanish and English.
 Skill in computer use, including word processing, databases, and information technology, including advanced skill in using the Internet to access and search on-line resources, such as technical glossaries.
 Ability to research unfamiliar areas to determine accurate idiomatic phrasing and terminology to describe new medical procedures.
 Ability to speak tactfully and effectively in English and Spanish with all levels of staff and the general public.
 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 English and Spanish at the level of educated native-born speakers, including a wide range of both technical and non-technical vocabulary, non-standard terminology, idiomatic phrases and foreign customs.

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 Skill in the use of medical terminology, including outdated terminology, familiarity with seldom-used medical terms and procedures, and ability to determine the meaning of non-standard abbreviations used in medical reports.
 Skill in reading and analyzing complex medical records and materials, using ones own knowledge base of medical terminology, in Spanish and English to accurately reflect the intent of vague or sketchy medical reports.
 Skill in writing grammatically correct, accurate, and concise text in both Spanish and English.
 Skill in computer use, including word processing, databases, and information technology, including advanced skill in using the Internet to access and search on-line resources, such as technical glossaries.
 Ability to research unfamiliar areas to determine accurate idiomatic phrasing and terminology to describe new medical procedures.
 Ability to speak tactfully and effectively in English and Spanish with all levels of staff and the general public.

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

Hours: 8:00 am to 5:00 pm
 Days per week: Monday-Friday

Department: TS
 Street Address of Work Location: HHS DDS 6101 E Oltorf Street
 City/State/Zip: Austin, TX 78741
 Bldg/Room#:

Supervisor Contact (Time card approval/resume reviewer/interviewer): Amelia Mendoza
 Phone: 512-437-8753
 Email: amelia.mendoza@ssa.gov
 Additional/Alternate Contact Name: Donna Aleman
 Phone: 512-437-8873
 Email: donna.aleman@ssa.gov
 Accounts Payable Contact Name: Gloria Rodriguez
 Phone: 512-437-5021
 Email: Gloria.rodriguez@ssa.gov
 Invoice Address: DDS.TX.S49.ESO@ssa.gov

Confidential Information:
 Awarded vendor will have access to confidential information.
 Homeland Security Presidential Directive (HSPD)-12 security clearance is required.

Please send all invoices to DDS.TX.S49.ESO@ssa.gov

Vendor: WorkQuest
 Address: 1011 E 53 1/2 St
 Austin, TX 78751

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Supplier/Payee ID: 1741976051
CPA ID#: 84202
Garrett Wilson, Senior Branch Manager, GSG Talent Solutions
Phone: 512-637-7199
Email: garrett.wilson@gsgtalentsolutions.com
Karin Wilcox, State Account Coordinator
Phone: 737-209-7290
Email: karin.wilcox@gsgtalentsolutions.com
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 0000267355

1-1	9/1/2022-9/30/2022 Position 80312 Temp Svs, Interpreter II Entry	962-69	176.00	HR	42.81000	\$7,534.56	09/01/2022
Schedule Total						\$7,534.56	
Item Total for Line 1						\$7,534.56	
2-1	10/01/2022-8/31/2023 Position 80312 Temp Svs, Interpreter II Entry	962-69	1904.00	HR	42.81000	\$81,510.24	10/01/2022
Schedule Total						\$81,510.24	
Item Total for Line 2						\$81,510.24	
Total PO Amount						\$89,044.80	

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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, CTLD, CTM

07/11/2022