

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-3-0000293802
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 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States
			Page 1

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
Requisition0000198730
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 #80923
Job classification: 0156
Job class title: Administrative Assistant IV
Job skill level: Experienced
Temp: 1 Temp Staff Requested
Hours per week: 40
Estimated hours: 522

JOB DESCRIPTION: The DST Technical Leader serves as team leader, directing, coaching, training, and guiding DSTs on performance. Conducts performance reviews, monitors the call center charts, documenting. Evaluating and identifying workflow issues to the DSM. Establishes standards for customer-focused communication and coordination within areas of responsibility, and keeps management apprised of any customer complaints. Assists the DSM in monitoring unit resources, including staffing levels, work and leave schedules, and communicates pertinent information to staff and the DSM and assess customer needs, researches requested information and provides a complete and accurate response. 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 Social Security Administration, State, and DDS regulations, policies, and procedures.
- Knowledge of office management principles, practices and administrative procedures.
- Knowledge of computer use, including SSA case management system or comparable software applications, to assign work, review performance, and evaluate workflow and case flow procedures.
- Skill in organizing job-related responsibilities, establishing priorities, and assigning, directing, and overseeing the work of others.
- Skill in gathering, organizing, and analyzing facts, producing data summaries, and developing and implementing solutions to work related problems.
- Skill in effective verbal and written communication.
- Ability to document, analyze and evaluate employee performance.
- Ability to train staff to achieve and maintain technical competence.
- Ability to handle confidential and sensitive issues and information appropriately.

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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: DDO/DO3
Street Address of Work Location: HHSC/DDS 6101 E Oltorf Street
City/State/Zip: Austin, Tx 78741
Bldg/Room#:

Supervisor Contact (Time card approval/resume reviewer/interviewer): Michael dela Rosa
Phone: 512-437-5167
Email: Michael.delarosa@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
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: 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

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Email: Hadassah.Gomez@hhs.texas.gov

Reference FY22 PO 0000273673

1-1	9/1/2022-9/30/2022 Position 80923 Temp Svs, Administrative Assistant IV Experienced	962-69	176.00	HR	39.90000	\$7,022.40	09/01/2022
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Schedule Total \$7,022.40

Item Total for Line 1 \$7,022.40

2-1	10/1/2022-8/31/2023 Position 80923 Temp Svs, Administrative Assistant IV Experienced	962-69	346.00	HR	39.90000	\$13,805.40	10/01/2022
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Schedule Total \$13,805.40

Item Total for Line 2 \$13,805.40

Total PO Amount \$20,827.80

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 Simey, CTLD, CCM

07/11/2022