

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

|  |   |                             |   |
|--|---|-----------------------------|---|
| <b>Payment Terms</b><br>Net 30   | <b>Freight Terms</b><br>Prepaid & Allow | <b>Ship Via</b><br>BEST WAY | <b>Purchase Order</b><br><b>HHSTX-3-0000293810</b>  |
| 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. |   |                             | <b>Date</b><br>09/01/22   |
| <b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>   |   |                             | <b>Revision</b><br>6943 - Austin:6101 E Oltorf<br>HEALTH & HUMAN SERVICES COMMISSION<br>6101 E Oltorf<br>Austin TX 78741<br>United States |
|  |   |                             | <b>Page</b><br>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  
Requisition0000198731  
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 #81821  
Job classification: 4465  
Job class title: Psychologist III  
Job skill level: Expert  
Temp: 1 Temp Staff Requested  
Hours per week: 40  
Estimated hours: 522

- JOB DESCRIPTION:** 1. Licensed as a psychologist by the State of Texas; AND EITHER Possess a doctorate degree in psychology from a program in clinical psychology of an education institution accredited by an organization recognized by the Council for Higher Education Accreditation, formerly the Council on Post-Secondary Accreditation; OR Be listed in a national register of health service providers in psychology which the Commissioner of Social Security deems appropriate; AND Possess two years of supervised clinical experience as a psychologist in health service, at least one year of which is post masters degree.
2. Skill in communicating both written and verbally, for understanding, to both medical professionals and lay-persons.
  3. Ability to use Social Security Administration software system or a comparable system.
  4. Ability to protect and safeguard confidential and sensitive personal, medical, and vocational information in accordance with federal and state mandates.
  5. Ability to interpret rules, regulations, policies, procedures, diagnostic evaluations and assessments.
  6. Exhibits a stable work history.

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:**  
Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.

Performs a full professional evaluation of the case, including the assessment of residual functioning capacity and, assess other specific medical issues, signing assessments and determinations as appropriate for all claim types/levels as assigned by the DDS. (25%)

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Assists Disability Specialists, as necessary, in determining whether proposed development seems likely to provide sufficient detail about the applicants impairment to complete the case to the extent necessary for a disability determination and evaluates the sufficiency of the evidence and need for further testing. (25%)

Establish standards for customer-focused communication and coordination within areas of responsibility and with all internal and external associates and customers. (20%)

Determines severity, whether the claimant meets or equals a listing, or for a Title XVI child whether the claimants impairment functionality equals the listings. (20%)

Acts as a liaison between the DDS and the medical community making psychologist-to-psychologist contacts to obtain or clarify medical evidence, as needed. (5%)

Participates in training and staff development for new and current adjudicative staff, and serves as a Subject Matter Expert when called upon to do so. (5%)

Performs other duties as assigned.

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: MCS  
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): Elizabeth Castillo  
Phone: 512-437-8135  
Email: elizabeth.castillo@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.

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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  
Email: Hadassah.Gomez@hhs.texas.gov

Reference FY22 PO 0000268053

|                              |   |        |        |    |          |             |            |
|------------------------------|---|--------|--------|----|----------|-------------|------------|
| 1-1                          | 09/01/2022-09/30-2022 Position 81821<br>Temp Svs, Psychologist III Expert | 962-69 | 176.00 | HR | 95.03000 | \$16,725.28 | 09/01/2022 |
| <b>Schedule Total</b>        |   |        |        |    |          | \$16,725.28 |            |
| <b>Item Total for Line 1</b> |   |        |        |    |          | \$16,725.28 |            |
| 2-1                          | 10/01/2022-08/31/2023 Position 81821<br>Temp Svs, Psychologist III Expert | 962-69 | 346.00 | HR | 95.03000 | \$32,880.38 | 10/01/2022 |
| <b>Schedule Total</b>        |   |        |        |    |          | \$32,880.38 |            |
| <b>Item Total for Line 2</b> |   |        |        |    |          | \$32,880.38 |            |
| <b>Total PO Amount</b>       |   |        |        |    |          | \$49,605.66 |            |

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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.

|  |                   |
|--|-------------------|
| <b>Authorized By</b><br><i>Hadassah Gomez, CTLD, CTM</i> | <b>07/11/2022</b> |
|--|-------------------|