

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via	Purchase Order	HHSTX-3-0000294362
Net 30	Prepaid & Allow	BEST WAY	Date	Revision
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.			09/01/22	Page 1
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Ship To:	4546 - Austin:1100 W 49th St (DBGL) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DBGL) PO Box 149347 Austin TX 78756 United States

Vendor: 1741976051 1
WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
United 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: 512/458-7442
Email: invoices@dshs.texas.gov

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 000019019
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: 0154
Job class title: Administrative Assistants III
Job skill level: Experienced
Temp: 2 Temp Staff Requested, TBD
Hours per week: 40
Estimated hours: 2080/ea

JOB DESCRIPTION: Administrative Assistant (DEO III) works under the general supervision of the Manager IV in the Laboratory Reporting Branch. Performs complex data entry for the Newborn Screening Program. Proofreads demographics and makes corrections as needed. Meets strict deadlines and daily quotas. Assists with training of new employees. Performs other general clerical duties as needed in the Laboratory Reporting Branch. Supports the creation of a laboratory-wide safety culture by serving as a liaison to the Safety Office to ensure a healthy and safe workplace. Works under moderate supervision with moderate latitude for the use of initiative and independent judgment. Other duties as assigned. Must be able to work Saturday's and/or state holidays as determined by the agency or supervisor. Supports the creation of a laboratory-wide safety culture by serving as a liaison to the Safety Office to ensure a healthy and safe workplace.

Knowledge, Skills, and Abilities:
Knowledge of modern office practices
Knowledge of and ability to work with confidential medical records/files/information
Knowledge of medical terminology
Skill in written and verbal communication
Skill to perform task with a high degree of accuracy and paying close attention to detail
Skill in data entry
Ability to work with confidential material
Ability to communicate to the public in a diplomatic, courteous, and objective manner
Ability to prioritize work, manage time effectively and meet deadlines
Ability to daily make quick rational decisions; work independently in fast paced/stressful situations
Ability to work well with others as a team member

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Ability to handle multiple tasks at a time
Must be able to type 55 words per minute

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

Hours: 8:00AM to 5:00PM
Days per week: Monday- Friday

Department: Laboratory Reporting Branch
Street Address of Work Location: 1100 West Street
City/State/Zip: Austin, Texas 78756
Bldg/Room#: Lab/ L-607

Supervisor Contact (Time card approval/resume reviewer/interviewer): Tiffunee Odoms
Email: Tiffunee.odoms@dshs.texas.gov
Additional/Alternate Contact Name: Sandra Navarro
Email:Sandra.navarro@dshs.texas.gov

*Submit candidate resumes for interviews to program Supervisor: Tiffunee Odoms

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Garrett Wilson, Senior Branch Manager, GSG Talent Solutions
Phone: 512-637-7199
Email: garrett.wilson@gsgtalentsolutions.com
Contact: Karin Wilcox, State Account Coordinator
Phone: 737-209-7290
Email: karin.wilcox@gsgtalentsolutions.com
CC: tempservicepo@workquesttx.com

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

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	QUALITY ASSURANCE, LAB REPORTING GROUP						
					Schedule Total	\$73,756.80	
					Item Total for Line 1	\$73,756.80	
2-1	ADMINISTRATIVE ASSISTANT, QUALITY ASSURANCE, LAB REPORTING GROUP	962-69	2080.00	HR	35.46000	\$73,756.80	09/01/2022
					Schedule Total	\$73,756.80	
					Item Total for Line 2	\$73,756.80	
					Total PO Amount	\$147,513.60	

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

07/21/2022