

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via	Purchase Order	HHSTX-3-0000294847
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	1 - 7/29/2022
			Ship To:	W359 - Austin:701 W 51st St HEALTH & HUMAN SERVICES COMMISSION 701 W 51st St PO Box 149030 Ste 350, Section D Austin TX 78751 United States
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.				Page 1

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: Muhammad, Demetta Jon 512/406-2423

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23funding
EX/0-TGC 2155.441, Managed Term Contract 962-S3
Requisition191948
PO Service Dates 09/01/2022 to 08-31-2023

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: 1834
Job class title: Information Specialist V
Job skill level: Experienced
Temp: Robert Elrod
Hours per week: 40 hrs
Estimated hours: 400

JOB DESCRIPTION:

Position will provide support to the HHSC Medicaid and CHIP Services department to prepare the Texas Medicaid and CHIP Reference Guide, 14th Edition (also known as "The Pink Book") for publication.

Key functions to be performed:

- Coordinates with staff to obtain recommendations in the planning stages while independently completing assigned work on a strict timeline
- Completes the composition, review, and editing of technical documents, materials, and reports
- Copy editing and proofreading, involving but not limited to correcting, strengthening, and organizing (along with other modifications as needed) with the intention of producing a correct, consistent, accurate, and complete work
- Aligning developed content with established style guidelines as part of the proofing process
- Providing ideas and input to the agency to maximize the publication's potential to clearly and concisely communicate qualitative and quantitative program information via improvements in formatting, layout, visual aids, tables, and graphs

5. Knowledge, Skills, and Abilities:

- Proven ability to edit content for clarity, grammar, punctuation, and overall presentation
- Well-versed in AP style and can edit and proof accordingly
- Experience working with deadlines and short turnarounds while maintaining high standards
- Ability to write clearly and concisely and assist with reworking text for clarity, including the use of plain language
- Able to understand and distill detailed and complex information
- Experience implementing best practices involving the visual display of quantitative information
- Highly organized and strong attention to detail with ability to be flexible
- Experience writing for government audiences, including the legislature and government officials

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Minimum Skills/Experience:
Bachelor's degree in English, journalism, or related field
5+ years experience in copy editing and proofreading

Service Period
Start date: 09/01/2022
End date: 11/18/2022

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

Department: Medicaid/CHIP Services - MSBOCM
Street Address of Work Location:
4601 Guadalupe St
Austin, Texas
The North Austin Complex

Supervisor Contact (Time card approval/resume reviewer/interviewer):
Liana Curtis
51207791060
liana.curtis@hhs.texas.gov

Agency Contact:
Lisa Neal
+1 (512) 438-3333
lisa.neal@hhs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Mike Pierulla
Phone: (512) 451-8145
Email: tempservicepo@workquesttx.com; mpierulla@workquesttx.com

PCS Purchasing contact
Demetta Muhammad
512-406-2423
demetta.muhammad02@hhs.texas.gov

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1-1	Information Specialist V - Temp Staffing Request	962-69	400.00	HR	66.78000	\$26,712.00	08/31/2022
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Schedule Total \$26,712.00

Item Total for Line 1 \$26,712.00

Total PO Amount \$26,712.00

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

Demetta Muhammad

07/29/2022