#### **Purchase Order**

Payment Ter	rms Freight Terms	Ship Via		_	
Net 30	Prepaid & Allow	BEST WAY	Purchase Order	HHSTX-3	-0000294902
specifications	by informal bid, Invitation for Offer, or R s, terms, and conditions set forth in the adv	vertisement and vendor's	<b>Date</b> 09/01/22	Revision	Page
guarantees go requirements. All shipment	esponses become a part of this numbered bods or services delivered meet or exceed ts, shipping papers, invoices, and corres rchase Order Number.	numbered purchase order	Ship To:	6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES 1111 W North Loop Austin TX 78756 United States	
Vendor:	1741976051 1 WORKQUEST 1011 E 53RD 1/2 ST AUSTIN TX 787511703 <b>United States</b>		Bill To:	Invoice-DSHS Fiscal Claims DEPARTMENT OF STATE HEA 1100 W 49th St (RBB) PO Box 149347 Austin TX 78756 United States	LTH SERVICES
			Fax: Email:	512/458-7442 invoices@dshs.texas.gov	
Line-Sch	Inventory Item ID - Line Description	Class/Item Quantity	Purchaser: UOM	Gomez,Hadassah-Natalia PO Price Extended A	mt Due Date

FY23funding EX/0-TGC 2155.441, Managed Term Contract 962-S3 Requisition 0000184812 STAR #00-204948 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: 1080 Job class title: Financial Analyst I Job skill level: Entry Level Temp: 2 Temp Staff Requested Hours per week: 40 Estimated hours: 2080/ea

JOB DESCRIPTION: Assist with fiscal monitoring reviews of DSHS grants and perform compliance testing according to specific criteria. Work involves the examination and review of accounting records, financial statements, management practices, and internal controls to ensure compliance with federal and state laws and/or regulations as well as DSHS policies, regulations, and contract provisions. Duties include preparation of financial summaries, schedules, and attachments needed to determine areas of compliance and/or non-compliance with federal and state laws, regulations, policies and/or procedures, or needed to support the findings and recommendations of the review

Knowledge, Skills, and Abilities:

Knowledge of accounting methods, business practices, financial monitoring procedures, legal contracts, business law, and financial statutes and instructions.

Knowledge of accounting systems, including computerized systems.

Skills in performing numerical analysis, including intermediate level Microsoft Excel skills.

Skill in composing clear and concise reports.

Ability to perform accurate numerical calculations.

Ability to analyze, evaluate and summarize financial and/or management operations systems records for accuracy and conformance to procedures, rules and regulations.

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Job classification: 1080 Job class title: Financial Analyst I **Dispatch via Print** 

# **Purchase Order**

Payment Terms	Freight Terms	Ship Via			uue.	Dispat	00204004
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Line-Sch Inve	entory Item ID - Line Description	Class/Item	Quantity	Purchaser: UOM	· · ·		D. D.(
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#### **Purchase Order**

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guarantees goor requirements.	esponses become a part of this numbered p ods or services delivered meet or exceed n s, shipping papers, invoices, and corresp chase Order Number.	umbered purchase	e order	Ship To:	6694 - Austin:1111 W HEALTH & HUMAN 1111 W North Loop Austin TX 78756 United States	North Loop SERVICES COMMISSION
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				Fax: Email:	512/458-7442 invoices@dshs.texas.go	vo
Line-Sch	Inventory Item ID - Line Description	Class/Item	Ouantity	Purchaser: UOM	Gomez,Hadassah-Na	atalia Extended Amt Due Date

Ability to analyze, evaluate, and summarize financial and management records for accuracy and conformance to procedures, rules, and regulations; Ability to prepare reports and correspondence regarding findings; Ability to communicate effectively orally and in writing; and

Ability to review the work of others.

Job classification: 1082 Job class title: Financial Analyst II Job skill level: Expert Level Temp: 2 Temp Staff Requested Hours per week: 40 Estimated hours: 2080/ea

Job Description: Performs highly complex (senior level) financial monitoring of government, educational, non-profit and/or for profit entities contracted to administer various programs for the Department of State Health Services (DSHS). Work involves the examination, investigation and review of accounting records, financial statements, management practices and internal controls to ensure compliance with Federal and State laws and/or regulations, as well as DSHS/HHS policies, regulations, and contract provisions. Work also involves providing technical assistance to contractors and DSHS staff. Communicates observations, findings and technical guidance to internal and external stakeholders. Must be able to lead a team and oversee the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

Knowledge, Skills, and Abilities:

Knowledge of financial analysis,

Knowledge of financial and industry terminology and practices, and of statistical analysis.

Skill in computer operations, in applicable software, and in data modeling; and

Skill in Microsoft Office products, Superior skills in Excel and/or other data base programs.

Ability to administer financial processes and systems;

Ability to perform and interpret numerical analyses;

Ability to interpret statutes, state and federal rules and regulations;

Ability to analyze, evaluate, and summarize financial and management records for accuracy and conformance to procedures, rules, and regulations; Ability to prepare reports and correspondence regarding findings;

Ability to communicate effectively orally and in writing; and

Ability to review the work of others.

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

Hours: 8:00AM to 5:00PM, may work overtime as approved by the program supervisor Days per week: Monday - Friday

#### **Purchase Order**

**Dispatch via Print** Ship Via **Payment Terms** Freight Terms HHSTX-3-0000294902 Net 30 Prepaid & Allow BEST WAY **Purchase Order** If advertised by informal bid, Invitation for Offer, or Request for Proposal; all Date Revision Page specifications, terms, and conditions set forth in the advertisement and vendor's 09/01/22 4 conforming responses become a part of this numbered purchase order. Contractor Ship To: 6694 - Austin:1111 W North Loop guarantees goods or services delivered meet or exceed numbered purchase order HEALTH & HUMAN SERVICES COMMISSION requirements. 1111 W North Loop All shipments, shipping papers, invoices, and correspondence must be identified Austin TX 78756 with our Purchase Order Number. United States Vendor: 17419760511 Bill To: Invoice-DSHS Fiscal Claims DEPARTMENT OF STATE HEALTH SERVICES WORKOUEST 1100 W 49th St (RBB) 1011 E 53RD 1/2 ST AUSTIN TX 787511703 PO Box 149347 **United States** Austin TX 78756 United States Fax: 512/458-7442 invoices@dshs.texas.gov Email: Gomez, Hadassah-Natalia **Purchaser:** Line-Sch UOM **Inventory Item ID - Line Description** Class/Item Quantity PO Price Extended Amt **Due Date** Department: Independent Fiscal Support Oversight Street Address of Work Location: 1100 W 49th Street City/State/Zip: Austin, Tx 78756 Bldg/Room#: remote Supervisor Contact (Time card approval/resume reviewer/interviewer): Ann Duncan Phone: 512-776-6991 Email: ann.duncan@dshs.texas.gov Additional/Alternate Contact Name: Olivia Harrell Phone: 512-776-6192 Email: Olivia.harrell@dshs.texas.gov Accounts Payable Contact Name: invoice-dshs fiscal claims - dshs Phone: 512-458-7442 Email: invoice@dshs.texas.gov Invoice Address: 1100 W 49th Street, Austin, Tx 78756 Contract Manager: Saher Prasla Phone: 512-776-6553 Email: saher.prasla@dshs.texas.gov Vendor: WorkQuest Address: 1011 E 53 1/2 St Austin, TX 78751 Supplier/Payee ID: 1741976051 CPA ID#: 84202 Contact: Derek Rayborn, Director of Government Relations Phone: 512-453-8833 Ext 101 Email: derek.rayborn@peakperformers.org Contact: Paige O'Boyle, Talent Placement Specialist Phone: 512-730-3162 Email: paige.oboyle@peakperformers.org CC: tempservicepo@workquesttx.com HHSC PCS Purchasing Contact: Hadassah Gomez Phone: 512-406-2466 Email: Hadassah.Gomez@hhs.texas.gov Reference FY22 PO 0000269403

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# **Purchase Order**

**Dispatch via Print** 

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#### **Purchase Order**

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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

Hadasseh Somey, CTCD, CTCM

<u>07/19/2022</u>