

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000294902
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 Page 1
			Ship To: 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop 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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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.

Job classification: 1080
Job class title: Financial Analyst I

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Job skill level: Experienced Level
Temp: 2 Temp Staff Requested
Hours per week: 40
Estimated hours: 2080/ea

Job Description: Work involves the preparation of reports containing findings, recommendations, and corrective actions necessary to address non-compliance. Duties include providing technical assistance, to include reconciliation of contract required documents to financial statement reports, as well as analysis of financial reporting policies, procedures and processes. Participates in the research and interpretation of relevant federal and state laws, regulations, policies, and procedures.

Knowledge, Skills, and Abilities:
Knowledge of accounting methods and systems, business practices, financial monitoring procedures, legal contracts, business law, and financial statutes and instructions.
Knowledge of accounting theory and accounting principles.
Skill in writing and editing formal reports and/or correspondence.
Skills to perform numerical analysis, including advanced level Microsoft Excel skills.
Ability to properly collect, analyze, and perform appropriate review tests and assemble financial review working papers.
Ability to prepare clear, concise reports and review findings.
Ability to communicate effectively with staff and agency management.

Job classification: 1082
Job class title: Financial Analyst II
Job skill level: Experienced 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;

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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.

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

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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

1-1	Financial Analyst I - entry level (2 positions) Regular Hours	962-69	4160.00	HR	45.71000	\$190,153.60	09/01/2022
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Schedule Total						<u>\$190,153.60</u>	
Item Total for Line 1						<u>\$190,153.60</u>	
2-1	Financial Analyst I - entry level (2 positions) OT	962-69	36.00	HR	65.37000	\$2,353.32	09/01/2022
Schedule Total						<u>\$2,353.32</u>	
Item Total for Line 2						<u>\$2,353.32</u>	
3-1	Financial Analyst I - experienced (2 positions) Regular	962-69	4160.00	HR	54.65000	\$227,344.00	09/01/2022
Schedule Total						<u>\$227,344.00</u>	
Item Total for Line 3						<u>\$227,344.00</u>	
4-1	Financial Analyst I - experienced (2 positions) OT	962-69	36.00	HR	78.15000	\$2,813.40	09/01/2022
Schedule Total						<u>\$2,813.40</u>	
Item Total for Line 4						<u>\$2,813.40</u>	
5-1	Financial Analyst II - experienced (2 positions) Regular	962-69	4160.00	HR	62.46000	\$259,833.60	09/01/2022
Schedule Total						<u>\$259,833.60</u>	
Item Total for Line 5						<u>\$259,833.60</u>	

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6-1	Financial Analyst II - experienced (2 positions) OT	962-69	36.00	HR	89.35000	\$3,216.60	09/01/2022
Schedule Total						\$3,216.60	
Item Total for Line 6						\$3,216.60	
7-1	Financial Analyst II - expert (2 positions) Regular	962-69	4160.00	HR	72.56000	\$301,849.60	09/01/2022
Schedule Total						\$301,849.60	
Item Total for Line 7						\$301,849.60	
8-1	Financial Analyst II - expert (2 positions) OT	962-69	36.00	HR	103.76000	\$3,735.36	09/01/2022
Schedule Total						\$3,735.36	
Item Total for Line 8						\$3,735.36	
Total PO Amount						\$991,299.48	

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 Doney, CTLD, CCM

07/19/2022