

# Department of State Health Services

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000294909</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> 09/01/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 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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FY23 funding  
EX/0-TGC 2155.441, Managed Term Contract 962-S3  
Requisition0000187012  
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: 1833  
Job class title: Information Specialist IV  
Job skill level: Experienced  
Temp 1: 1 Temp Staff Requested  
Hours per week: 40  
Hours: 8 AM to 5 PM

**JOB DESCRIPTION**

The state health department in Austin is looking for a social media coordinator for 12-month contract. This position will provide digital strategy, content development, community management, and overall social media presence management support to the digital team lead.

Ideal candidate will have expertise in:  
Digital strategy, ideation, innovation  
Social media community management  
Social media content development, strong writing skills  
Strategic planning for Facebook/Twitter/Instagram/YouTube  
Sprout Social or similar platform management tools  
Working in fast-paced environment and/or governmental agency  
Impeccable attention to detail, quality assurance measures

Preferred qualifications include:  
Public relations and crisis communications experience  
Public health background  
Experience in graphic design creation using software like Adobe Creative Suite.  
Experience in professional videography/photography.

Screening Criteria:

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Three (3) years of full-time work experience in digital strategy, social media management, content development and online community management.

Experience planning implementing digital/social media strategies, including online community management.  
Social media portfolio.  
Writing samples.  
Skill in account/project management.

Department: DSHS-Office of Deputy Commissioner-Communications  
Work Location: 1100 W 49th St, Austin, Texas 78756, Morton Bldg

Supervisor Name: Jennifer Van Glider  
Phone: 512-776-6085  
Email: Jennifer.vanglider@dshs.texas.gov

Accounts Payable Contact: Michele Torres  
Accounts Payable Contact Email: invoices@dshs.texas.gov and Michele.Torres@dshs.texas.gov  
Contact Phone: (512) 776-3538  
Invoice Address: Invoice - DSHS Fiscal Claims  
DEPARTMENT OF STATE HEALTH SERVICES  
1100 W 49th St  
P.O Box 149347  
Austin TX 78756

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

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  
Contact: Krystalle Roman, GSG Talent Solutions  
Email: Krystalle.Roman@goodwillcentraltexas.org  
CC: tempservicepo@workquesttx.com

HHSC PCS Purchasing Contact: Hadassah Gomez  
Phone: 512-406-2466

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Email: Hadassah.Gomez@hhs.texas.gov							
Reference FY22 PO 0000269943							
1-1	Information Specialist IV Regular Hours -Extend PO 269943	962-69	2024.00	HR	58.42000	\$118,242.08	09/01/2022
<b>Schedule Total</b>						\$118,242.08	
<b>Item Total for Line 1</b>						\$118,242.08	
2-1	Information Specialist IV Overtime Hours- Extend PO 269943	962-69	450.00	HR	83.54000	\$37,593.00	09/01/2022
<b>Schedule Total</b>						\$37,593.00	
<b>Item Total for Line 2</b>						\$37,593.00	
<b>Total PO Amount</b>						\$155,835.08	

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.

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**Authorized By**

*Hadassah Dornyei, CTLD, CCM*

**08/23/2022**