Health and Human Services Commission

Purchase Order

Dispatch via Print

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Payment Te Net 30	erms Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order	HHSTX-3-0	000294916
specification	by informal bid, Invitation for Offer, or Real is, terms, and conditions set forth in the adver	rtisement and vendor's	Date 09/01/22	Revision P	
guarantees g requirements All shipmen	conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order equirements. All shipments, shipping papers, invoices, and correspondence must be identifie with our Purchase Order Number.		Ship To: d	6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States	
Vendor:	1741976051 1 WORKQUEST 1011 E 53RD 1/2 ST AUSTIN TX 787511703 United States		Bill To:	Invoice-HHSC Accounting HEALTH & HUMAN SERVICES COMMISSION 4601 W Guadalupe St Austin TX 78751 United States	
			Fax: Email:	512/424-6901 HHSC_AP@hhsc.state.tx.us	
			Purchaser:	inananinaa, Bonnotta oon	512/406-2423
Line-Sch	Inventory Item ID - Line Description	Class/Item Quanti	ty UOM	PO Price Extended Am	t Due Date

FY23 funding EX/0-TGC 2155.441, Managed Term Contract 962-S3 Requisition 0000190510 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: 0152 Job class title: Administrative Assistant II Position # 80242 Job skill level: Expert Temp: TBD Hours per week: 40 hrs Estimated hours: 2080

JOB DESCRIPTION:

The DDO Administrative Assistant II must have knowledge of customary office equipment to include personal computers, multiline telephones, fax machines and copiers. Prefer experience with Microsoft Office to include MS excel. Must have good communication skills. Duties include: Receives inbound telephone inquiries and makes outbound calls to claimants, medical providers, school districts, and SSA field office staff members. Receives, reviews, processes and distributes

Documents received by mail or electronically. Monitors office equipment for proper functioning. Inputs and modifies data into various software applications. Enters data and prepares correspondence accurately and in a timely manner. DDS employees perform all business functions for SSA, using the federal SSA network and equipment. Homeland Security Presidential Directive (HSPD)-12 security clearance is required

Knowledge, Skills, and Abilities (Please copy and paste here if on another document):

Knowledge of office practices and administrative procedures.

Skill in the use of standard office equipment and software.

Skill in establishing and maintaining effective working relationships with co-workers, supervisors, managers, other DDS, HHS, SSA employees and the public.

Ability to use Social Security Administration software system or a comparable system.

Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedure; and to communicate effectively.

Ability to recognize medical abbreviations and terminology.

Ability to use and maintain reference materials

Confidential Information: Awarded vendor will have access to confidential information. Homeland Security Presidential Directive (HSPD)-12 security clearance is required.

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Net 30	Prepaid & Allow	BEST WAY	Purchase Order	HHSTX-3-0	1000294916 Pag
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			Fax: Email:	512/424-6901 HHSC_AP@hhsc.state.tx.us	
Line-Sch Invento	ry Item ID - Line Description	Class/Item Quantity	Purchaser: UOM	Muhammad,Demetta Jon Streete Extended Ame	512/406-2423 t Due Date
Start date: 09/01/202 End date: 08/31/202 Hours: 8:00 am - 5: Days per week: Mor Department: DDO Street Address of W HHSC/DDS 6101 E. Oltorf Street Austin, TX 78741 Supervisor Contact (Noelia Escobar 512-437-8841 noelia.escobar@ssa Agency Contact: Donna Aleman Phone: 512-437-887 Email: donna.aleman	23 00 pm nday - Friday ork Location: Time card approval/resume revie .gov	wer/interviewer):			
Accounts Payable C Gloria Rodriguez 512-437-5021 Gloria.rodriguez@ss Invoice Address: DD Please send all invoi Vendor: WorkQuest		DV.			
Address: 1011 E 53 Austin, TX 78751 Supplier/Payee ID: 1 CPA ID#: 84202 Contact: Jennifer Co Phone: 737-209-729	741976051 prtinas	servicepo@workquesttx.	com		
PCS Purchasing cor Demetta Muhammad 512-406-2423 demetta.muhammad	Ł				

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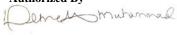
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000294916 Page 3	HHSTX-3-00	Revision	chase Order e)1/22	Date	WAY l; all	BEST uest for Proposa	Prepaid & Allow al bid, Invitation for Offer, or Rec and conditions set forth in the adve	Net 30 If advertised by inform
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09/01/2022		37.15000 dule Total	Schee	HR	176.00	962-69	-9/30/2022 Position 80242 s, Administrative Assistant II	
10/01/2022	\$6,538.40 \$70,733.60	37.15000	Item Total f	HR	1904.00	962-69	2-8/31/2023 Position 80242 s, Administrative Assistant II	
		dule Total						Expert
	\$77,272.00	D Amount						

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



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