

# 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-3-0000294917</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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

FY23 funding  
EX/0-TGC 2155.441, Managed Term Contract 962-S3  
Requisition 0000187486  
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: 1866  
Job class title: Management Analyst IV  
Job skill level: Expert  
Temp: Lillian Meza  
Hours per week: 40-50  
Estimated hours:

**JOB DESCRIPTION:** The Texas Department of State Health Services is looking to fill a position to work in partnership with agency divisions and programs to lead projects at various levels of completion, monitoring the progress and schedule of projects and communicating with project stakeholders, management, and other relevant parties. Serves as a team lead and project manager to develop and carry out initiatives to enhance services, promote program innovation, and assess and improve program operations and business processes. Projects are expected to relate primarily to COVID-19 activities. Tasks are expected to include:

- Leading, planning and managing multiple projects while providing communication regarding risks, changes, progress and status to stakeholders.
- Taking responsibility for all aspects of the project including foundation design, release planning, execution planning and close out.
- Handling and managing change, risk and quality management processes throughout the lifecycle of the project.
- Coaching and mentoring agile teams to ensure all projects deliver the desired outcomes.
- Providing project management services such as status, projection, budget/spend reporting, and total cost of ownership assessment; leading meetings; driving projects/tasks to completion; tying actions to metrics (such as hours); managing responsibility for the performance of the project teams.
- Ensuring there is an ongoing common understanding of the project objectives by all stakeholders by providing leadership, consultation and oversight.
- Developing all the required project documentation including plans to manage the project integration, scope, schedule, cost, quality, resources, communications, risk, procurement, changes and stakeholders communications.
- Communicating readiness and project status to key stakeholders by coordinating regular meetings

The ideal candidate will have:  
Experience leading or coordinating large projects, preferably at least one year  
Experience planning and facilitating meetings and/or leading teams  
Knowledge of project management methodology/tools

# 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-3-0000294917</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> 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States
			<b>Page</b> 2

**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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

Skill in use of Excel  
Ability to organize and present information effectively, both orally and in writing

Preferred qualifications include:  
Bachelor's degree or higher in public health, business administration, public affairs, organizational leadership, communications, or related field.  
Knowledge of Microsoft Project

Contractor will be expected to telework 8 am - 5 pm weekdays. Overtime evenings and weekends may be required up total 50 hours per week.

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

Hours: 8:00 AM to 5:00 PM  
Days per week: Monday to Friday

Department: Process Improvement Unit  
Street Address of Work Location: 1100 West 49th Street  
City/State/Zip: Austin, TX 78756  
Bldg/Room#: Moreton, 2nd Floor

Supervisor Contact (Time card approval/resume reviewer/interviewer): Yesenia Rodriguez  
Phone: 512-776-2002  
Email: Yesenia.rodriguez@dshs.texas.gov  
Contact (if not the Supervisor for Time card approval): Michele Torres  
Phone: 512-776-3538  
Email: Michele.torres@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

# 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-3-0000294917</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> 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States
			<b>Page</b> 3

**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
Reference FY22 PO 0000267957							
1-1	Management Analyst IV Expert Regular Hours PO 267957	962-69	2024.00	HR	78.34000	\$158,560.16	09/01/2022
<b>Schedule Total</b>						\$158,560.16	
<b>Item Total for Line 1</b>						\$158,560.16	
2-1	Management Analyst IV Expert Overtime Hours PO 267957	962-69	450.00	HR	112.03000	\$50,413.50	09/01/2022
<b>Schedule Total</b>						\$50,413.50	
<b>Item Total for Line 2</b>						\$50,413.50	
<b>Total PO Amount</b>						\$208,973.66	

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*

**08/26/2022**