

# Health and Human Services Commission

## 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-3-0000295057</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> 1 - 8/13/2022
			<b>Page</b> 1
			<b>Ship To:</b> W359 - Austin:701 W 51st St HEALTH & HUMAN SERVICES COMMISSION 701 W 51st St PO Box 149030 Ste 350, Section D Austin TX 78751 United States

**Vendor:** 1741976051 1  
WORKQUEST  
1011 E 53RD 1/2 ST  
AUSTIN TX 787511703  
United States

**Bill To:** Invoice - HHSC  
HEALTH & HUMAN SERVICES COMMISSION  
4601 W Guadalupe St  
PO Box 149030  
Austin TX 78751  
United States

**Fax:** 512/438-2086  
**Email:** HHSC\_AP@hhsc.state.tx.us

**Purchaser:** Muhammad, Demetta Jon 512/406-2423

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 0000191927  
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: 1570  
Job class title: Program Specialist I  
Job skill level: Entry  
Temp: Norma Vasquez  
Hours per week: 40 hrs  
Estimated hours: 2080

**JOB DESCRIPTION:**

Work involves assisting the Interest List Management Unit  
Maintains, monitors, and performs data entry in the Community Services Interest List (CSIL) system and the HHS Enterprise Administrative Report and Tracking System (HEART).  
Performs interest list contacts, sends interest list letters to correct addresses and researches mail returned undeliverable using Texas Integrated Eligibility Redesign System (TIERS) and Community Services Interest List (CSIL).  
Performs interest list releases, tracks release responses and follows-up with released individuals to ensure appropriate and timely responses.  
Work involves intake processes, service coordination activities, complex complaint resolution, providing consultation and technical assistance, facilitation, extensive coordination and problem solving related to Medicaid waiver programs. Work requires adherence to contracts, policies, procedures and guidelines to ensure consistency with HHSC program requirements, identifying recurring issues within the programs and notifying management with recommendations for improvement.  
5. Knowledge, Skills, and Abilities: person needs to have the knowledge and ability to use Microsoft Office version 2010 or newer, operate a multifunctional machine (copy, fax and printer), and operate a telephone; explain information in a pleasant and understandable manner; enter information in an automated system while talking on the phone.

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

Hours: 8:00 am - 5:00 pm  
Days per week: Monday - Friday

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Department: HHSC Medicaid Chip Division, Operations Coordination, Enrollment Operations Oversight  
Street Address of Work Location:  
701 West 51st  
Austin, Texas  
Winters B26 3rd floor

Supervisor Contact (Time card approval/resume reviewer/interviewer):  
Valerie Ellison  
(512) 438-4018  
Valerie.Ellison@hhsc.state.tx.us

Agency Contact:  
Kim Carr  
(512) 491-1974  
Kimberly.Carr@hhsc.state.tx.us

Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
CPA ID#: 84202  
Contact: Karin Wilcox  
Phone: 737.209.7290  
Email: tempservicepo@workquesttx.com; karin.wilcox@gsgtalentsolutions.com

PCS Purchasing contact  
Demetta Muhammad  
512-406-2423  
demetta.muhammad02@hhs.texas.gov

1-1	Valerie Ellison FY23 Temporary Staffing Request_PS I	962-69	2080.00	HR	37.53000	\$78,062.40	08/31/2022
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**Schedule Total**                     \$78,062.40

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**Item Total for Line 1**                     \$78,062.40

**Total PO Amount** \$78,062.40

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.

<b>Authorized By</b> 	<b>08/13/2022</b>
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