

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000295064
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 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States
			Page 1

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: 512/424-6901
Email: HHSC_AP@hhsc.state.tx.us

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
Requisition 0000199087
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

Position # 80122
Job classification: 4465
Job class title: Psychologist III
Job skill level: Expert
Temp: 1 Temp Staff Requested
Hours per week: 40
Estimated hours: 522

JOB DESCRIPTION: Licensed as a psychologist by the State of Texas; AND EITHER
Possess a doctorate degree in psychology from a program in clinical psychology of an education institution accredited by an organization recognized by the Council for Higher Education Accreditation, formerly the Council on Post-Secondary Accreditation; OR
Be listed in a national register of health service providers in psychology which the Commissioner of Social Security deems appropriate; AND
Possess two years of supervised clinical experience as a psychologist in health service, at least one year of which is post masters degree.
Skill in communicating both written and verbally, for understanding, to both medical professionals and lay-persons.
Ability to use Social Security Administration software system or a comparable system.
Ability to protect and safeguard confidential and sensitive personal, medical, and vocational information in accordance with federal and state mandates.
Ability to interpret rules, regulations, policies, procedures, diagnostic evaluations and assessments.
Exhibits a stable work history. 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:
Skill in applying SSA regulations, policies, and procedures relating to disability adjudication.
Skill in evaluating mental impairments as prescribed by Social Security through gathering, assembling and evaluating pertinent information for all level cases, to include appellate.
Skill in reading and analyzing documents, reports, and correspondence, and relating the information to the requirements for disability determinations within the framework of the SSA disability program.
Ability to interpret rules, regulations, policies, procedures, diagnostic evaluations and assessments.
Skill in communicating both written and verbally, for understanding, to both medical professionals and lay-persons.

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Skill in establishing and maintaining effective working relationships and rapports with managers, co-workers, supervisors, medical community, claimants, the general public and other DDS, HHS, and SSA partners.
Ability to use Social Security Administration software system or a comparable system.
Ability to protect and safeguard confidential and sensitive personal, medical, and vocational information in accordance with federal and state mandates.
Skill in adapting to program changes and fluctuating workloads.
Ability to manage time, make timely and accurate decisions, work under pressure, organize job related responsibilities, and meet deadlines.
Knowledge of the provisions of the Social Security Act, as amended, related Federal and State statutes, regulations
Knowledge of legal principles as they apply to the SSA disability program.

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

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

Department: MCS
Street Address of Work Location: HHS/DDS, 6101 E Oltorf St.
City/State/Zip: Austin, Tx 78741
Bldg/Room#:

Supervisor Contact (Time card approval/resume reviewer/interviewer): Elizabeth Castillo
Phone: 512-437-8135
Email: elizabeth.castillo@ssa.gov
Contact (if not the Supervisor for Time card approval): Donna Aleman
Phone: 512-437-8873
Email:donna.aleman@ssa.gov
Accounts Payable Contact Name: Gloria Rodriguez
Phone: 512-437-5021
Email: Gloria.rodriguez@ssa.gov
Invoice Address: Donna.Aleman@ssa.gov

Please send all invoices to DDS.TX.S49.ESO@ssa.gov

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

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Email: karin.wilcox@gsgtalentsolutions.com
Jennifer Cortinas
Phone: 737-209-7295
Email: Jennifer.cortinas@gsgtalentsolutions.com
CC: tempservicepo@workquesttx.com

HHSC PCS Purchasing Contact: Hadassah Gomez
Phone: 512-406-2466
Email: Hadassah.Gomez@hhs.texas.gov

Reference FY22 PO 0000274840

1-1	09/01/2022-09/30/2022 Position 80122 Temp Svs, Psychologist III Expert	962-69	176.00	HR	95.03000	\$16,725.28	09/01/2022
Schedule Total						\$16,725.28	
Item Total for Line 1						\$16,725.28	
2-1	10/01/2022-08/31/2023 Position 80122 Temp Svs, Psychologist III Expert	962-69	346.00	HR	95.03000	\$32,880.38	10/01/2022
Schedule Total						\$32,880.38	
Item Total for Line 2						\$32,880.38	
Total PO Amount						\$49,605.66	

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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 Gomez, CTLD, CTM

07/21/2022