

# 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-3-0000295076</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> 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:** 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 0000199141  
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 # 80193  
Job classification: 4437  
Job class title: Physician II  
Job skill level: Expert  
Temp: Dr. Alison C Caviness  
Hours per week: 40  
Estimated hours: 2080

**JOB DESCRIPTION:** A State Agency Medical Consultant (SAMC) is a licensed physician (medical or osteopathic doctor) in the State of Texas, hired by and reporting to the Social Security Administration (SSA) state Disability Determination Services (DDS) Medical Consultant Services Division. The SAMC is responsible for making accurate and timely physical and/or mental disability determinations on SSA disability claims based on SSA disability regulations.

Duties include: Performing highly advanced disability determination medical case reviews ensuring the Social Security disability case is fully documented; all significant facts are reflected in the determination; conflicting evidenced is reconciled; the conclusion reached is sound and rational; the weight given to the evidence is explained; the reasoning and thought process followed in evaluating the evidence are reflected; and the effect of the impairment(s) on the disability applicants work capacity is clearly indicated. Work is performed under limited supervision, with considerable latitude for the use of initiative and judgment.

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 medical regulations, policies, and procedures relating to disability adjudication.
- Skill in evaluating physical and mental impairments as prescribed by Social Security.
- 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 and diagnostic evaluations and assessments.
- Skill in communicating both written and verbally, for understanding, to both medical professionals and lay-persons.
- Skill in establishing and maintaining effective working relationships and rapport with managers, co-workers, supervisors, medical community, claimants,

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attorneys, 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, work under pressure, organize job related responsibilities, and meet deadlines.  
 Knowledge of the provisions of the Social Security Act.  
 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#: [REDACTED]  
 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

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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 0000268053

1-1	09/01/2022-09/30/2022 Position 80193 Temp Svs, Physician II Expert	962-69	176.00	HR	191.92000	\$33,777.92	09/01/2022
<b>Schedule Total</b>						\$33,777.92	
<b>Item Total for Line 1</b>						\$33,777.92	
2-1	10/01/2022-08/31/2023 Position 80193 Temp Svs, Physician II Expert	962-69	1904.00	HR	191.92000	\$365,415.68	10/01/2022
<b>Schedule Total</b>						\$365,415.68	
<b>Item Total for Line 2</b>						\$365,415.68	
<b>Total PO Amount</b>						\$399,193.60	

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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, CTEM*

**07/21/2022**