

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000295085
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 1920 - Austin:1100 W 49th St (RDM) HEALTH & HUMAN SERVICES COMMISSION 1100 W 49th St (RDM) Austin TX 78756 United States
			Page 1

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
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FY23 funding
EX/0-TGC 2155.441, Managed Term Contract 962-S3
Requisition 0000199891
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: 1574
Job class title: Program Specialist V
Job skill level: Expert
Temp: 1 Temp Staff Requested
Hours per week: 40
Estimated hours: 720

Job Description: Advanced (senior level) technical assistance work on activities related to policies, procedures, rules, regulations, and standards related to the program and develop effective instruments for evaluation of contract and grant management processes for the program. They will be in charge of marketing the program to community and professional groups to coordinate, improve, and stimulate interest in the program and will coordinate the collection, organization, analysis, and preparation of materials in response to requests for FQHC Incubator program information and reports.

Knowledge, Skills, and Abilities: Knowledge of program management processes and techniques, budget processes, contract administration and monitoring of performance metrics. Essential skills include effective communication, problem solving, identifying measures or indicators of program performance and competency in Excel, Word, Teams. Ability to devise solutions to problems, prepare reports, develop, evaluate, and interpret policies and procedures.

Job classification: 1575
Job class title: Program Specialist VI
Job skill level: Expert
Temp: 1 Temp Staff Requested
Hours per week: 40
Estimated hours: 720

JOB DESCRIPTION: The PS VI will act as the team lead for the project and perform advanced (senior level) technical assistance work on activities related to policies, procedures, rules, regulations, and standards related to the program and develop effective instruments for evaluation of contract and

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grant management processes for the program. They will be the primary liaison between the FQHC Incubator program and other entities both within and outside the agency. They will work with professional groups to coordinate, improve, and stimulate interest in the program and will coordinate the collection, organization, analysis, and preparation of materials in response to requests for FQHC Incubator program information and reports.

Knowledge, Skills, and Abilities: Knowledge of program management processes and techniques, budget processes, contract administration and monitoring of performance metrics. Essential skills include effective communication, problem solving, identifying measures or indicators of program performance and competency in Excel, Word, Teams. Ability to devise solutions to problems, prepare reports, develop, evaluate, and interpret policies and procedures. Ability to act as the team lead for the project.

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: Community Health Improvement
Street Address of Work Location: 1100 W. 49th street
City/State/Zip: Austin, Tx 78756
Bldg/Room#: Moreton 356

Supervisor Contact (Time card approval/resume reviewer/interviewer): Dr. Kelly Fegan-Bohm
Phone: 512776.2343
Email: Kelly.FeganBohm@dshs.texas.gov
Additional/Alternate Contact Name: Jeremy Triplett
Phone: 512-776-2184
Email: jeremy.triplett@dshs.texas.gov

*Submit candidate applications to program Supervisor: Dr. Kelly Fegan-Bohm

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
Email: karin.wilcox@gsgtalentsolutions.com
CC: tempservicepo@workquesttx.com

HHSC PCS Purchasing Contact: Hadassah Gomez

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Phone: 512-406-2466 Email: Hadassah.Gomez@hhs.texas.gov							
1-1	WorkQuest PSV, FQHC temp	962-69	720.00	HR	67.82000	\$48,830.40	09/01/2022
Schedule Total						\$48,830.40	
Item Total for Line 1						\$48,830.40	
2-1	WorkQuest PSVI, FQHC temp	962-69	720.00	HR	77.61000	\$55,879.20	09/01/2022
Schedule Total						\$55,879.20	
Item Total for Line 2						\$55,879.20	
Total PO Amount						\$104,709.60	

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, CTED, CTEM

07/21/2022