

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-3-0000295171
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 Page 1
			Ship To: 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
Requisition192023
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:1984
Job class title: Contract Specialist IV
Job skill level: Experienced
Temp: TBD
Hours per week:40/hrs
Estimated hours: 2080

JOB DESCRIPTION:

Responsible for all aspects of contract management to include ongoing day-to-day management of the contract, monitoring contract performance, and closing contracts. Leads contract monitoring by administering the review and analysis of deliverables, the evaluation of fiscal data, the analysis of trending data, and managing compliance with the terms and conditions of the contract. Reviews and determines trends in vendor performance associated with contract compliance, federal/state policies, rules, and regulations. Conducts or leads ongoing monitoring of expenditure data to ensure adequate funding. Oversees the maintenance of contract documentation. Reviews contract management processes and procedures to recommend improvements for contract management. Provides consultation and technical assistance to program areas regarding contracting needs and processes. Leads first level contract resolution efforts regarding non-compliance issues and contractor concerns. Communicates with contractors verbally and in writing regarding extensions, renewals, and remedies associated with non-compliance.

Knowledge, Skills, and Abilities:

Performs advanced contract management work for sole source other procured contracts. Performs all aspects of contract management to include ongoing day-to-day management of the contract, monitoring contract performance, and making contract revisions. Leads contract monitoring by administering the review and analysis of deliverables, the evaluation of fiscal data, the analysis of trending data, and managing compliance with the terms and conditions of the contract. Oversees the maintenance of contract documentation. Reviews contract management processes and procedures to recommend improvements for contract management. Performs acquisition activities for solicitations, contracts, and amendments to include overseeing the development of needs assessments for solicitation activities; managing the development of solicitations, contract renewals, extensions, and amendments; advises on timeline development; develops evaluation tools for bid responses. Advises or facilitates negotiations of contracts, contract renewals, extensions, and amendments. Provides consultation and technical assistance to program areas regarding contracting needs and processes. Performs first level contract resolution

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efforts regarding non-compliance issues and contractor concerns. Communicates with contractors verbally and in writing regarding extensions, renewals, and remedies associated with non-compliance. Participates or facilitates internal and external workgroups for solicitations and contract development.

Administers the billing process for contractors by: review and analysis of invoices to ensure appropriate billing by the contractor; review and reconciliation of data for invoicing contractors; and, managing the payment process.

Knowledge of state and federal laws and regulations relevant to the Medicaid/CHIP programs. Knowledge of contracting regulations, negotiating contracts, developing contracts, monitoring contracts. Knowledge of contract processes.

Skills in operating personal computers and in using applicable software, including Microsoft products, i.e. MS Word, Excel.

Ability to evaluate contracts and recommend future actions. Ability to interpret policies, procedures, and regulations. Ability to evaluate fiscal data for reasonableness, necessity, and conformity with contract requirements. Strong ability to write and edit correspondence, memoranda, contract requirements and specifications. Ability to negotiate features of a contract. Ability to monitor and evaluate contractor performance. Ability to communicate with internal and external stakeholders.

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

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

Department: Medicaid/CHIP-Contract Administration and Provider Monitoring
Street Address of Work Location:
701 W. 51st Street
Austin, TX
Bldg/Room#: Winters, Bldg 3rd Floor West

Supervisor Contact (Time card approval/resume reviewer/interviewer):
Nicole Acclis
(512) 438-3507
Nicole.acclis@hhs.texas.gov

Agency Contact:
Lisa Neal
(512) 438-3333
lisa.neal@hhs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202

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Contact: Mike Pierulla
Phone: (512) 451-8145
Email: tempservicepo@workquesttx.com mpierulla@workquesttx.com

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

1-1	Temporary Staffing - Contract Specialist IV	962-69	2016.00	HR	58.42000	\$117,774.72	08/31/2022
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Schedule Total \$117,774.72

Item Total for Line 1 \$117,774.72

2-1	Temporary Staffing - Contract Specialist IV	962-69	2016.00	HR	58.42000	\$117,774.72	08/31/2022
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Schedule Total \$117,774.72

Item Total for Line 2 \$117,774.72

3-1	Temporary Staffing - Contract Specialist IV	962-69	2016.00	HR	58.42000	\$117,774.72	08/31/2022
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Schedule Total \$117,774.72

Item Total for Line 3 \$117,774.72

4-1	Temporary Staffing - Contract Specialist	962-69	2016.00	HR	58.42000	\$117,774.72	08/31/2022
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	IV						
Schedule Total						\$117,774.72	
Item Total for Line 4						\$117,774.72	
5-1	Temporary Staffing - Contract Specialist IV	962-69	2016.00	HR	58.42000	\$117,774.72	08/31/2022
Schedule Total						\$117,774.72	
Item Total for Line 5						\$117,774.72	
Total PO Amount						\$588,873.60	

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 	08/08/2022
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