

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-3-0000295254
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: 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
Requisition0000198646
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: 2924
Job class title: Claims Examiner IV POS #80189
Job skill level: Experienced
Temp: Loretta Feggens-Moriole
Hours per week: 40/wk
Estimated hours: 2080
FY22 PO HHSTX-2- 0000266993

JOB DESCRIPTION:

Works independently and conducts evidentiary disability hearings in the State of Texas for the Social Security Administration (SSA), taking evidentiary testimony and assessing the credibility of that testimony. Serves as a Disability Determination Services (DDS), and/or SSA representative in meeting with and providing highly advanced consultative and technical disability program services to beneficiaries, attorneys, physicians, medical professionals, advocacy groups, interpreters, SSA representatives, other agencies and the general public. Responds to inquiries from these individuals, implementing the provisions of the Privacy Act and Freedom of Information Act to appropriately authorize disclosure of sensitive information related to Social Security disability claims. Reviews case histories, including medical records, to ensure that prior examiners followed proper guidelines, and adjudicates all level of claims. Analyzes and interprets federal law, the Code of Federal Regulations, SSA Acquiescence Rulings, SSA disability regulations, Program Operations Manual System and policies and procedures of HHSC and DDS. Arranges for interpreters and ensures their competency. Provides complex consultative and technical assistance in implementing program matters and acts as own resource person independently interpreting substantive and technical issues. Works under limited supervision with extensive latitude for the use of initiative and independent 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:

Comprehensive and expert knowledge of the provisions of the Social Security Act, as amended, related Federal and State statutes, regulations, Social Security rulings, pertinent court rulings, and the paper and electronic folder disability case processes for Initial, Recon, CDR, CDR Recon and appeals cases.

Extensive knowledge of medical terminology, physical and mental conditions and impairments, disease processes, the current impact/future implications/prognosis associated with mental and physical diagnoses, signs/symptoms/tests/lab results, and selected treatment modalities, and the potential impact o the impairments on SSA disability eligibility.

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Extensive knowledge of pediatric medical terminology, age-appropriate childhood development standards and milestones, the impact of physical /mental impairments and disease processes on childhood development, and the degree of severity of cumulative developmental deficits that is required to be eligible for SSA disability benefits.

Extensive knowledge of legal principles as they apply to the SSA disability program, including Res Judicata, Collateral Estoppel, Administrative Finality, Medical Improvement Review Standard, Evidentiary Findings of Fact, Evidence Admissibility, Fraud and Similar Fraud, and Witness Credibility.

Extensive knowledge of non-medical and vocational factors affecting job opportunities and a claimants ability to work, including: age, education, skills and abilities, vocational background, occupational categories/classifications, exertional and non-exertional criteria and standards used by the industry to classify all occupations in the national economy.

Extensive knowledge of the adjudication process and documentation requirements for all types of SSA disability cases.

Knowledge of the process of gathering legal evidence, including oral testimony.

Knowledge of the use of a personal computer and peripherals, Microsoft Suite or equivalent software, and SSA-unique software applications such as the national Query system and the case management system and adjudication system.

Knowledge of all federal and state laws governing confidentiality and safeguarding of personal information accessible in Social Security, medical evidence of record, and disability case files.

Skill in conducting interviews

Skill in public and personal contacts to facilitate positive public opinion and effective working relations.

Skill in adapting to program changes and fluctuating workloads.

Skill in maintaining a mature attitude, use sound judgment, tact and diplomacy when dealing with interpersonal conflict or aggrieved parties and their representatives.

Ability to communicate effectively, both orally and in writing complex documents.

Ability to make timely and accurate independent decisions.

Ability to gather, assemble and evaluate pertinent information for all levels of cases, including legal evidence and oral testimony.

Confidential Information:

Awarded vendor will have access to confidential information.

Homeland Security Presidential Directive (HSPD)-12 security clearance is required.

Service Period

Start date: 09/01/2022

End date: 08/31/2023

Hours: 8:00 am - 5:00 pm

Days per week: Monday - Friday

Department: ODH

Street Address of Work Location:

HHSC DDS

6101 E. Oltorf St.

Austin, TX 78751

Supervisor Contact (Time card approval/resume reviewer/interviewer):

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Laura Jordan
512.437-5472
laura.jordan@ssa.gov

Agency Contact:
Donna Aleman
512-437-8873
donna.aleman@ssa.gov

Accounts Payable Contact Name:
Gloria Rodriguez
512-437-5021
Gloria.rodriguez@ssa.gov
Invoice Address: DDS.TX.S49.ESO@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
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	9/1/2022-9/30/2022 Position 80189 Temp Svs, Claims Examiner IV Experienced	962-69	176.00	HR	54.65000	\$9,618.40	09/01/2022
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Schedule Total \$9,618.40

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					Item Total for Line 1	\$9,618.40	
2-1	10/1/2022-8/31/2023 Position 80189 Temp Svs, Claims Examiner IV Experienced	962-69	1904.00	HR	54.65000	\$104,053.60	10/01/2022
					Schedule Total	\$104,053.60	
					Item Total for Line 2	\$104,053.60	
					Total PO Amount	\$113,672.00	

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 	07/21/2022
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