

# 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-3-0000295261</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> 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States
			<b>Page</b> 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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FY23 funding  
EX/0 - TGC 2155.441, Managed Term Contract 962-S3  
Requisition 198655  
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: 0152  
Job class title: Administrative Assistant II POS #80635  
Job skill level: Expert  
Temp: TBD  
Hours per week: 40/wk  
Estimated hours: 2080  
FY22 PO HHSTX-2-0000273876

**JOB DESCRIPTION:**

The DDO Administrative Assistant II must have knowledge of customary office equipment to include personal computers, multiline telephones, fax machines and copiers. Prefer experience with Microsoft Office to include MS excel. Must have good communication skills. Duties include: Receives inbound telephone inquiries and makes outbound calls to claimants, medical providers, school districts, and SSA field office staff members. Receives, reviews, processes and distributes Documents received by mail or electronically. Monitors office equipment for proper functioning. Inputs and modifies data into various software applications. Enters data and prepares correspondence accurately and in a timely manner. 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:**

Knowledge of office practices and administrative procedures.  
Skill in the use of standard office equipment and software.  
Skill in establishing and maintaining effective working relationships with co-workers, supervisors, managers, other DDS, HHS, SSA employees and the public.  
Ability to use Social Security Administration software system or a comparable system.  
Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedure; and to communicate effectively.  
Ability to recognize medical abbreviations and terminology.  
Ability to use and maintain reference materials

**Confidential Information:**

Awarded vendor will have access to confidential information.  
Homeland Security Presidential Directive (HSPD)-12 security clearance is required.

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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: DDO  
Street Address of Work Location:  
HHSC/DDS  
6101 E. Oltorf Street  
Austin, TX 78741

Supervisor Contact (Time card approval/resume reviewer/interviewer):  
Caroline Love  
Phone: 512-437-8455  
Email: caroline.love@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

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Demetta Muhammad 512-406-2423 demetta.muhammad02@hhs.texas.gov							
1-1	9/1/2022-9/30/2022 Position #80635 Temp Svs, Administrative Assistant II Expert	962-69	176.00	HR	37.15000	\$6,538.40	09/01/2022
<b>Schedule Total</b>						\$6,538.40	
<b>Item Total for Line 1</b>						\$6,538.40	
2-1	10/1/2022-8/31/2023 Position #80635 Temp Svs, Administrative Assistant II Expert	962-69	346.00	HR	37.15000	\$12,853.90	10/01/2022
<b>Schedule Total</b>						\$12,853.90	
<b>Item Total for Line 2</b>						\$12,853.90	
<b>Total PO Amount</b>						\$19,392.30	

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.

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**Authorized By**  
  
07/21/2022