

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-3-0000295458
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: Wells,Alicia N

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, EX/0-- Managed Term Contract 962-M3
Requisition 0000190681
PO Service Dates 09-01-2022 to 12-31-2022

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: Experienced
Temp: TBD
Hours per week: 40
Estimated hours: 640

JOB DESCRIPTION: Position provides highly complex consultative services and technical assistance work for the relocation function. This position works with managed care organizations (MCOs) that provide long-term services and supports to older adults and people with disabilities and centers for independent living (CILS), which are nonprofits designed and operated by people with disabilities. The position is focused on supporting the documentation and tracking of relocation services that help people transition from nursing facilities to the community. The position will provide technical assistance and training to CILs on how to track this data and facilitate meetings between MCOs and CILS to share best practices on helping people move from the nursing facility to the community. The position will also collect and share data from MCOs on people who are readmitted to nursing facilities after transitioning to the community, and people who indicate an interest in moving from institutions to the community. Specific duties include: Providing technical support and consultation to MCOs and their contractors on the software used to track and report performance measures and associated costs of the relocation function; Developing HHS policies, procedures, and forms for conducting the relocation function; Updating online database of relocation activities, preparing reports as needed; Developing computer based and face to face trainings; Preparing monthly correspondence to MCOs regarding requests for information on community-based services and re-institutionalizations; Maintaining comprehensive file of MFP consent forms; Conducting random checks of MFP consent forms for accuracy and completeness; Researching best practices in other states through phone interviews and literature review; Providing technical assistance to MCOs and other entities in arranging presenters and structuring monthly conference calls pertaining to relocation; Facilitating meetings with MCOs and CILs to discuss best practices and barriers to relocating people in nursing facilities; and Managing special projects/assignments and developing and implementing initiatives for the Money Follows the Person.

Knowledge, Skills, Abilities:

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Working knowledge and experience with Microsoft Word, Excel, PowerPoint;
Familiarity with databases such as Salesforce;
Knowledge of project budgets;
Strong written and verbal communication skills; and
Strong organizational skills.

Service Period
Start date: September 1, 2022
End date: December 31, 2022

Hours: 8:30: AM to 5:30: PM
Days per week: M, T, W, Th, F

Department: Medicaid/CHIP
Street Address of Work Location: Winters Building, 701 W. 51st
City/State/Zip: Austin, TX 78751
Bldg/Room#:

Supervisor (Timecard approval/resume reviewer/interviewer): Joyce Pohlman
Phone: 512 217-2981
Email: Joyce.Pohlman@hhs.texas.gov
Agency Contact: Lisa Neal
Phone: 512-438-3333
Email: lisa.neal@hhs.texas.gov
Additional Agency Contact: Veronica Euresti
Email: veronica.euresti01@hhs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Paige O'Boyle, Talent Placement Specialist
Phone: 512-730-3162
Email: paige.oboyle@peakperformers.org
CC:tempervicepo@workquesttx.com

PCS Purchasing contact
Alicia Wells
512-406-2582
Alicia.Wells@hhs.texas.gov

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Purchaser: Wells, Alicia N

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Temporary Staffing Requests - PS V - JP	962-69	640.00	HR	58.42000	\$37,388.80	08/31/2022
Schedule Total						\$37,388.80	
Item Total for Line 1						\$37,388.80	
Total PO Amount						\$37,388.80	

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 <i>Alicia Wells, CTCO, CTCM</i>	07/28/2022
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