

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-3-0000295533
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: 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

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
Requisition0000191435
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: 1621
Job class title: Director II
Job skill level: Experienced
Temp: Lisa Schultz
Hours per week: 40
Estimated hours: 1680

JOB DESCRIPTION: The Texas Department of State Health Services (DSHS) is seeking qualified applicants for the position of Public Health Crisis Response Cooperative Agreement (CoAg) Manager V in Austin, Texas. Under the direction of the Preparedness Branch Manager of the Health Emergency Preparedness and Response Section located within the Division for Regional and Local Health Operations, the Manager is responsible and accountable for ensuring the State of Texas remains in compliance with the CoAg requirements. Specifically, the Manager will develop and/or coordinate and track all reporting requirements, maintain visibility on all CoAg expenditures, and serve as the CoAg point-of-contact within the agency, as well as, with the Centers for Disease Control and Prevention (CDC). The Manager develops and maintains effective working relationships with DSHS staff and leadership within the Agency, assisting programmatic staff, as needed. This position performs highly advanced (senior-level) managerial work administering the daily operations of the Public Health Crisis Response CoAg. Work involves coordinating the planning and initiation of projects at various levels of completion; monitoring and controlling the progress and schedule of projects; and communicating with project stakeholders and leadership, management, and other relevant parties. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- Develop, coordinate and submit all related reporting requirements using accepted project management methodologies.
- Track DSHS expenditures related to the CoAg to ensure expenditure of funds
- Serve as the primary contact with the CDC, coordinating routine conference calls.
- Attends, in person or by telephone, meetings and conference calls relevant to project management of the CoAg.
- Develop and maintain effective and efficient relationships with federal, state and local health departments.
- Provide briefings to DSHS agency staff and executive leadership.
- Develop and/or submit reports to federal preparedness program funding agencies by due date.
- Identify and design strategies to avoid, accept, transfer, or mitigate potential project risks.

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Assist, as needed, DSHS programs with coordination of previously defined activities and oversight of local health department activities. Maintain a DSHS distribution list relevant to the CoAg and ensure relevant information is disseminated to all members accordingly. Perform other duties as assigned.

EXPERIENCE AND EDUCATION

Experience managing public health cooperative agreements or grants.
Certification in Project Management preferred. Experience and education may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of medical methods, procedures, and trends; of the principles and practices in the development, implementation, and documentation of individualized care and treatment plans; of the principles of public health practices; and of disease management and risk analysis. Skill in the care and treatment of patients; in the use of medical diagnostic and treatment tools and equipment; in the use of a computer and applicable software; in developing, describing, and communicating medical or public health plans and procedures; and in project management, prioritization, and program evaluation. Ability to examine, diagnose, and treat physical or mental disorders; to interpret laboratory analyses and x-rays; to interact effectively and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds; to communicate effectively; and to supervise the work of others.

Service Period

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

Hours: 8AM to 5PM

Days per week: Monday-Friday

Department: RLHO

Street Address of Work Location: 1500 west 49th St.
City/State/Zip: Austin, Texas 78756
Bldg/Room#: G building suite 400

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

Phone:512-776-2043
Email: Brenda.narro@dshs.texas.gov

Agency Contact: Dana Bernberg
Phone:512-776-2097
Email: dana.bernberg@dshs.texas.gov

Accounts Payable:
Phone: 512-458-7111 x2259
Invoice Address: invoices@dshs.texas.gov

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

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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
Cynthia Rubio, Recruiter, GSG Talent Solutions
Phone: 737-209-7275 Fax: 512-637-7406
Email: Cynthia.Rubio@gsgtalentsolutions.com
CC: tempservicepo@workquesttx.com

HHSC PCS Purchasing Contact: Hadassah Gomez
Phone: 512-406-2466
Email: Hadassah.Gomez@hhs.texas.gov

Reference FY22 PO 0000257144

1-1	FY23 Warkquest Temp Services Lisa Schultz	962-69	1680.00	HR	90.70000	\$152,376.00	09/01/2022
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Schedule Total \$152,376.00

Item Total for Line 1 \$152,376.00

Total PO Amount \$152,376.00

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.

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Authorized By

Hadassah Gomez, CTLD, CTCM

08/23/2022