

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-3-0000295574
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, Managed Term Contract 962-M3
Requisition 0000190691
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: 1574
Job class title: Program Specialist V
Job skill level: Experienced
Temp: Lonnie Bean
Hours per week: 40
Estimated hours: 2016

JOB DESCRIPTION:

The Texas Health and Human Services Commission (HHSC) seeks highly qualified candidates to fill the Direct Service Workforce Policy Specialist position within the Office of Disability Services Coordination (ODSC) within the Chief Program and Services Office. The position reports to the Director of ODSC. ODSCs mission is to identify and implement long-term, system-wide improvements to the delivery of health and human services for people with disabilities through coordination and collaboration. The Direct Service Workforce Data Analyst will focus on a Money Follows the Person Demonstration (MFPD) project that supports the implementation of a multi-year strategic plan, the Community Attendant Workforce Development Strategic Plan. This plan focuses on the improvement of recruitment and retention of direct service workers. The goals and objectives in this project build on previous MFPD projects and contribute to capacity building within Home and Community-Based Services (HCBS) by researching potential long-term strategies and building federal, state, regional and local partnerships to enhance recruitment and retention of the direct care workforce which provide necessary support for people receiving services in the community.

The Direct Service Workforce Policy Specialist:

- Researches local, state and federal policy, rules, statutes and processes associated with direct care work.
- Prepares comprehensive reviews of literature, statutes, rules, and/or policies.
- Collaborates and provides updates to ODSC project manager as needed.
- Serves as a liaison with HHSC areas for programmatic research and policy applicability.
- Presents information to the taskforce for feedback and consideration.
- Coordinates and conducts surveys.

Assists with planning, developing, coordinating, and administering of research projects associated with direct care efforts. Experience in a field related to the agency program. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

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This position requires and is budgeted for intermittent travel (20%). All travel must follow HHS travel procedures/state employee requirements.

Knowledge, Skills, and Abilities:

Knowledge of state HHS programs.
Knowledge of state and federal statute, rules, regulations, and guidance relevant to disability related program areas.
Knowledge of program management processes and techniques.

Skill in synthesizing complicated and technical information and into concise materials appropriate for an external audience.
Skill in computer usage and applicable software.
Skill in problem solving and independent decision-making.
Skill in communicating effectively orally and in writing.
Skill in identifying measures or indicators of program performance.

Ability to develop recommendations based on research and analysis.
Ability to independently prioritize time and manage multiple project deadlines.
Ability to work with people under pressure, negotiate among multiple parties, resolve conflicts, and to establish and maintain effective working relationships to develop solutions.

Service Period
Start date: 9/1/2022
End date: 8/31/2023

Hours: 40
Days per week: M-F

Department: CPSO
Street Address of Work Location: 4601 W. Guadalupe St.
City/State/Zip: Austin, Texas 78751
Bldg/Room#: 3rd Floor, Office of Disability Services Coordination (3.705)

Supervisor Name (Time card approval): Clair Benitez
Phone: 512-574-6773
Email: clair.benitez@hhs.texas.gov
Agency Contact: Roxann Medina
Phone: 512-243-4940
Email: Roxann.Medina@hhs.texas.gov
Additional Agency Contact: Lisa Neal
Phone: 512-438-3333
Email: lisa.neal@hhs.texas.gov
Additional Agency Contact: Veronica Euresti

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Email: veronica.eurest01@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

1-1	Temporary Staffing -PS V - CB	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

Total PO Amount \$117,774.72

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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

Alicia Wells, CTCO, CTCM

07/29/2022