

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-3-0000295663
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
Requisition 0000187559
STAR # 00-204948
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: 1573
Job class title: Program specialist IV
Job skill level: Experienced
Temp: 1 Temp Staff Requested
Hours per week: 40-50
Estimated hours: 2024

JOB DESCRIPTION: The Texas Department of State Health Services is looking to fill a position to assist the Executive Clerk conduct executive communications. Under the guidance of the Clerk, manages, and facilitates the flow of written information from external stakeholders and DSHS staff to the DSHS Commissioner and executive leadership team including letters, emails, memos requesting Commissioner action, informational memos, reports, and briefing documents. Coordinates the response, review, and completion of all executive correspondence submitted to the Commissioner and/or executive leadership for approval and signature. Manage and monitor all documents prior to distribution under the Commissioner's signature. Reviews responses for clarity and compliance with DSHS standards. Ensures that information is clear and consistent with DSHS policies and procedures. Works with divisions, government affairs, communications, consumer affairs, Chief Financial Officer, Office of General Counsel, and others as required to ensure that all documents submitted for Commissioner's approval have undergone required department review and approval. Returns Commissioner decisions to the appropriate division or center. Help Executive Clerk maintain an effective executive correspondence tracking process. Follows guidelines, policies, and operational procedures for executive correspondence. Other duties include actively participating in a supporting role to meet the agency's obligations for the COVID-19 disaster response and/or recovery or continuity of operations activation. May assist the Executive Clerk with setting up a new database archive system and with transferring data into the system.

KNOWLEDGE SKILLS ABILITIES

Skill in reviewing, revising, and/or editing written documents
Skill in managing multiple and competing priorities
Skill in use of computer related equipment, including the use of Microsoft Office Suite to include word processing, spreadsheet, and database software programs, also Adobe Acrobat
Skill in organizing files and administrative materials so they are easily retrieved

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Ability to establish effective working relationships with staff at all levels of an organization
 Ability to work independently and make timely and effective decisions
 Ability to work under pressure and meet deadlines
 Ability to organize and present information effectively, both orally and in writing
 Ability to interpret and apply DSHS and HHS System policies and procedures
 Ability to maintain confidentiality of sensitive information

Preferred qualifications include:
 Knowledge of DSHS and/or health and human services programs and services.
 Experience setting up databases using online platforms.
 Experience and/or ability using mail merge.

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: DSHS-Office-of-DC Ext Relations
 Street Address of Work Location: 1100 W 49th St
 City/State/Zip: Austin, TX 78756
 Bldg/Room#: Moreton, 7th Floor

Supervisor Contact (Time card approval/resume reviewer/interviewer): Angelica Martinez
 Agency Contact: Michele Torres
 Phone: 512-695-9575
 Email: Michele.Torres@dshs.texas.gov

Vendor: WorkQuest
 Address: 1011 E 53 1/2 St
 Austin, TX 78751
 Supplier/Payee ID: 1741976051
 CPA ID#: 84202
 Contact: Derek Rayborn, Director of Government Relations
 Phone: 512-453-8833 Ext 101
 Email: derek.rayborn@peakperformers.org
 Contact: Paige O'Boyle, Talent Placement Specialist
 Phone: 512-730-3162
 Email: paige.oboyle@peakperformers.org
 CC: tempservicepo@workquesttx.com

HHSC PCS Purchasing Contact: Hadassah Gomez
 Phone: 512-406-2466

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Email: Hadassah.Gomez@hhs.texas.gov

Reference FY22 PO 0000267760

1-1	Program Specialist IV Regular Hours	962-69	2024.00	HR	54.65000	\$110,611.60	09/01/2022
Schedule Total						\$110,611.60	
Item Total for Line 1						\$110,611.60	
2-1	Program Specialist IV Overtime Hours	962-69	450.00	HR	78.15000	\$35,167.50	09/01/2022
Schedule Total						\$35,167.50	
Item Total for Line 2						\$35,167.50	
Total PO Amount						\$145,779.10	

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

Hadassah Doney, CTLD, CCM

08/23/2022