Department of State Health Services

Purchase Order

Dispatch via Print

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Payment Ter Net 30	rms Freight Terms Prepaid & Allow	Ship V i BEST V		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. All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.				Date 09/01/22	RevisionPage 16694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States		
				Ship To:			
Vendor:	1741976051 1 WORKQUEST 1011 E 53RD 1/2 ST AUSTIN TX 787511703 United States	UEST 3RD 1/2 ST TX 787511703		Bill To:	Invoice-DSHS Fiscal Claims DEPARTMENT OF STATE HEALTH SERVICE 1100 W 49th St (RBB) PO Box 149347 Austin TX 78756 United States 512/458-7442 invoices@dshs.texas.gov		
				Fax: Email:			
				Purchaser:	Gomez,Hadassah-Natalia		
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price Extende	ed Amt Due Date	

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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WORKQUEST INIT 53XB 12 ST ALSTIN TX 787511703 United States Date of the states Da			bondence must be identified				
Email: invoices@dbbs.texas.gov InterSch Interlory Item ID - Line Description Class/Item Quantify UOM PO Price Extended Am Due Jate 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 over under pressure and meet deadlines Note of Price Extended Am Due Jate Ability to over under pressure and meet deadlines and meet deadlines Service Price S	N 1 4	WORKQUEST 1011 E 53RD 1/2 ST AUSTIN TX 787511703	Bill To:	DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (RBB) PO Box 149347 Austin TX 78756			
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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 organize and present information effectively, both orally and in writing Ability to organize and appet deallines Ability to an organize and present information effectively, both orally and in writing Ability to an organize and present information effectively, both orally and in writing Ability to an organize and present information effectively, both orally and in writing Ability to an organize and present information effectively, both orally and in writing Ability to an order of an orally OSHS and HHS System policies and procedures Ability to maintain confidentiality of sensitive information Preferred qualifications include: Knowledge of DSHS and HOS System policies programs and services. Experience and/or ability using mail merge. Service Period Start date: 09/01/2022 End date: 09/01/2022 End date: 09/01/2022 End date: 09/01/2022 End date: 09/01/2022 Department: DSHS-Office-of-DC Ext Relations Street Address of Work Location: 1100 W 49th St City/State/217, usin, TX 78766 Bidg/Room#: Moreton, 7th Floor Supervisor Contact (Time card approval/resume reviewer/interviewer): Angelica Martinez Agency Contact: Michele Torres Phome: 512-695-9576 Email: Michele. Torres @dsh.texas.gov Vendor: WorkQuest Address: 1011 E 53 1/2 St Austin, TX 78761 Supplies/Fayee ID: 1741976051 CPA IDI: 84202 Contact: Derke Raybom, Director of Government Relations Phome: 512-43-833 EX 1101 Email: deal-xaybom, Beakperformers.org Contact: Paige O'Boyle, Tailent Placement Specialist Phome: 512-43-303 EX 1101 Email: deal-xaybom, Beakperformers.org Contact: Paige O'Boyle, Tailent Placement Specialist Phome: 512-43-303 EX 1101 Email: deal-xaybom, Beakperformers.org Contact: Paige O'Boyle, Tailent Placement Specialist Phome: 512-43-303 EX 1101 Email: deal-xaybom, Beakperformers.org Contact: Paige O'Boyle, Tailent Placement Special				Purchaser:	Gomez,Hadassa	h-Natalia	
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Street Address of Work Location: 1100 W 49th St City/State/Zip: Austin, TX 78756 Bidg/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							
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	Address: 1011 E Austin, TX 7875 Supplier/Payee I CPA ID#: 84202 Contact: Derek F Phone: 512-453 Email: derek.ray Contact: Paige O Phone: 512-730 Email: paige.obc	53 1/2 St 1 ID: 1741976051 Rayborn, Director of Government F -8833 Ext 101 born@peakperformers.org D'Boyle, Talent Placement Speciali -3162 pyle@peakperformers.org					
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Department of State Health Services

Purchase Order

Dispatch via Print Ship Via **Payment Terms** Freight Terms HHSTX-3-0000295663 Net 30 Prepaid & Allow BEST WAY **Purchase Order** If advertised by informal bid, Invitation for Offer, or Request for Proposal; all Date Revision Page specifications, terms, and conditions set forth in the advertisement and vendor's 09/01/22 3 conforming responses become a part of this numbered purchase order. Contractor Ship To: 6694 - Austin:1111 W North Loop guarantees goods or services delivered meet or exceed numbered purchase order HEALTH & HUMAN SERVICES COMMISSION requirements. 1111 W North Loop All shipments, shipping papers, invoices, and correspondence must be identified Austin TX 78756 with our Purchase Order Number. United States Vendor: 17419760511 Bill To: Invoice-DSHS Fiscal Claims WORKOUEST DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (RBB) 1011 E 53RD 1/2 ST AUSTIN TX 787511703 PO Box 149347 United States Austin TX 78756 United States Fax: 512/458-7442 invoices@dshs.texas.gov Email: Gomez, Hadassah-Natalia **Purchaser: Inventory Item ID - Line Description** Class/Item UOM Line-Sch Quantity PO Price **Extended Amt Due Date** Email: Hadassah.Gomez@hhs.texas.gov Reference FY22 PO 0000267760 1-1 962-69 2024.00 HR 54.65000 \$110.611.60 09/01/2022 Program Specialist IV Regular Hours \$110,611.60 Schedule Total Item Total for Line 1 \$110,611.60 962-69 450.00 HR 78.15000 \$35,167.50 09/01/2022 2 - 1Program Specialist IV Overtime Hours \$35,167.50 Schedule Total 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

Hadasseh Somey, CTCD, CTCM

<u>08/23/2022</u>