

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-3-0000295666
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 0000190708
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: 1575
Job class title: Program Specialist VI
Job skill level: Experienced
Temp: Yvonne Johnson
Hours per week: 40
Estimated hours: 640

JOB DESCRIPTION:

Position provides highly complex research services and technical assistance to contract managers and project leads to ensure contractual projects for multiple MFPD projects in Medicaid/CHIP are completed timely and MFPD funds are expended within the budget year. The position focuses on contracts designed to help older adults and people with disabilities transition from nursing facilities to the community. One example of a contract to be managed is one to enhance recruitment and retention of people who help those with disabilities undertake daily activities, such as dressing, bathing, and eating. The position will develop, oversee, and monitor these contracts. Specific activities related to the contract coordination include:

- Day to day communication with project leads on progress with contracting process;
- Collating existing HHS policies, procedures, and forms for coordinating contracting activities;
- Serving as subject matter expert on contracts and working with project leads to draft contract documents;
- Determining contract specifications with project lead and drafting scope of work and other components of the contract;
- Developing draft budgets for contracts;
- Collaborating with legal, budget and contract management staff as needed to review contract;
- Responding to and finding solutions to issues raised through legal and other entities review of contracts
- Researching best practices in other states through phone interviews and literature review;
- Managing special projects/assignments and developing and implementing initiatives for the Money Follows the Person.

Knowledge, Skills, and Abilities:

Working knowledge and experience with Microsoft Word, Excel, PowerPoint;
Knowledge of project management and the contracting process;
Strong written and verbal communication skills; and

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Strong organizational skills.

Strongly prefer candidate with Certified Texas Contract Manager status.

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 Services
Street Address of Work Location: 701 W 51st Street
City/State/Zip: Austin, TX 78751
Bldg/Room#: Winters

Supervisor Contact (Time card approval/resume reviewer/interviewer): Joyce Pohlman
Phone: 512-203-1043
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

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1-1	Temporary Staffing Requests_Prog Spec VI_JP	962-69	640.00	HR	66.78000	\$42,739.20	09/01/2022
Schedule Total						\$42,739.20	
Item Total for Line 1						\$42,739.20	
Total PO Amount						\$42,739.20	

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>	07/29/2022
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