

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via	Purchase Order	HHSTX-3-0000295683
Net 30	Prepaid & Allow	BEST WAY	Date	Revision
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.			09/01/22	Page 1
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			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 0000191919
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: 1570
Job class title: Program Specialist I
Job skill level: Entry Level
Temp: Roxann Krebs
Hours per week: 40
Estimated hours: 2016

JOB DESCRIPTION:

Work involves assisting the Intellectual/Developmental Disability (IDD) Provider Portal project team with:
Management and resolution of IDD contracted entity registration for the IDD Provider Portal;
Conducting complex analysis, assessment, recommendation development, and resolution of implementation operational issues identified by HHSC or project leads;
Participation in portal implementation projects related to contracted entity transition operational issues for Program Enrollment and Support;
Determining operational trends and resolving contracted entity operational problems in coordination with IDD Program Eligibility and Support project lead, Utilization Review and Information Technology (IT);
Conducting detailed, complex research and analysis of portal operational issues (pre and post project implementation) including the examination of rules, policies, laws, and regulations as they relate to contracted entity operational issues; and
Coordination with IDD provider and Local Intellectual/Developmental Disability Authority contract compliance areas, Utilization Review and IT to provide guidance in the development and integration of contracted entity operational approaches for issue resolution and management.
This position assists with the implementation of the IDD Operations Portal, and coordination efforts with all impacted HHS Enterprise entities related to troubleshooting implementation related issues, ensuring issues are routed to the appropriate area within HHS and that resolution is achieved. This position also ensures timely response to external queries from impacted contracted entities impacted by the implementation of this new electronic resource. This position requires the ability to work cooperatively as a team member in a rapid-paced, deadline-oriented environment.
The position is responsible for monitoring and managing the IDD Operations Portal implementation mailbox, reviewing, analyzing, assigning and responding to routine inquiries or issues received in the mailbox regarding implementation related policies and procedures. This position requires the ability to maintain a tracking system of all issues and inquiries received in the mailbox. The Program Specialist I, provides thorough, detailed research, and technical support to all areas within the Medicaid CHIP division as well as its internal and external partners. This position performs other related duties as assigned and is required to meet the agency mission and goals of the department.

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Knowledge, Skills, and Abilities: person needs to have the knowledge and ability to use Microsoft Office version 2010 and related software, operate a multifunctional machine (copy, fax and printer), and operate a telephone.

Service Period
Start date: September 1, 2022
End date: August 31, 2023

Hours: 40
Days per week: Monday - Friday

Department: HHSC Medicaid CHIP Services, Medicaid Operations, IDD Program Eligibility and Support
Street Address of Work Location: 701 West 51st St
City/State/Zip: Austin, TX. 78751
Bldg/Room#: Winters, 5W-K13

Supervisor Contact (Time card approval/resume reviewer/interviewer): Fabian Aguirre
Phone: (512) 284-2309
Email: Fabian.Aguirre@hhs.texas.gov
Agency Contact Name: Emily Bell
Phone: (512) 438-5140
Email: Emily.Bell@hhs.texas.gov
Additional 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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1-1	Fabian Aguirre Temp Staff Req - Program Specialist I	962-69	2016.00	HR	37.53000	\$75,660.48	09/01/2022
Schedule Total						\$75,660.48	
Item Total for Line 1						\$75,660.48	
Total PO Amount						\$75,660.48	

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