

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-3-0000295705
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 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States
			Page 1

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 # 00-165335
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: Expert
Temp: Sarah Garza
Hours per week: 40
Estimated hours: 2064

JOB DESCRIPTION: Performs highly advanced, and technical assistance work for all Epidemiology and Laboratory Capacity (ELC) grant activities for the Division of Laboratory and Infectious Disease Services (LIDS) programs. Work involves tracking, reporting activities and due dates, and electronically filing internal and external ELC federal documents, reports, and files. Develops and improves tracking and reporting systems related to grant applications. Assist with coordination of ELC grant applications, reporting documents, and budget. Assist with the development of policies and procedures of the ELC grant work system and activities.

Knowledge, Skills, and Abilities:

- Knowledge of agency, state, and federal policies and procedures related to grants
 - Knowledge of public administration and management techniques
 - Knowledge of email, word processing, spreadsheet, and database programs such as Word, Excel, and Outlook
 - Skill in developing goals and objectives, problem-solving techniques, and development of procedures to monitor and evaluate progress
 - Skill in project planning and management
 - Skill in program coordination techniques
 - Ability to gather, assemble, correlate, and analyze facts
 - Ability to devise solutions to problems
 - Ability to prepare reports
 - Ability to provide technical advice on adherence to appropriate policies and procedures
 - Ability to train, lead, assign, and/or prioritize the work of others
 - Ability to communicate effectively both verbally and in writing
- Supervisor Name (Time card approval/resume reviewer/interviewer): Rey Velazquez

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Phone: 512-776-3334
Email: Reynaldo.velazquez@dshs.texas.gov

Job classification: 1574
Job class title: Program specialist V
Job skill level: Expert
Temp: Eric Hungate
Hours per week: 40
Estimated hours: 2064

Job Description: Assists the Public Health Informatics and Data Exchange (PHID) group in providing consultative services and technical assistance to local and regional health departments in maintaining disease surveillance through NEDSS. Identifies and resolves daily patient duplication utilizing the NEDSS merging process. Monitors the NEDSS helpdesk and helps resolve customer issues or routes to the appropriate staff. Identifies and recommends actions to enhance program effectiveness. Analyzes operation procedures, prepares written reports of findings, and presents recommendations to teal lead. Works with disease surveillance professionals to coordinate diverse data reporting mechanisms and to ensure approved disease-coding data is used by the disease surveillance systems. Works with health professionals to identify and resolve surveillance system technical issues.

Knowledge, Skills, and Abilities:
Using Access, Excel, SmartSheet, or other software, assists in analysis by preparing databases, providing technical assistance in data analysis, and preparing summary and ad hoc reports.

Supervisor Contact (Time card approval/resume reviewer/interviewer): Norris Harrell
Phone: 512-776-2466
Email: norris.harrell@dshs.texas.gov

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: Department of State Health Services/Laboratory and Infectious Disease Services Division
Street Address of Work Location: 1100 W 49th St
City/State/Zip: Austin, TX 78756
Bldg/Room#: G-310
This position will telework full-time, but may be called into the office.

Additional/Alternate Contact Name: Christine Contreras
Phone: 512-776-2863

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Email: christine.contreras@dshs.texas.gov
Accounts Payable Contact Name: Rey Velazquez
Phone: 512-776-3334
Email: Reynaldo.velazquez@dshs.texas.gov
Requester/Agency Contact: Saher Prasla
Phone: 512-776-6553
Email: saher.prasla@dshs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Garrett Wilson, Senior Branch Manager, GSG Talent Solutions
Phone: 512-637-7199
Email: garrett.wilson@gsgtalentsolutions.com
Contact: Karin Wilcox, State Account Coordinator
Phone: 737-209-7290
Email: karin.wilcox@gsgtalentsolutions.com
CC: tempservicepo@workquesttx.com

HHSC PCS Purchasing Contact: Hadassah Gomez
Phone: 512-406-2466
Email: Hadassah.Gomez@hhs.texas.gov

Reference FY22 PO 0000268980

1-1	LIDS Program Specialist IV Regular Hours	962-69	2064.00	HR	63.43000	\$130,919.52	09/01/2022
Schedule Total						\$130,919.52	
Item Total for Line 1						\$130,919.52	
2-1	LIDS Program Specialist IV Overtime Hours	962-69	50.00	HR	90.70000	\$4,535.00	09/01/2022
Schedule Total						\$4,535.00	

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Item Total for Line 2						\$4,535.00	
3-1	LIDS Program Specialist V Regular Hours	962-69	2064.00	HR	67.82000	\$139,980.48	09/01/2022
Schedule Total						\$139,980.48	
Item Total for Line 3						\$139,980.48	
4-1	LIDS Program Specialist V Overtime Hours	962-69	50.00	HR	96.99000	\$4,849.50	09/01/2022
Schedule Total						\$4,849.50	
Item Total for Line 4						\$4,849.50	
Total PO Amount						\$280,284.50	

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 Gomez, CTED, CTEM

07/25/2022