

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-3-0000295726
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: 4546 - Austin:1100 W 49th St (DBGL) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DBGL) PO Box 149347 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
Requisition0000190788
STAR #00-295258
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: 1576
Job class title: Program Specialist VII, Project Manager
Job skill level: Expert
Temp: 1 Temp Staff Requested
Hours per week: 40+
Estimated hours: 1440

JOB DESCRIPTION: Works under the direction of the Webmaster and Communications Director at the Department of State Health Services (DSHS). Performs highly advanced senior level consultative services and technical assistance work in the area of DSHS project management. Work involves coordinating and managing critical aspects of the DSHS Website and Web Content Management System (WCMS) Redesign project utilizing project management best practices in coordination with agency business and program units. Duties include planning, researching, coordinating, and evaluating project management implementation, assuring the use of best practices and standards, assisting in the coordination and optimization of DSHS operations and program functions, and providing consultation.

The position is responsible for coordinating with all project teams to ensure that numerous deliverables and milestones are achieved successfully during the DSHS Website and WCMS Redesign project. These responsibilities include: adhering to established project management practices; maintaining project management data on critical and major aspects of the project; reporting progress on key portions of the project to executive/senior staff; providing recommendations regarding website redesign and WCMS implementation. This position will also work with staff to initiate, sponsor, manage or participate in key aspects of the project including the content rewrite, website buildout, UAT, and adherence to standards and compliance measures. Works under limited direction with extensive latitude for the use of initiative and independent judgment, yet follows all policies and procedures required by DSHS Web Services, DSHS Communications, and HHSC IT. May assign duties and responsibilities and coordinate the work of project staff.
Essential job functions

(45%)

Works closely with DSHS Web Services, DSHS Communications, HHSC IT, and vendor to coordinate and manage the design, development, and implementation of a new Web Content Management System (WCMS) and ensure the successful buildout of DSHS websites on the new platform. Confers with DSHS and HHSC IT management, staff, and vendors to discuss project issues, risks, and resolutions.

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Ensures necessary approvals are obtained in a timely fashion.
 Provides written reports to all necessary stakeholders including DSHS Web Services, DSHS Communications, HHSC IT, HHS Accessibility, HHS Security, HHS Privacy, as well as for any other state and federal requirements on a regular basis.
 Provides technical and non-technical audits, risk analyses, and documents compliance on a regular basis.
 Communicates effectively with program staff to assess needs and ensure timely feedback.
 Coordinates with IT project managers and staff to ensure project milestones are met successfully.
 (45%)
 Coordinates all aspects of website redesign including content rewrite, design, training, testing, successful launch, website handoff, and post-launch stabilization and management.
 Coordinates and manages testing during key phases of the project to ensure websites meet communication, technology, user-experience, and business requirements.
 Coordinates testing during key phases of the project to ensure websites meet accessibility requirements.
 Coordinates training for DSHS staff to administer and manage the new DSHS websites on the new WCMS platform.
 Manages efforts to develop a robust website stabilization strategy to support websites for a determined time period after launch.
 Manages efforts to provide a website support plan that includes website support, maintenance, ongoing training, and yearly analysis and review.
 (5%)
 Performs other duties as assigned.
 Other duties as assigned include but are not limited to actively participating and/or serving in a supporting role to meet the agency's obligations for disaster response and/or recovery or continuity of operations activation.
 Such participation may require an alternate shift pattern assignment and/or location.
 (5%)
 Limited travel may be required.

Knowledge, Skills, Abilities:
 Thorough knowledge of project management theories and techniques.
 Thorough knowledge of website development and redesign methodologies.
 Thorough knowledge of advanced web technologies, including web content management tools.
 Knowledge of web publishing tools and utilities.
 Knowledge of analytical principles and practices.
 Knowledge of facilitation skills, techniques and competencies;
 Knowledge of all types of media including web, social, print, video, and multimedia.
 Knowledge of graphical software as needed for use in web projects.
 Knowledge of information technology issues.
 Knowledge of information security issues.
 Knowledge of libel, slander, and copyright laws.
 Knowledge of privacy laws.
 Skill in managing projects, including reporting and time management;
 Skill in researching industry practices and benchmark information;
 Skill managing enterprise-level website redesign projects.
 Skill in technical project methodologies including Agile methodologies.
 Skill in managing multiple projects simultaneously.
 Skill in working with large vendors for large website projects.
 Skill in managing communication and branding-related business projects.

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Skill in planning and facilitating meetings and group problem solving;
Skill in oral and written communications;
Skill in utilizing facilitation tools such as agenda planning and preparation, ground rules, process intervention and managing data; and
Skill in the use of a personal computer utilizing Microsoft Windows and the Microsoft Office Suite of software programs and the use of the Internet.
Skill in web access bility techniques, testing, and remediation.
Skill in web analytics tools such as Google Analytics, Google Tag Manager, and other web analytics tools.
Ability to analyze and solve complex and difficult problems related to large organization website redesign projects.
Ability to gather, assemble, correlate and analyze facts; to devise solutions to problems; and to prepare concise reports;
Ability to prioritize information and issues;
Ability to manage and complete assignments within deadlines;
Ability to develop effective data collection tools such as surveys, questionnaires and interviews;
Ability to work effectively in teams;
Ability to determine the tools and methods to help people interact productively with each other;
Ability to identify opportunities to improve services or gain efficiencies;
Ability to analyze the relationship of cost to benefit for projects and programs;
Ability to use various computer applications (JIRA, Project, Visio, Excel, Access, Word and Internet search engines); and
Ability to organize and present information in a clear, concise manner.

Preferred qualifications include:
Bachelor's degree from an accredited college or university with a major in business, communications, or relevant field. Significant full-time work experience as a project management professional (5+ years) may be considered in lieu of a degree.
Four (4) years of full-time work experience in web development projects.
Experience designing and successfully implementing projects with team members from multiple organizations within or across agencies.
Ability to manage and complete multiple assignments within competing deadlines.
Preferred, not required, ability to read, write, speak fluent Spanish.
Ability to organize and present information in a clear, concise manner.
Experience in providing consultative and technical assistance services to staff at the executive, management and program level.
Ability to effectively work with executive, senior level, and program staff to implement large projects.
Passion for public service and/or improving the health of individuals, communities, and the state of Texas.

Service Period
Start date: 09/01/2022
End date: 08/31/2023

Hours: 8:00AM to 5:00PM
Days per week: Monday to Friday (remote)

Department: Office of the Chief of Staff Communications/Web Services
Street Address of Work Location: 1100 W. 49th St.
City/State/Zip: Austin, TX 78756
Bldg/Room#: Moreton 7th Floor, M-733

Supervisor Contact (Time card approval/resume reviewer/interviewer): Tray Ivie

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Phone: 512.623.9138
Email: tray.ivie@dshs.texas.gov
Additional Contact: Michele Torres
Phone: 512.695.9575
Email: michele.torres@dshs.texas.gov
Contact (if not the Supervisor for Time card approval): Jennifer Van Gilder
Phone: 512-865-0556
Email: Jennifer.vangilder@dshs.texas.gov
Accounts Payable Contact: Michele Torres
Phone: 512.695.9575
Email: michele.torres@dshs.texas.gov
Invoice Address: invoices@dshs.texas.gov

*Submit candidate resumes to Supervisor: Tray Ivie

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

1-1	FY22 TEMP SERVICES PROGRAM SPECIALIST VII, Expert	962-69	1440.00	HR	83.85000	\$120,744.00	09/01/2022
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Schedule Total \$120,744.00

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Item Total for Line 1						\$120,744.00	
2-1	FY22 TEMP SERVICES PROGRAM SPECIALIST VII, Expert OVERTIME	962-69	15.00	HR	119.91000	\$1,798.65	09/01/2022
Schedule Total						\$1,798.65	
Item Total for Line 2						\$1,798.65	
Total PO Amount						\$122,542.65	

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, CTM

08/23/2022