

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-3-0000295991
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 1990 - Austin:1100 W 49th St (DHT) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DHT) Ste 605 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 0000202312
PO Service Dates 09-01-2022 through 07/31/2023

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: 12

Job classification: 4074
Job class title: Public Health and Prevention Specialist II
Job skill level: Experienced
Temp: 2 Temp Staff Requested
Hours per week: 40
Estimated hours: 1904/ea

JOB DESCRIPTION: Performs complex (journey-level) public health work. Work involves planning and developing public health education program activities and providing assistance to program staff, governmental agencies, and community organizations. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Will work with faxes and records, communications, emails, calls, operations related to COVID-19.

Knowledge, Skills, Abilities:
Knowledge of social, economic, and public health issues; public health laws and regulations; and medical terminology. Skill in the use of a computer and applicable software. Ability to interpret public health laws and regulations, to analyze and evaluate public health needs, to provide guidance to others, and to communicate effectively

Job classification: 1572
Job class title: Program Specialist III
Job skill level: Experienced
Temp: 2 Temp Staff Requested
Hours per week: 40
Estimated hours: 1904/ea

JOB DESCRIPTION: COVID-19 Data Management and Operations and COVID-19/Zoonosis Emerging infections response

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Performs complex (journey-level) consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, government agencies, community organizations, or the general public. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Will Collaborate with the Epidemiology program on COVID-19 case investigations including vaccine breakthrough, variants and reinfection cases, trends and forecasting.

Knowledge, Skills, Abilities:
Knowledge of local, state, and federal laws related to the program area; public administration and management techniques; statistical analysis processes; budget processes; research techniques; training and marketing techniques; and program management processes and techniques. Skill in identifying measures or indicators of program performance and the use of a computer and applicable software. Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market programs; to prepare reports; to develop, evaluate, and interpret policies and procedures; to communicate effectively; and to provide guidance to others.

For second position (COVID-19/Zoonosis Emerging infections response):
Supervisor Name (Time card approval/resume reviewer/interviewer): Dawn Blackburn
Phone: 713-767-3411
Email: Dawn.Blackburn@dshs.texas.gov

Job classification: 4412
Job class title: Nurse II - Communicable Disease Response Nurse
Job skill level: Experienced
Temp: 1 Temp Staff Requested
Hours per week: 40
Estimated hours: 1904

JOB DESCRIPTION: Communicable Disease Response Nurse Communicable disease response/intervention (COVID-19, TB, HIV-STD); will administer COVID testing to vulnerable populations. Performs complex (journey-level) nursing work. Work involves providing for the assessment, care, and treatment of patients. Work may include serving as a resource on nursing practices and education programs by performing consultative and administrative work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Knowledge, Skills, Abilities:
Knowledge of nursing techniques and procedures; health care laws and regulations; medical diagnoses and procedures; accepted medical treatment programs; and community health and nursing care principles, practices, and procedures. Skill in the care and treatment of patients, and in the use of a computer and applicable software. Ability to provide patient care, to prepare and maintain records, to explain public health laws, to recognize patterns of medical necessity treatment, and to communicate effectively.

Supervisor Name (Time card approval/resume reviewer/interviewer): Dr. Caitlin Cotter
Phone: 281-782-4924
Email: Caitlin.cotter@dshs.texas.gov

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Job classification: 4411
Job class title: Nurse I - Communicable Disease Response Nurse
Job skill level: Experienced
Temp: 3 Temp Staff Requested
Hours per week: 40
Estimated hours: 1904/ea

JOB DESCRIPTION: Communicable Disease Response Nurse will perform COVID testing with vulnerable populations. Performs entry-level to routine (journey-level) nursing work. Work involves providing for the assessment, care, and treatment of patients. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

Knowledge, Skills, Abilities:
Knowledge of nursing techniques and procedures; medical diagnoses and procedures; accepted medical treatment programs; and community health and nursing care principles, practices, and procedures. Skill in the care and treatment of patients and in the use of a computer and applicable software. Ability to provide patient care, to prepare and maintain records, and to communicate effectively.

TRAVEL NIGP 993-10
Travel expenses reimbursement is allowed for the completion of job duties. Such expenses shall not exceed the published State of Texas rates based on Texas Government Code Chapter 660, General Appropriations Act, Article IX, Part 5. Current rates can be found at the Texas Comptroller of Public Accounts State Travel Management Program (STMP) website.

When submitting an invoice for travel expenses, the Vendor must include all necessary documentation to support the invoiced amount.

Service Period
Start date: 09/01/2022
End date: 07/31/2023

Hours: 8:00AM to 5:00PM
Days per week: Monday thru Friday

Department: DSHS RLHO Public Health Region 6/5S
Street Address of Work Location: 5425 Polk St, Ste 440
City/State/Zip: Houston, TX 77023
Bldg/Room#:

Supervisor Contact (Time card approval/resume reviewer/interviewer): Kaitlin Driesse
Phone: 713-767-3411
Email: Kaitlin.Driesse@dshs.texas.gov
Additional Contact: Dr. Caitlin Cotter
Phone: 281-782-4924
Email: Caitlin.cotter@dshs.texas.gov

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Requestor Information:
Name: Elma Medina
Phone Number: 512/776-2181
E-mail address: elma.medina@dshs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Mike Pierulla
Phone: 512-834-8242
Email: mpierulla@workquesttx.com
CC: tempservicepo@workquesttx.com

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

1-1	FY23-GoodwilloELC PPP Grant-(2) PHPS II - PHR 6/5S, Term: Sept. 1, 2022 thru July 31, 2023	962-69	3808.00	HR	34.27000	\$130,500.16	07/26/2022
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Schedule Total \$130,500.16

Item Total for Line 1 \$130,500.16

2-1	FY23-Goodwill-ELC PPP Grant-(2) PS III - PHR 6/5S, Term: Sept. 1, 2022 thru July 31, 2023	962-69	3808.00	HR	40.57000	\$154,490.56	07/26/2022
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Schedule Total \$154,490.56

Item Total for Line 2 \$154,490.56

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3-1	FY23-Goodwill-ELC PPP Grant-Nurse II - PHR 6/5S, Term: Sept. 1, 2022 thru July 31, 2023	962-69	1904.00	HR	47.26000	\$89,983.04	07/26/2022
Schedule Total						\$89,983.04	
Item Total for Line 3						\$89,983.04	
4-1	FY23-Goodwill-ELC PPP Grant-(3) Nurse I - PHR 6/5S, Term: Sept. 1, 2022 thru July 31, 2023	962-69	3261.00	HR	40.57000	\$132,298.77	07/26/2022
Schedule Total						\$132,298.77	
Item Total for Line 4						\$132,298.77	
5-1	FY23-Goodwill-ELC PPP Grant-Travel Funds for (2)PHPS II - PHR 6/5S, TTravel - As Needed Payable at published State of Texas Rate 58.5 cents per mile (Jan. 1 & Dec. 31, 2022)	993-10	1.00	LOT	27500.00000	\$27,500.00	07/26/2022
Schedule Total						\$27,500.00	
Item Total for Line 5						\$27,500.00	
6-1	FY23-Goodwill-ELC PPP Grant-Travel Funds for (2)PS III - PHR 6/5S, Travel - As Needed Payable at published State of Texas Rate 58.5 cents per mile (Jan. 1 & Dec. 31, 2022)	993-10	1.00	LOT	27500.00000	\$27,500.00	07/26/2022
Schedule Total						\$27,500.00	
Item Total for Line 6						\$27,500.00	

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7-1	FY23-Goodwill-ELC PPP Grant-Travel Funds for Nurse II - PHR 6/5S, Travel - As Needed Payable at published State of Texas Rate 58.5 cents per mile (Jan. 1 & Dec. 31, 2022)	993-10	1.00	LOT	13750.00000	\$13,750.00	07/26/2022
Schedule Total						\$13,750.00	
Item Total for Line 7						\$13,750.00	
8-1	FY23-Goodwill-ELC PPP Grant-Travel Funds for (3)Nurse I - PHR 6/5S, Travel - As Needed Payable at published State of Texas Rate 58.5 cents per mile (Jan. 1 & Dec. 31, 2022)	993-10	1.00	LOT	41250.00000	\$41,250.00	07/26/2022
Schedule Total						\$41,250.00	
Item Total for Line 8						\$41,250.00	
Total PO Amount						\$617,272.53	

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

Hadasah Doney, CTCD, CTCM

08/26/2022