

Department of State Health Services

Purchase Order

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Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000296489
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 1
			Ship To: 1946 - Austin:1100 W 49th St (DHT) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DHT) 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
Requisition0000202017
STAR #00-228650
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: 0608
Job class title: Research Specialist V
Job skill level: Experienced
Temp: 1 Temp Staff Requested
Hours per week: 40, with minimal overtime
Estimated hours: 2000/ea

JOB DESCRIPTION: Performs complex public health and technical assistance work under limited supervision of the ACE Manager. Assists with identifying, analyzing, and visualizing data on critical populations for vaccination, vaccine data from multiple groups within the Immunization Unit, and adverse events reported through VAERS. Consults and provides expert technical assistance and guidance to program staff within the DSHS central and regional offices, local health departments, other governmental agencies, community organizations, the public, and healthcare providers. Uses considerable latitude for initiative and independent judgement. May be cross-trained to assist with multiple data-related activities to support COVID-19 vaccine activities throughout the Unit as needed.

ESSENTIAL JOB FUNCTIONS:

(50%) Assist the Unit's Medical Research Specialist with scientific and epidemiologic research related to COVID-19 vaccines and critical populations for vaccination. Assist the Unit with fulfilling reporting requirements on use of COVID-19 vaccines in Texas. Assist with providing accurate and timely information on vaccines available and research behind their development as it relates to implementation within the Immunization Program in Texas. Help coordinate and communicate with regional and local public health entities on COVID-19 vaccine data. Assist with development of trainings, resource documents, and data for the DSHS website. Assist with responses to, and tracking of, routine and ad hoc data requests related to COVID-19 vaccination. Evaluate and disseminate information on the impact of COVID-19 to routine immunization practices, in coordination with other Unit staff.

(20%) Assist the Assessment, Compliance and Evaluation (ACE) Group Immunization Epidemiology Team with analysis, reporting and visualization of data on COVID-19 vaccination use, reporting and adverse events data from CDC.

(20%) Assist the ImmTrac2 Research Specialist V and epidemiologist or other Immunization Groups with data analysis, visualization and reporting for

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leadership, stakeholders and the public.

(10%) Other duties as assigned including 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 (COOP) activation.

Knowledge, Skills, and Abilities:

- Knowledge of public health, immunizations, vaccine-preventable diseases, data analysis and visualization.
- Knowledge of data security and patient confidentiality rules and best practices.
- Skilled in Microsoft Word, Excel, Access, PowerPoint, Outlook and other relevant software applications.
- Skilled in manipulating large datasets and ensuring quality control.
- Skilled in data analysis and visualization using statistical analysis software (SAS or similar), Tableau and/or ArcGIS.
- Skilled in arithmetic, English grammar, and spelling
- Ability to visually communicate data and results clearly and effectively to diverse audiences (professional, public).
- Ability to plan, organize and coordinate work assignments to meet deadlines.
- Ability to establish effective working relationships with supervisory personnel and co-workers.
- Ability to effectively communicate both orally and in writing.
- Ability to effectively handle multiple responsibilities.
- Ability to complete detail-oriented assignments.
- Ability to organize work and make decisions with limited supervision.

Initial Screening Criteria:

A master's degree with a focus in epidemiology or biostatistics and 4 or more years of work experience in epidemiology in a public health agency

OR

An undergraduate degree in public health, biostatistics, or biological sciences supplemented with 6 or more years of epidemiology or infectious disease investigation work experience in a public health agency

Final Selection Criteria:

- Knowledge of public health, immunizations, vaccine-preventable diseases, data analysis and visualization.
- Knowledge of immunizations and immunization information systems (IIS).
- Skilled in Microsoft Word, Excel, Access, PowerPoint, Outlook, SAS, SQL, and other relevant software applications.
- Skilled in manipulating large datasets and ensuring quality control.
- Ability to visually communicate data and results clearly and effectively to diverse audiences (professional, public).
- Ability to plan, organize and coordinate work assignments to meet deadlines.
- Ability to establish effective working relationships with supervisory personnel and co-workers.
- Ability to effectively communicate both orally and in writing.
- Ability to effectively handle multiple responsibilities.
- Ability to complete detail-oriented assignments.
- Ability to organize work and make decisions with limited supervision.

Additional Information:

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An in-basket exercise will be required at the time of the interview.

Note: Must be legally authorized to work in the U.S. without sponsorship. HHS agencies use E-Verify. You must bring your 1-9 documentation with you on your first day of work. Applicants will be required to complete an in-basket exercise. The full salary range may not be offered due to budget limitations.

Department: DSHS-LIDS-Immunization Unit - Assessment, Compliance and Operations Group
Street Address (Report-to Worksite Location): 1100 W 49th St, Austin, Texas 78756

Reference FY22 PO 0000268933

Job classification: 0652
Job class title: Data Analyst III
Job skill level: Entry
Temp: 1 Temp Staff Requested
Hours per week: 40, with minimal overtime
Estimated hours: 2000

JOB DESCRIPTION: These positions will perform ongoing data analysis of immunization data being reported by health care providers to ensure proper reporting procedures. The analysis of immunization data will be performed and analyzed regularly and report all findings of the analysis to the Tech Support and Outreach staff for resolution. These positions will be responsible for outgoing reports to regional health departments and local health departments on a routine basis.

Knowledge, Skills, and Abilities: The staff will be responsible for all data reporting, data analysis, and provider outreach for duration of this project. Tasks will include ensuring timeliness of data submissions, data submission completeness and data quality. Daily reporting metrics and coverage assessments will be analyzed and distributed internally and externally to all appropriate stakeholders. Outreach will be conducted routinely to ensure all reporting issues are mitigated quickly.

Reference FY22 PO 0000268933

Job classification: 1573
Job class title: Program Specialist IV
Job skill level: Entry
Temp: 1 Temp Staff Requested
Hours per week: 40, with minimal overtime
Estimated hours: 2000/ea

JOB DESCRIPTION: Consults and provides expert technical assistance and guidance to program staff within the DSHS central and regional offices, local health departments, other governmental agencies, community organizations, general public, providers, payers, and other users of ImmTrac2. Promotes accomplishment of project and program goals through cooperative interaction and teamwork with supervisors, co-workers, and internal and

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external customers. Assists in maintaining the smooth operation of the program's functions.

ESSENTIAL JOB FUNCTIONS:

Performs outreach activities on a daily basis to ensure proper reporting to ImmTrac2.
Performs customer support and program support activities associated with ImmTrac2 information services such as outreach, recruitment and education of providers.
Documents all outreach activities on a daily basis and develops a weekly report to management.
Assists with registry user application and supports ImmTrac2 phone-based help desk as needed.
Assists with handling inquiries to the customer support area or publications needed for providers.
Work in collaboration with 211 and SMOC (State Medical Ops Center) call center to field provider questions concerning the COVID-19 vaccines.

Provides support to programs and entities submitting data to the registry. Conducts customer and user training and education activities. Assists with coordination and analysis of import data processing activities. Insures data submitted to the registry adheres to the standard import format. Monitors database for data integrity and records quality issues. Performs data quality assurance and testing activities. Performs records management and data analysis. Communicates verbally and in writing with data submitters. Provides written and verbal feedback regarding system testing results.

Develops and implements procedures for timely resolution of duplicate records and questionable matches. Coordinates interface with providers, local health depts., and other users to investigate and resolve questionable matches. Identifies and resolves user training or quality assurance issues which may result in duplicate records or data errors. Implements automated processes for enhanced client record matching. Performs client merging and questionable match resolution using ImmTrac2.

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 (COOP) activation.

Reference FY22 PO 0000268933

Job classification: 1571
Job class title: Program Specialist II
Job skill level: Entry
Temp: 1 Temp staff Requested
Hours per week: 40, with minimal overtime
Estimated hours: 2000

JOB DESCRIPTION: This position will provide specific outreach support for the COVID-19 response teams efforts. This position will schedule conference calls between internal and external partners, prepare agendas and documents related to the outreach efforts, coordinate the appropriate points of contact between TVFC program and the immunization registry.

Knowledge, Skills, and Abilities: The staff will be responsible for all data reporting, data analysis, and provider outreach for duration of this project. Tasks will include ensuring timeliness of data submissions, data submission completeness and data quality. Daily reporting metrics and coverage assessments will be analyzed and distributed internally and externally to all appropriate stakeholders. Outreach will be conducted routinely to ensure all reporting issues are mitigated quickly.

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Reference FY22 PO 0000268933

Job classification: 0652
Job class title: Data Analyst III
Job skill level: Entry
Temp: 2 Temp Staff Requested
Hours per week: 40, with minimal overtime
Estimated hours: 2000/ea

JOB DESCRIPTION: These positions will perform ongoing data analysis of immunization data being reported by health care providers to ensure proper reporting procedures. The analysis of immunization data will be performed and analyzed regularly and report all findings of the analysis to the Tech Support and Outreach staff for resolution. These positions will be responsible for outgoing reports to regional health departments and local health departments on a routine basis.

Knowledge, Skills, and Abilities: The staff will be responsible for all data reporting, data analysis, and provider outreach for duration of this project. Tasks will include ensuring timeliness of data submissions, data submission completeness and data quality. Daily reporting metrics and coverage assessments will be analyzed and distributed internally and externally to all appropriate stakeholders. Outreach will be conducted routinely to ensure all reporting issues are mitigated quickly.

Department: DSHS-LIDS-Immunization Unit - ImmTrac Group I
Street Address (Report-to Worksite Location): 1100 W 49th St, Austin, Texas 78756, T301

Reference FY22 PO 0000268981

Job classification: 1573
Job class title: Program Specialist IV
Job skill level: Entry
Temp: 2 Temp Staff Requested
Hours per week: 40, with minimal overtime
Estimated hours: 2000/ea

JOB DESCRIPTION: Consults and provides expert technical assistance and guidance to program staff within the DSHS central and regional offices, local health departments, other governmental agencies, community organizations, general public, providers, payers, and other users of ImmTrac2. Promotes accomplishment of project and program goals through cooperative interaction and teamwork with supervisors, co-workers, and internal and external customers. Assists in maintaining the smooth operation of the program's functions.

ESSENTIAL JOB FUNCTIONS:

Performs outreach activities on a daily basis to ensure proper reporting to ImmTrac2.
Performs customer support and program support activities associated with ImmTrac2 information services such as outreach, recruitment and education of providers.

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Documents all outreach activities on a daily basis and develops a weekly report to management. Assists with registry user application and supports ImmTrac2 phone-based help desk as needed. Assists with handling inquiries to the customer support area or publications needed for providers. Work in collaboration with 211 and SMOC (State Medical Ops Center) call center to field provider questions concerning the COVID-19 vaccines.

Provides support to programs and entities submitting data to the registry. Conducts customer and user training and education activities. Assists with coordination and analysis of import data processing activities. Insures data submitted to the registry adheres to the standard import format. Monitors database for data integrity and records quality issues. Performs data quality assurance and testing activities. Performs records management and data analysis. Communicates verbally and in writing with data submitters. Provides written and verbal feedback regarding system testing results.

Develops and implements procedures for timely resolution of duplicate records and questionable matches. Coordinates interface with providers, local health depts., and other users to investigate and resolve questionable matches. Identifies and resolves user training or quality assurance issues which may result in duplicate records or data errors. Implements automated processes for enhanced client record matching. Performs client merging and questionable match resolution using ImmTrac2.

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 (COOP) activation.

Reference FY22 PO 0000268981

Job classification: 1573
Job class title: Program Specialist III
Job skill level: Entry
Temp: 3 Temp Staff Requested
Hours per week: 40, with minimal overtime
Estimated hours: 2000/ea

JOB DESCRIPTION: Perform complex public health and technical assistance work under limited supervision of the Vaccine Operation Group Manager. Work involves planning, organization and assisting the team with the implementation of the new COVID 19 Operations Group within the Immunization Unit. Use considerable latitude for initiative and independent judgement. Work involves assisting the COVID 19 Operations Group for COVID 19 vaccines operations, orders, processing providers loss, system testing, quality assurance, and participating in provider education.

ESSENTIAL JOB FUNCTIONS:

Receipt of the enrollment agreement forms from providers.
Provider license checks to assure all provider licenses are in good standing.
Unique Personal Identification Number (PIN) assignment for all providers.
Review and approval of all providers in the Provider registration website on all enrollment information.
Performs customer support and program support activities associated with ImmTrac2 information services such as outreach, recruitment and education of providers.
Assists with registry user application and supports ImmTrac2 phone-based help desk as needed.
Assists with handling inquiries to the customer support area or publications needed for providers.

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Work in collaboration with 211 and SMOC (State Medical Ops Center) call center to field provider questions concerning the COVID-19 vaccines.

Reference FY22 PO 0000268981

Job classification: 1572
Job class title: Program Specialist III
Job skill level: Entry
Temp: 6 Temp Staff Requested
Hours per week: 40, with minimal overtime
Estimated hours: 2000/ea

JOB DESCRIPTION: Perform complex public health and technical assistance work under limited supervision of the Vaccine Operation Group Manager. Work involves planning, organization and assisting the team with the implementation of the new COVID 19 Operations Group within the Immunization Unit. Use considerable latitude for initiative and independent judgement. Work involves assisting the COVID 19 Operations Group for COVID 19 vaccines operations, orders, processing providers loss, system testing, quality assurance, and participating in provider education.

ESSENTIAL JOB FUNCTIONS

Receipt of the enrollment agreement forms from providers.
Provider license checks to assure all provider licenses are in good standing.
Unique Personal Identification Number (PIN) assignment for all providers.
Review and approval of all providers in the Provider registration website on all enrollment information.
Performs customer support and program support activities associated with ImmTrac2 information services such as outreach, recruitment and education of providers.
Assists with registry user application and supports ImmTrac2 phone-based help desk as needed.
Assists with handling inquiries to the customer support area or publications needed for providers.
Work in collaboration with 211 and SMOC (State Medical Ops Center) call center to field provider questions concerning the COVID-19 vaccines

Reference FY22 PO 0000269012

Job classification: 1573
Job class title: Program Specialist IV
Job skill level: Entry
Temp: 3 Temp Staff Requested
Hours per week: 40, with minimal overtime
Estimated hours: 2000/ea

JOB DESCRIPTION: Consults and provides expert technical assistance and guidance to program staff within the DSHS central and regional offices, local health departments, other governmental agencies, community organizations, general public, providers, payers, and other users of ImmTrac2. Promotes accomplishment of project and program goals through cooperative interaction and teamwork with supervisors, co-workers, and internal and

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ESSENTIAL JOB FUNCTIONS:

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Assists with handling inquiries to the customer support area or publications needed for providers.
Work in collaboration with 211 and SMOC (State Medical Ops Center) call center to field provider questions concerning the COVID-19 vaccines.

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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 (COOP) activation.

Reference FY22 PO 0000269012

Job classification: 1575
Job class title: Program Specialist VI
Job skill level: Entry
Temp: 1 Temp Staff Requested
Hours per week: 40, with minimal overtime
Estimated hours: 2000/ea

JOB DESCRIPTION: Under the limited leadership of the Vaccine Operations Group Manager, performs highly advanced (senior-level) consultative services and technical assistance work with considerable latitude for the use of initiative and independent judgment in the COVID-19 Immunization Project activities. Work involves planning, developing, and implementing activities for the COVID-19 Immunization Project on policies and procedures; training and education; programmatic management; internal quality assurance; communicates with staff at COVID-19 enrolled sites. Serves as a team lead for the COVID-19 Immunization Project for nine staff members. Serves as a subject matter expert for the COVID-19 Immunization Project.

ESSENTIAL JOB FUNCTIONS:

Provides advanced (senior-level) technical assistance to DSHS Regional, Local Health Departments, stakeholders, and healthcare providers. Analyzes

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complex data collected and ensures that appropriate recommendations for improvement are provided. Writes or updates policies and procedures for the COVID-19 Immunization Project. Communicates with customers verbally and in writing regarding project notifications and updates. Provides updates on COVID-19 Immunization Project to senior management. Review, evaluate and distribute COVID-19 immunization vaccine coverage assessment rates received from the Assessment, Compliance and Evaluation (ACE) group. Responsible for writing/editing/updating program manuals. Distributes and monitors the work of staff members in the COVID-19 help desk group and develops and implements the team's performance. Works with stakeholders and large state associations to increase COVID-19 vaccine coverage rates across Texas. Communicates with customers and stakeholders verbally and in writing.

Coordinates and manages meeting with internal and external stakeholders. Compiles information and submits articles for newsletters on information that is applicable to responsible entity staff or staff at enrolled COVID-19 immunization sites using Microsoft Word. Assists Vaccine Operations Group manager in providing oversight of COVID-19 Immunization Project operations. Prepares and delivers presentations on COVID-19 Immunization Project at conferences for internal or external customers. Performs QA activities to improve program and works with program staff to identify and resolve technical and procedural problems.

Actively participates in phone calls with CDC and attends applicable CDC trainings on COVID-19 Immunization updates. Prepares brochures and other documents on COVID-19 Immunization Project for distribution to staff at COVID-19-enrolled sites. Conducts training and education for DSHS regional site visit staff. Responds to customer inquiries in writing and via the telephone. Explains complex policies and procedures to regional site visit staff or staff from COVID-19 enrolled sites. Responsible for the creation of and maintains train-the trainer materials for use statewide. Responsible for updating and maintaining policy manuals for the COVID-19 Immunization Project team.

Attends work on a regular and predictable schedule in accordance with agency leave policy and 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 (COOP) activation. Such participation may require an alternate shift pattern assignment and/or location.

Knowledge, Skills, and Abilities:

- Knowledge of public health, immunizations, customer service, planning and evaluation.
- Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook and other relevant software applications.
- Skill in developing written materials and training documents.
- Skill in developing electronic reports from databases.
- Skill in responding to customer inquiries and handling difficult customers in a tactful manner.
- Skill in arithmetic, English grammar, and spelling.
- Skill in verbal and written communication.
- Skilled in conducting training.
- Skilled in planning, developing, and implementing procedures and work systems to manage multiple tasks, heavy workloads, and frequent deadlines.
- Ability to comply with existing processes and adapt quickly to new processes.
- Ability to work under pressure.
- Ability to forge internal colleague and external relationships.
- Ability to complete highly detail-oriented assignments.
- Ability to gather and analyze data and facts, and to devise solutions to problems.
- Ability to communicate processes and procedures clearly and effectively to others.
- Ability to use independent judgment and to plan, organize and coordinate work assignments to meet deadlines.
- Ability to establish effective working relationships with supervisory personnel and co-workers.
- Ability to effectively communicate both orally and in writing.

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Ability to promote effective communication between technical and non-technical staff.
Ability to meet strict deadlines.
Ability to proofread, edit, compile reports, and check work for accuracy.
Ability to work as a team member.
Ability to analyze data.
Ability to explain complicated policies and procedures.
Ability to communicate via telephone.

Department: DSHS-LIDS-Immunization Unit - ImmTrac Group 2
Street Address (Report-to Worksite Location): 1100 W 49th St, Austin, Texas 78756 T302

Reference FY22 PO 0000269012

Job classification: 1572
Job class title: Program Specialist III
Job skill level: Experienced
Temp: 1 Temp Staff Requested
Hours per week: 40, with minimal overtime
Estimated hours: 2000/ea

JOB DESCRIPTION: Position is responsible for, under the limited leadership of the Program Specialist VI, performing consultative services and technical assistance work with considerable latitude for the use of initiative and independent judgment in the Vaccine Operations Group. Work involves planning, developing, and implementing the following activities for the Adult Influenza Immunization Project: provider recruitment, training and education; internal Quality Assurance; policies and procedures; and maintains the recruitment tracking systems. Promotes accomplishment of project goals through collaboration and partnership with supervisors, co-workers, and internal and external stakeholders.

Knowledge, Skills, and Abilities:
Knowledge of the immunization programs; public health practice; medical/legal issues involving immunizations; immunization practice standards. Comprehensive knowledge of infectious disease and vaccinations.
Knowledge of program administration techniques; process improvement and outcome measures; data management processes.
Skill in developing presentations using PowerPoint.
Skill in aggregating data, conducting data analysis using Excel
Skill in presenting results both verbally and in writing.
Skill in using word processing packages and other electronic communications such as Microsoft Word, Outlook, etc.
Skill in develop trainings for a diverse audience.
Skill in data interpretation.
Ability to communicate technical information to a variety of individuals and groups.
Ability to explain public health laws.
Ability to provide guidance to stakeholders on matters related to COVID-19 vaccination.
Ability to exercise independent judgement in analyzing situations and answering questions related to COVID-19 vaccine.
Ability to express ideas clearly and effectively both orally and in writing.

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Ability to adhere to DSHS policies and procedures including those pertaining to confidential documents and information.
Ability to interpret public health laws, rules, regulations, and recommendations related to immunizations; to plan educational offerings for internal and external partners; to train medical and nursing staff; to evaluate administrative policies and procedures; to interpret DSHS policies and implement Unit procedures; to work effectively with all people.

Department: DSHS-LIDS-Immunization Unit - Public Information, Education and Training Group
Street Address (Report-to Worksite Location): 1100 W 49th St, Austin, TX 78756, Bldg G-301.3

Reference FY22 PO 0000267805

Job classification: 1570
Job class title: Program Specialist I
Job skill level: Entry
Temp: 2 Temp Staff Requested
Hours per week: 40, with minimal overtime
Estimated hours: 2000/ea

JOB DESCRIPTION: This position performs routine consultative and technical work for ImmTrac, the Texas Immunization Registry. Performs customer service activities, records management, and data quality for ImmTrac. Assists with registry user applications and supports ImmTrac phone-based help desk. Investigates and resolves duplicate records and questionable matches (QMs). Consults with ImmTrac users, including Public Health regional staff, local health departments, private and public health care providers, school nurses, immunization and registry stakeholders, and the public. Performs immunization data entry and retrieval of immunization records from ImmTrac. Receives and processes immunization record requests from providers and the public.
Assists walk-in customers with immunization history requests. Prepares mail-outs, documents, tables, charts, and presentations for conferences, meetings and trainings. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- 60% Performs customer support and program support activities associated with ImmTrac. Assists with handling inquiries to the customer support area, including processing in-person history requests. Monitors phone help desk for inquiries from providers and parents. Assists with processing of registry applications and renewals. Assists with user acceptance testing. Prepares administrative reports, studies, special research projects, and routine progress reports. Creates and updates various spreadsheets and databases.
- 25% Performs ImmTrac records management activities. Performs resolution of duplicate and questionable match (QM) records; performs duplicate client merging. Interacts with providers, local health departments, and other users to investigate and resolve QMs. Identifies and resolves user training or quality assurance (QA) issues which may result in QMs, data errors, or records quality problems. Performs investigation and retrieval of public health information from various databases. Assists with registry user surveys, QA, and program improvement activities, as required. Generates performance statistics and reports on QM resolution and QA processes.
- 10% Performs immunization record data entry, searches and customer notifications. Performs immunization history data entry, ensuring compliance with ImmTrac rules, policies and procedures. Performs review and verification of immunization histories submitted by parents, providers, or other entities. Communicates with health care providers for clarification of immunization information. Follows processes for providing required notifications to parents and health care providers.
- 5% Other duties as assigned, including but not limited to actively participating and/or serving in a supporting role to meet the agency's obligations for

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disease response and/or recovery or Continuity of Operations (COOP) activation. Such participation may require an alternate shift pattern assignment and/or location.

LICENSURE - N/A

Knowledge, Skills, and Abilities:
 Knowledge of public health program practices, principles, and techniques.
 Knowledge of rules, regulations, policies and procedures, and ability to interpret them.
 Knowledge of basic English and grammar.
 Skill in working with public health records and databases.
 Skill in proofreading, editing and in checking work for accuracy.
 Skill in using relevant computer software (Windows, Word, Access, and Excel).
 Skill in customer service, including responding to inquiries from customers and providing technical assistance.
 Ability to interpret general immunization requirements, immunization registry rules and Immunization Unit policies.
 Ability to maintain complex and confidential data files and records and resolve problems.
 Ability to organize, coordinate, and perform multiple ongoing work assignments and data quality duties.
 Ability to establish effective working relationships with supervisor, co-workers and other division personnel.
 Ability to work with the public and health care professionals, communicating effectively both orally and in writing.

Department: DSHS-LIDS-Immunization Unit - Public Information, Education and Training Group
 Street Address (Report-to Worksite Location): 1100 W 49th St, Austin, TX 78756, G-301.3

Reference FY22 PO 0000267805

Job classification: 1575
 Job class title: Program Specialist VI
 Job skill level: Experienced
 Temp: 1 Temp Staff Requested
 Hours per week: 40, with minimal overtime
 Estimated hours: 2000/ea

JOB DESCRIPTION: Under the limited leadership of the Program Specialist VI, oversees the development, implementation, monitoring, and evaluation of adult influenza immunization project activities and strategies directly for long term care facilities. Will build and strengthen partnerships with the HHSC departments who have oversight of long term care facilities. Collaborates with other DSHS Immunization Unit program areas, DSHS regional immunization programs, local health departments, external immunization partners, and stakeholders to develop a comprehensive adult influenza immunization plan and a coordinated approach to promote the CDC Standards for Adult Immunization Practice. Identify and assist with the implementation of quality improvement.

Department: DSHS-LIDS-Immunization Unit - Vaccine Operations Group (VOG)-2
 Street Address (Report-to Worksite Location): 1100 W 49th St, Austin, Texas 78756, Bldg/Room G-301.A

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Purchaser: Gomez,Hadassah-Natalia

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Data Mgmt Manager: Matthew Davis 0608-Research Specialist V-CC1- Experienced (x1 ea) STAR 00-228650						
					Schedule Total	<u>\$133,560.00</u>	
					Item Total for Line 1	<u>\$133,560.00</u>	
2-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Data Mgmt Manager: Matthew Davis 0608-Research Specialist V-CC1- Experienced (x1 ea) STAR 00-228650 OVERTIME	962-69	25.00	HR	95.50000	\$2,387.50	09/01/2022
					Schedule Total	<u>\$2,387.50</u>	
					Item Total for Line 2	<u>\$2,387.50</u>	
3-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Data Mgmt Team Manager: Matthew Davis 0652-Data Analyst III-CC1-Entry Level (x1 ea) STAR 00-228650	962-69	2000.00	HR	52.16000	\$104,320.00	09/01/2022
					Schedule Total	<u>\$104,320.00</u>	
					Item Total for Line 3	<u>\$104,320.00</u>	
4-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Data Mgmt Team Manager: Matthew Davis 0652-Data Analyst III-CC1-Entry Level (x1 ea) STAR 00-228650 OVERTIME	962-69	25.00	HR	74.59000	\$1,864.75	09/01/2022
					Schedule Total	<u>\$1,864.75</u>	
					Item Total for Line 4	<u>\$1,864.75</u>	

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
5-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Data Mgmt Team Manager: Matthew Davis 1573-Program Specialist IV-CC1- Entry Level (x1 ea) STAR 00-228650	962-69	2000.00	HR	45.71000	\$91,420.00	09/01/2022
Schedule Total						\$91,420.00	
Item Total for Line 5						\$91,420.00	
6-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Data Mgmt Team Manager: Matthew Davis 1573-Program Specialist IV-CC1- Entry Level (x1 ea) STAR 00-228650 OVERTIME	962-69	25.00	HR	65.37000	\$1,634.25	09/01/2022
Schedule Total						\$1,634.25	
Item Total for Line 6						\$1,634.25	
7-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Data Mgmt Team Manager: Matthew Davis 1571-Program Specialist II-CC1- Entry Level (x1 ea) STAR 00-228650	962-69	2000.00	HR	40.07000	\$80,140.00	09/01/2022
Schedule Total						\$80,140.00	
Item Total for Line 7						\$80,140.00	
8-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Data Mgmt Team Manager: Matthew Davis 1571-Program Specialist II-CC1- Entry Level (x1 ea) STAR 00-228650 OVERTIME	962-69	25.00	HR	57.30000	\$1,432.50	09/01/2022
Schedule Total						\$1,432.50	
Item Total for Line 8						\$1,432.50	

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
9-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Group 1 Manager: Matthew Davis 0652- Data Analyst III-Entry Level (x2 ea) STAR 00-228650	962-69	4000.00	HR	52.16000	\$208,640.00	09/01/2022
Schedule Total						\$208,640.00	
Item Total for Line 9						\$208,640.00	
10-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Group 1 Manager: Matthew Davis 0652- Data Analyst III-Entry Level (x2 ea) STAR 00-228650 OVERTIME	962-69	50.00	HR	74.59000	\$3,729.50	09/01/2022
Schedule Total						\$3,729.50	
Item Total for Line 10						\$3,729.50	
11-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Group 1 Manager: Matthew Davis 1573- Program Specialist IV-Entry Level (x2 ea) STAR 00-228650	962-69	4000.00	HR	45.71000	\$182,840.00	09/01/2022
Schedule Total						\$182,840.00	
Item Total for Line 11						\$182,840.00	
12-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Group 1 Manager: Matthew Davis 1573- Program Specialist IV-Entry Level (x2 ea) STAR 00-228650 OVERTIME	962-69	50.00	HR	65.37000	\$3,268.50	09/01/2022
Schedule Total						\$3,268.50	
Item Total for Line 12						\$3,268.50	

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13-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Group 1 Manager: Matthew Davis 1572- Program Specialist III-Entry Level (x3 ea) STAR 00-228650	962-69	6000.00	HR	42.81000	\$256,860.00	09/01/2022
Schedule Total						\$256,860.00	
Item Total for Line 13						\$256,860.00	
14-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Group 1 Manager: Matthew Davis 1572- Program Specialist III-Entry Level (x3 ea) STAR 00-228650 OVERTIME	962-69	75.00	HR	61.22000	\$4,591.50	09/01/2022
Schedule Total						\$4,591.50	
Item Total for Line 14						\$4,591.50	
15-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Group 2 Manager: Matthew Davis 1572- Program Specialist III-Entry Level (x6 ea) STAR 00-228650	962-69	12000.00	HR	42.81000	\$513,720.00	09/01/2022
Schedule Total						\$513,720.00	
Item Total for Line 15						\$513,720.00	
16-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Group 2 Manager: Matthew Davis 1572- Program Specialist III-Entry Level (x6 ea) STAR 00-228650 OVERTIME	962-69	150.00	HR	61.22000	\$9,183.00	09/01/2022
Schedule Total						\$9,183.00	
Item Total for Line 16						\$9,183.00	
17-1	FY23 COVID-19 DSHS-LIDS-ImmTrac	962-69	6000.00	HR	45.71000	\$274,260.00	09/01/2022

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Purchaser: Gomez,Hadassah-Natalia

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Group 2 Manager: Matthew Davis 1573- Program Specialist IV-Entry Level (x3 ea) STAR 00-228650						
					Schedule Total	\$274,260.00	
					Item Total for Line 17	\$274,260.00	
18-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Group 2 Manager: Matthew Davis 1573- Program Specialist IV-Entry Level (x3 ea) STAR 00-228650 OVERTIME	962-69	75.00	HR	65.37000	\$4,902.75	09/01/2022
					Schedule Total	\$4,902.75	
					Item Total for Line 18	\$4,902.75	
19-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Group 2 Manager: Matthew Davis 1575- Program Specialist VI-Entry Level (x1 ea) STAR 00-228650	962-69	2000.00	HR	55.72000	\$111,440.00	09/01/2022
					Schedule Total	\$111,440.00	
					Item Total for Line 19	\$111,440.00	
20-1	FY23 COVID-19 DSHS-LIDS-ImmTrac Group 2 Manager: Matthew Davis 1575- Program Specialist VI-Entry Level (x1 ea) STAR 00-228650 OVERTIME	962-69	25.00	HR	79.68000	\$1,992.00	09/01/2022
					Schedule Total	\$1,992.00	
					Item Total for Line 20	\$1,992.00	
21-1	FY23 COVID-19 DSHS-LIDS- Immunization Unit-Public Information Education and Training (PIET) Group	962-69	2000.00	HR	50.13000	\$100,260.00	09/01/2022

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Purchaser: Gomez,Hadassah-Natalia

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	1572-Program Specialist III-Experienced (x1 ea) Manager: Matthew Davis STAR 00-228650						
					Schedule Total	\$100,260.00	
					Item Total for Line 21	\$100,260.00	
22-1	FY23 COVID-19 DSHS-LIDS- Immunization Unit-Public Information Education and Training (PIET) Group 1572-Program Specialist III-Experienced (x1 ea) Manager: Matthew Davis STAR 00-228650 OVERTIME	962-69	25.00	HR	71.69000	\$1,792.25	09/01/2022
					Schedule Total	\$1,792.25	
					Item Total for Line 22	\$1,792.25	
23-1	FY23 COVID-19 DSHS-LIDS- Immunization Unit-Public Information Education and Training (PIET) Group Manager Matthew Davis 1570-Program Specialist I-Entry Level (x2 ea) STAR 00-228650	962-69	4000.00	HR	37.53000	\$150,120.00	09/01/2022
					Schedule Total	\$150,120.00	
					Item Total for Line 23	\$150,120.00	
24-1	FY23 COVID-19 DSHS-LIDS- Immunization Unit-Public Information Education and Training (PIET) Group Manager Matthew Davis 1570-Program Specialist I-Entry Level (x2 ea) STAR 00-228650 OVERTIME	962-69	50.00	HR	53.67000	\$2,683.50	09/01/2022
					Schedule Total	\$2,683.50	
					Item Total for Line 24	\$2,683.50	

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-3-0000296489
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 1946 - Austin:1100 W 49th St (DHT) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DHT) PO Box 149347 Austin TX 78756 United States
			Page 20

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
25-1	FY23 COVID-19 DSHS-LIDS- Immunization Unit-Vaccine Operations Group (VOG) Manager: Matthew Davis 1575-Program Specialist VI- Experienced (x1 ea) STAR 00-228650	962-69	2000.00	HR	66.78000	\$133,560.00	09/01/2022
Schedule Total						\$133,560.00	
Item Total for Line 25						\$133,560.00	
26-1	FY23 COVID-19 DSHS-LIDS- Immunization Unit-Vaccine Operations Group (VOG) Manager: Matthew Davis 1575-Program Specialist VI- Experienced (x1 ea) STAR 00-228650 OVERTIME	962-69	25.00	HR	95.50000	\$2,387.50	09/01/2022
Schedule Total						\$2,387.50	
Item Total for Line 26						\$2,387.50	
Total PO Amount						\$2,382,989.50	

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 Simeyfi, CTLD, CTEM

08/06/2022