

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepd Allw	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000296634</b>
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.			<b>Date</b> 09/01/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 6943 - Austin:6101 E Oltorf Disability Determination Servi HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States
			<b>Page</b> 1

**Vendor:** 1741976051 1  
WORKQUEST  
1011 E 53RD 1/2 ST  
AUSTIN TX 787511703  
United States

**Bill To:** Invoice-HHSC Accounting  
HEALTH & HUMAN SERVICES COMMISSION  
4601 W Guadalupe St  
Austin TX 78751  
United States

**Fax:** 512/424-6901  
**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 0000189898  
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: 0152  
Job class title: Administrative Assistant II  
Job skill level: Expert  
Temp: TBD  
Hours per week: 40  
Estimated hours: 2080

**JOB DESCRIPTION:**

The PPC-AA performs administrative support or technical program assistance work to ensure continuous workflow in the unit. Work involves disseminating information, maintaining electronic payment system, and performing internal administrative support work; interacting with the Social Security Administrations national computer system; and using the DDS case processing system for all payment actions. The PPC Administrative Assistant trains others. The PPCAA performs other duties as assigned and required to maintain unit operations. DDS employees perform all business functions for SSA using the federal SSA network and equipment. Homeland Security Presidential Directive (HSPD)-12 security clearance is required. Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned. Prepare, edit, and distribute correspondence to vendors and claimants to obtain and update information. Compile and submit Daily Production Reports. Complete Refund forms on Medical Evidence of Record (MER), Consultative Exam (CE) and Travel Payments for providers in all vendor files. Document, review or edit, electronic payment systems and enter data in the DDS program or support software database on the Social Security Administrations national computer system as it relates to vendor payments. Establishes standards for customer-focused communication and coordination within areas of responsibility and with all internal and external associates and customers. Develop, coordinate, and maintain record keeping and filing systems. Prepare, interpret, and disseminate information concerning DDS programs and procedures. Respond to inquiries and interpret rules, regulations, policies, and procedures. Assist in compiling and analyzing data; making calculations, and preparing PPC reports. May assist in training new staff. DDS employees perform all business functions for SSA, using the federal SSA network and equipment. Homeland Security Presidential Directive (HSPD)-12 security clearance is required.

Knowledge, Skills, and Abilities (Please copy and paste here if on another document):

Knowledge of office practices and administrative procedures.

Skill in the use of standard office equipment and software.

Skill in establishing and maintaining effective working relationships with co-workers, supervisors, managers, other DDS, HHS, SSA employees and the

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public.  
Ability to use Social Security Administration software system or a comparable system.  
Ability to implement administrative procedures; interpret rules, regulations, policies and procedures; and to communicate effectively.

Service Period  
Start Date: 9/1/2022  
End Date: 8/31/2023

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

Department: CESU  
Street Address of Work Location: 6101 E. Oltorf St.  
City/State/Zip: Austin, Tx 78741  
Bldg/Room#:

Supervisor Contact (Time card approval/resume reviewer/interviewer): Jay Butler  
Phone: 512-437-8989  
Email: jay.butler@ssa.gov  
Agency Contact: Donna Aleman  
Phone: 512-437-8873  
Email: Donna.aleman@ssa.gov  
Agency Contact: Tracy Hart  
Phone: 512-437-5212  
Email: DDS.TX.S49.AP@SSA.GOV  
Please send all invoices to DDS.TX.S49.ESO@ssa.gov.

Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
CPA ID#: 84202  
Contact: Jennifer Cortinas  
Phone: 737-209-7295  
Email: jennifer.cortinas@gsgtalentsolutions.com  
Contact: Karin Wilcox  
Phone: 737-209-7290  
Email: karin.wilcox@gsgtalentsolutions.com  
CC: tempservicepo@workquesttx.com

PCS Purchasing contact  
Alicia Wells  
512-406-2582

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Alicia.Wells@hhs.texas.gov							
1-1	09/01/2022-09/30/2022-Position 80123, Temp Services, Admin Asst II, Expert	962-69	176.00	HR	37.15000	\$6,538.40	09/01/2022
<b>Schedule Total</b>						\$6,538.40	
<b>Item Total for Line 1</b>						\$6,538.40	
2-1	10/01/2022-8/31/2023-Position 80123, Temp Services, Admin Asst II, Expert	962-69	1904.00	HR	37.15000	\$70,733.60	10/01/2022
<b>Schedule Total</b>						\$70,733.60	
<b>Item Total for Line 2</b>						\$70,733.60	
<b>Total PO Amount</b>						\$77,272.00	

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.

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*Alicia Wells, CTCD, CTCM*