

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000297315
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-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: 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
Requisition0000199955
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: 0152
Job class title: Administrative Assistant II
Job skill level: Experienced
Temp: 1 Temp Staff Requested
Hours per week: 40
Estimated hours: 2080

JOB DESCRIPTION: Performs administrative duties to include conducting technical reviews of all report in computer tracking system and determining appropriate disposition. Enters data in the state and federal automated reporting systems. Responsible for preparing, processing and distributing federal and state enforcement notification letters and reports as mandated. Monitors and reviews survey reports for all regulated and unlicensed facilities, finalizes CMS certification and transmittals for enforcement actions and surveys and prepares waiver letters. Prepares and distributes documents requested under the Freedom of Information Act and submits to state office. Prepares files for archiving.

Knowledge, Skills, Abilities: Ability to perform complex tasks while maintaining attention to detail. Ability to learn and maintain knowledge of the Long Term Care computer system and regional Survey process. Requires ability to read, understand and apply program technical procedures for processing surveys, complaints and associated activities. Ability to maintain a high level of confidentiality. Knowledge and experience with computers.

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

Hours: 8am-5pm
Days per week: Monday-Friday

Department: HHSC-Regulatory Services
Street Address of Work Location: 10205 N. Lamar Blvd
City/State/Zip: Austin, TX 78753
Bldg/Room#: Second Floor

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Supervisor Contact (Time card approval/resume reviewer/interviewer): Cecilia Cavuto
Phone: 512-650-6401
Email: Cecilia.cavuto@hhs.texas.gov
Additional Contact: Shawn Tupy
Phone: 512-908-2686
Email: shawn.tupy@hhs.texas.gov
Renee Blanch-Haley
Phone: 512-438-2505
Email: renee.blanch-haley@hhs.texas.gov
Requestor Information: Suzanne Pena
Email: Suzanne.Pena@hhs.texas.gov

*Submit candidate resumes to the following: Renee Blanch-Haley and Linda Lothringer

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Derek Rayborn, Director of Government Relations
Phone: 512-453-8833 Ext 101
Email: derek.rayborn@peakperformers.org
Contact: Paige O'Boyle, Talent Placement Specialist
Phone: 512-730-3162
Email: paige.oboyle@peakperformers.org
CC: tempservicepo@workquesttx.com

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

1-1	FY23 LTRC Temporary Staff 1 position (Admin Assistant II Experienced) - District 14 Austin	962-69	2080.00	HR	31.47000	\$65,457.60	09/01/2022
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Schedule Total \$65,457.60

Item Total for Line 1 \$65,457.60

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Total PO Amount \$65,457.60

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 <i>Hadassah Gomez, CTLD, CPCM</i>	08/15/2022
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