

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via	Purchase Order	HHSTX-3-0000297845
Net 30	Prepaid & Allow	BEST WAY	Date	Revision
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.			09/01/22	1 - 8/31/2022
			Ship To:	6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.				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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EXPEDITE - SOURCE TO PO297845 - ASSIGN TO HADASSAH GOMEZ  
FY23 funding  
EX/0-TGC 2155.441, Managed Term Contract 962-S3  
Requisition0000200030 Line 1 (Canceled due to payrate being incorrect)  
Requisition 0000205079 Line 2  
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: 2

Job classification: 0152  
Job class title: Administrative Assistant II  
Job skill level: Experienced  
Temp: 2 Temp Staff Requested  
Hours per week: 40  
Estimated hours: 2080/ea

**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:** 2561 Matlock Road

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City/State/Zip: Arlington, TX 76014  
Bldg/Room#:

Supervisor Contact (Time card approval/resume reviewer/interviewer): Kerri To bert  
Phone: 817-692-1280  
Email: Sheryl.bisson@hhs.texas.gov  
Additional Contact: Dan Hernandez  
Phone: 817-792-7228 C: 512-569-4752  
Email: dan.hernandez@hhs.texas.gov  
Contact (if not the Supervisor for Timecard approval): Linda Lothringer  
Phone: 210-436-9279  
Email: linda.lothringer@hhs.texas.gov

\*Submit candidate resumes to: 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

POCN#1 8/31/2022- Req 205079 sourced to the PO to correct the payrate for Admin II. HHSC-PCS Purchaser Hadassah Gomez

1-1	FY23 LTCR Temporary Staff - 2 positions Arlington (Admin Asst II - Experienced) District 4	962-69	4160.00	HR	25.43000	\$0.00	CANCEL
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**Schedule Total** \$0.00

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Item Total for Line 1							\$0.00
2-1	FY23 LTRC Temporary Staff - 2 positions Arlington (Admin Asst II - Experienced) temp_Dist 2	962-69	4160.0000	HR	\$27.39	\$113,942.40	08/31/2022
Schedule Total							\$113,942.40
EXPEDITE - SOURCE TO PO297845 - ASSIGN TO HADASSAH GOMEZ							
Item Total for Line 2							\$113,942.40
Total PO Amount							\$113,942.40

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*

**08/31/2022**