

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-3-0000297952
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 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 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: 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 0000191612
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: 4465
Job class title: Psychologist III
Job skill level: Expert
Temp: Sarah Jackson
Hours per week: 40
Estimated hours: 2080

JOB DESCRIPTION:

Licensed as a psychologist by the State of Texas; AND EITHER Possess a doctorate degree in psychology from a program in clinical psychology of an education institution accredited by an organization recognized by the Council for Higher Education Accreditation, formerly the Council on Post-Secondary Accreditation; OR Be listed in a national register of health service providers in psychology which the Commissioner of Social Security deems appropriate; AND Possess two years of supervised clinical experience as a psychologist in health service, at least one year of which is post masters degree. Skill in communicating both written and verbally, for understanding, to both medical professionals and lay-persons. Ability to use Social Security Administration software system or a comparable system. Ability to protect and safeguard confidential and sensitive personal, medical, and vocational information in accordance with federal and state mandates. Ability to interpret rules, regulations, policies, procedures, diagnostic evaluations and assessments. Exhibits a stable work history.

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):
Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.

Performs a full professional evaluation of the case, including the assessment of residual functioning capacity and, assess other specific medical issues, signing assessments and determinations as appropriate for all claim types/levels as assigned by the DDS. (25%)

Assists Disability Specialists, as necessary, in determining whether proposed development seems likely to provide sufficient detail about the applicants

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impairment to complete the case to the extent necessary for a disability determination and evaluates the sufficiency of the evidence and need for further testing. (25%)

Establish standards for customer-focused communication and coordination within areas of responsibility and with all internal and external associates and customers. (20%)

Determines severity, whether the claimant meets or equals a listing, or for a Title XVI child whether the claimants impairment functionality equals the listings. (20%)

Acts as a liaison between the DDS and the medical community making psychologist-to-psychologist contacts to obtain or clarify medical evidence, as needed. (5%)

Participates in training and staff development for new and current adjudicative staff, and serves as a Subject Matter Expert when called upon to do so. (5%)

Performs other duties as assigned.

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

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

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

Supervisor Contact (Time card approval/resume reviewer/interviewer): Elizabeth Castillo
Phone: 512-437-8135
Email: elizabeth.castillo@ssa.gov
Agency Contact: Donna Aleman
Phone: 512-437-8873
Email: donna.aleman@ssa.gov
Final Destination Contact: Ruby Sarellano
Phone: 512-437-5333
Email: DDS.TX.S49.AP@ssa.gov
Accounts Payable Contact: Gloria Rodriguez
512-437-5021
Gloria.rodriguez@ssa.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St

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Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Jennifer Cortinas
Phone: 737-209-7295
Email: jennifer.cortinas@gsgtalentsolutions.com, tempservicepo@workquesttx.com

PCS Purchasing contact
Alicia Wells
512-406-2582
Alicia.Wells@hhs.texas.gov

Please send all invoices to DDS.TX.S49.ESO@ssa.gov

1-1	09/01/2022-09/30-2022 Position 80985 Temp Svs, Psychologist III Expert	962-69	176.00	HR	95.03000	\$16,725.28	09/01/2022
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Schedule Total \$16,725.28

Item Total for Line 1 \$16,725.28

2-1	10/01/2022-08/31/2023 Position 80985 Temp Svs, Psychologist III Expert	962-69	1904.00	HR	95.03000	\$180,937.12	10/01/2022
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Schedule Total \$180,937.12

Item Total for Line 2 \$180,937.12

Total PO Amount \$197,662.40

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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

Alicia Wells, CTCO, CTCM

08/15/2022