

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-3-0000297958
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 Page 1
		Ship To:	4553 - Austin:4616 W Howard Ln HEALTH & HUMAN SERVICES COMMISSION 4616 W Howard Ln Bldg 2 Ste 300 Austin TX 78728 United States

Vendor: 1760393601 8
MASTERWORD SERVICES INC
303 STAFFORD ST
HOUSTON TX 770792345
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: Mcfadden,Danny 512/406-2671

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Requisition 194539

OMNIA GPO and HHS Contract # HHS000840200001

Pricing per attached preferred pricing list which also match with recent attached signed contract with DFPS also attached for reference. HHSC, DFPS and DSHS should all be included with preferred pricing if services requested.

PURCHASING METHOD: EX/0

Purchase made under the Authority of Texas Government Code 2155.1441 for Health Care Purchasing including group purchasing programs.

REQUIREMENTS/LIMITATIONS:

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

GPO: OMNIA Partners

Supplier/Master Agreement: MasterWord Services, Inc. - [REDACTED]

Blanket PO Term: 9/1/2022 through 8/31/2023

Funding Source: Solely Federal Funds

NIGP Class/Item: 961-75

Match Rule for PO: Two-Way

Attachment(s):

[REDACTED]
#2 W-9 Form

Vendor Information:

Vendor ID: 17603936018
MasterWord Services, Inc.
303 Stafford Street
Houston, TX 77079
Contact: M. Cody Francisco
Email: cfrancisco@masterword.com or bids@masterword.com
Phone: 281-589-0810

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			Page 2
			Ship To: 4553 - Austin:4616 W Howard Ln HEALTH & HUMAN SERVICES COMMISSION 4616 W Howard Ln Bldg 2 Ste 300 Austin TX 78728 United States

Vendor: 1760393601 8
MASTERWORD SERVICES INC
303 STAFFORD ST
HOUSTON TX 770792345
United States

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Contract Manager: Connie Booker
Phone: 512-341-4524
Email: connie.booker1@hhs.texas.gov

PCS Purchaser: Danny McFadden
Phone: 512-406-2671
Email: danny.mcfadden@hhs.texas.gov

WIC Program End-User/Contact: Allison Mayer / Allison.Mayer@hhs.texas.gov

Direct questions regarding requisition to:
Connie Booker / 512-341-4524 / connie.booker1@hhs.texas.gov

NOTE INVOICING COMMENTS (FOR HHS ACCOUNTS PAYABLE USE ONLY): WIC PROGRAM INVOICE APPROVER: MELISSA ANDERSON AT MELISSA.ANDERSON@HHS.TEXAS.GOV (FOR HHS ACCOUNTS PAYABLE USE ONLY)

1-1	FY23 OMNIA Partners GPO, MasterWord Services, Inc. Contract [REDACTED] As-needed Document Translation Services from 9/1/2022 through 9/30/2022.	961-75	1.00	LOT	3000.00000	\$3,000.00	09/01/2022
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Schedule Total \$3,000.00

Item Total for Line 1 \$3,000.00

2-1	FY23 OMNIA Partners GPO, MasterWord Services, Inc. Contract [REDACTED] As-needed Document Translation Services from 10/1/2022 through 8/31/2023.	961-75	1.00	LOT	55000.00000	\$55,000.00	09/01/2022
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Schedule Total \$55,000.00

Item Total for Line 2 \$55,000.00

Total PO Amount \$58,000.00

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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 	08/11/2022
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