

# Department of State Health Services

## Purchase Order

Dispatch via Print

|  |   |                             |   |
|--|---|-----------------------------|---|
| <b>Payment Terms</b><br>Net 30   | <b>Freight Terms</b><br>Prepaid & Allow | <b>Ship Via</b><br>BEST WAY | <b>Purchase Order</b><br><b>HHSTX-3-0000298207</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><br>09/01/22   |
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|  |   |                             | <b>Ship To:</b><br>6694 - Austin:1111 W North Loop<br>HEALTH & HUMAN SERVICES COMMISSION<br>1111 W North Loop<br>Austin TX 78756<br>United States |

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

**Bill To:** Invoice-DSHS Fiscal Claims  
DEPARTMENT OF STATE HEALTH SERVICES  
1100 W 49th St (RBB)  
PO Box 149347  
Austin TX 78756  
United States

**Fax:** 512/458-7442  
**Email:** invoices@dshs.texas.gov

**Purchaser:** Gomez, Hadassah-Natalia

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

FY23 funding  
EX/0-TGC 2155.441, Managed Term Contract 962-S3  
Requisition 0000204379  
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: 1574  
Job class title: Program Specialist V  
Job skill level: Expert  
Temp: 1 Temp Staff Requested  
Hours per week: 40  
Estimated hours: 2080

**JOB DESCRIPTION:** Perform advanced financial analysis and monitoring of Epidemiology and Laboratory Capacity COVID-19 grants. Performs duties supporting the development and monitoring of grant expenditures and forecasts; financial and operational impacts; performance measures; and project deliverables. Assists with the development of grant redirections, including working with other Texas Department of State Health Services (DSHS) program areas, and new project requests. Work involves examination, investigation, and review of accounting records, financial statements, management practices, and internal controls to ensure compliance with federal and state laws and/or regulations as well as the DSHS policies and/or regulations. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

**Knowledge, Skills, and Abilities:**

- Knowledge of local, state, and federal laws, rules, and regulations related to state-federal partnerships
- Knowledge in federal grants and grant- compliance monitoring processes
- Knowledge of grant and budget processes and of program management processes and techniques
- Advance skills in the use of Microsoft Excel, Power BI, and Word.
- Skill in identifying measures or indicators of program performance and in operating computers and applicable software such as WORD, EXCEL, and project management software
- Skills in project management and monitoring multiple projects simultaneously
- Ability to gather, assemble, correlate, and analyze input from multiple programs
- Ability to devise solutions to problems
- Ability to prepare reports
- Ability to develop, evaluate, and interpret procedures related to cooperative agreement/grant applications, reporting, and evaluation
- Ability to train, lead, assign, and/or prioritize the work of others
- Ability to interpret and apply policies, procedures, and regulations

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Ability to establish and maintain effective work relationships  
Ability to communicate effectively orally and in writing.  
Ability to multi-task in fast-paced environment

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

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

Department: Department of State Health Services/Laboratory and Infectious Disease Services Division  
Street Address of Work Location: 1100 W. 49th Street  
City/State/Zip: Austin, TX 78756  
Bldg/Room#: G-310  
This position will telework full-time, but may be called into the office.

Supervisor Contact (Time card approval/resume reviewer/interviewer): Rey Velazquez  
Phone: 512-776-3334  
Email: Reynaldo.velazquez@dshs.texas.gov  
Additional/Alternate Contact Name: Christine Contreras  
Phone: 512-776-2863  
Email: Christine.contreras@dshs.texas.gov  
Accounts Payable Contact Name: Rey Velazquez  
Phone: 512-776-3334  
Email: Reynaldo.velazquez@dshs.texas.gov

Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
CPA ID#: 84202  
Garrett Wilson, Senior Branch Manager, GSG Talent Solutions  
Phone: 512-637-7199  
Email: garrett.wilson@gsgtalentsolutions.com  
Contact: Karin Wilcox, State Account Coordinator  
Phone: 737-209-7290  
Email: karin.wilcox@gsgtalentsolutions.com  
CC: tempservicepo@workquesttx.com

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

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| 1-1                          | FY23 Temps for LIDS FIN Team<br>Program Specialist V: Expert Regular Hours | 962-69     | 2080.00  | HR  | 67.82000 | \$141,065.60 | 09/01/2022 |
| <b>Schedule Total</b>        |  |            |          |     |          | \$141,065.60 |            |
| <b>Item Total for Line 1</b> |  |            |          |     |          | \$141,065.60 |            |
| 2-1                          | FY23 Temps for LIDS FIN Team<br>Program Specialist V: Expert OT Hours      | 962-69     | 100.00   | HR  | 96.98000 | \$9,698.00   | 09/01/2022 |
| <b>Schedule Total</b>        |  |            |          |     |          | \$9,698.00   |            |
| <b>Item Total for Line 2</b> |  |            |          |     |          | \$9,698.00   |            |
| <b>Total PO Amount</b>       |  |            |          |     |          | \$150,763.60 |            |

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.

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**Authorized By**

*Hadassah Dornyei, CTLD, CCM*

**08/13/2022**