

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000298218</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> 09/01/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States

**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 0000195119  
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 (Pos #81368)  
Job skill level: Expert  
Temp: vacant  
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:**  
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 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%)

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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  
Additional Agency Contact: Name: Tracy Hart  
Phone: 512-437-5212  
Email: dds.tx.s49.ap@ssa.gov  
Accounts Payable Contact: Gloria Rodriguez  
Phone: 512-437-5021  
Gloria.rodriquez@ssa.gov  
Contract Specialist: Dana Sherrill  
Phone: 512-206-4992  
Email: Dana.Sherrill@hhs.texas.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  
Contact: Karin Wilcox  
Phone: 737-209-7290  
Email: karin.wilcox@gsgtalentsolutions.com  
CC: 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 81368 Temp Svs, Psychologist III Expert	962-69	176.00	HR	95.03000	\$16,725.28	09/01/2022
<b>Schedule Total</b>						\$16,725.28	
<b>Item Total for Line 1</b>						\$16,725.28	
2-1	10/01/2022-08/31/2023 Position 81368 Temp Svs, Psychologist III Expert	962-69	1904.00	HR	95.03000	\$180,937.12	10/01/2022
<b>Schedule Total</b>						\$180,937.12	
<b>Item Total for Line 2</b>						\$180,937.12	
<b>Total PO Amount</b>						\$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**