

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via	Purchase Order	HHSTX-3-0000298237
Net 30	Prepaid & Allow	BEST WAY	Date 09/01/22	Revision 1 - 9/1/2022
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.			Ship To:	6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 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: 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-S3
Requisition 0000196311
PO Service Dates 09-06-2022 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: 0152
Job class title: Administrative Assistant II (Pos #80073)
Job skill level: Expert
Temp: Tina Holzerland
Hours per week: 40
Estimated hours: 2080

JOB DESCRIPTION: The Hearings Administrative Assistant (HAA) reviews case file information when receiving a claim into the Hearings Unit, and when closing the case. The HAA will work with Microsoft Excel to document claims for processing, call applicants for updated addresses and contact information, and respond to incoming phone calls. The HAA will maintain and monitor a caseload of unassigned hearing cases, and assign claims to Disability Hearing Officers for scheduling of hearings. The HAA will send out notices to applicants. The HAA reviews decisions made by Disability Hearing Officers for accuracy, and ensures all associated documentation is completed. The HAA reviews the documents for correct formatting, including font type, font size, and margins.
Homeland Security Presidential Directive (HSPD)-12 security clearance is required.

Knowledge, Skills, and Abilities: Extensive knowledge of SSA, HHS, and DDS disability and administrative regulations, policies, and procedures. Skill in the use of a personal computer and related software, including: Microsoft Office or equivalent programs; SSA and DDS software systems specific to the SSA disability program; and, HHS /DDS personnel management and payment-processing programs. Skill in communicating effectively both verbally and in writing with individuals and groups to handle operational and administrative issues and to return work to ODH staff for correction. Skill in using initiative and independent judgment and managing time effectively to; establish workload priorities; organize tasks to optimize case production, schedule hearings and notify site managers, DHOs and claimants/representatives; and, track status of management indicators and special or one-time projects. Skill in establishing and maintaining effective working relationships, including the ability to work with people under pressure, negotiating with multiple parties and resolving conflicts, interacting tactfully and positively with and communicating clearly with members of ODH staff, Social Security personnel, claimants/beneficiaries, representatives, the medical community, other State agency staff and the general public. Skill in accomplishing portions of more than one task out of sequence and in changing priorities under pressure of immediate deadlines. Skill in developing forms, letters, and case processing procedures. Skill in developing and presenting individual and/or group training on administrative and technical issues. Skill in understanding and using medical and psychological terminology.

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Skill in handling confidential and sensitive issues appropriately.
Ability to implement new systems and procedures and to evaluate their effectiveness; to effectively interpret programs and plans.
Ability to transcribe documents.

Service Period
Start Date: 09/06/2022
End Date: 08/31/2023

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

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

Supervisor Contact (Time card approval/resume reviewer/interviewer): Laura Jordan
Phone:512-437-8277
Email: laura.jordan@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
512-437-5021
Gloria.rodriguez@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
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: tempervicepo@workquesttx.com

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

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

Alicia Wells, POCN, 9/1/2022
Updated Temp name from Vacant to Tina Holzerland
Updated Service Start Date from 09/01/2022 to 09/06/2022

1-1	9/6/2022-9/30/2022 Position 80073 Temp Svs, Administrative Assistant II Expert	962-69	176.00	HR	37.15000	\$6,538.40	09/01/2022
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Schedule Total \$6,538.40

Item Total for Line 1 \$6,538.40

2-1	10/1/2022-8/31/2023 Position 80073 Temp Svs, Administrative Assistant II Expert	962-69	1904.00	HR	37.15000	\$70,733.60	10/01/2022
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Schedule Total \$70,733.60

Item Total for Line 2 \$70,733.60

Total PO Amount \$77,272.00

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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

Alicia Wells, CTCO, CTCM

09/01/2022