

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via	Purchase Order	HHSTX-3-0000298322
Net 30	Prepaid & Allow	BEST WAY	Date	Revision
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.			09/01/22	Page 1
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Ship To:	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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

FY23 funding  
EX/0-TGC 2155.441, Managed Term Contract 962-S3  
Requisition 0000190369  
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: 0152  
Job class title: Administrative Assistant II (Pos. #80936)  
Job skill level: Expert  
Temp: Rose Onuoha  
Hours per week: 40  
Estimated hours: 2080

### JOB DESCRIPTION:

The DDO Administrative Assistant II must have knowledge of customary office equipment to include personal computers, multiline telephones, fax machines and copiers. Prefer experience with Microsoft Office to include MS excel. Must have good communication skills. Duties include: Receives inbound telephone inquiries and makes outbound calls to claimants, medical providers, school districts, and SSA field office staff members. Receives, reviews, processes and distributes documents received by mail or electronically. Monitors office equipment for proper functioning. Inputs and modifies data into various software applications. Enters data and prepares correspondence accurately and in a timely manner. 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:

Knowledge of office practices and administrative procedures.  
Skill in the use of standard office equipment and software.  
Skill in establishing and maintaining effective working relationships with co-workers, supervisors, managers, other DDS, HHS, SSA employees and the public.  
Ability to use Social Security Administration software system or a comparable system.  
Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedure; and to communicate effectively.  
Ability to recognize medical abbreviations and terminology.  
Ability to use and maintain reference materials

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

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via	Purchase Order	HHSTX-3-0000298322
Net 30	Prepaid & Allow	BEST WAY	Date	Revision
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.			09/01/22	Page 2
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Ship To:	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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

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

Department: DDO/DO2  
Street Address of Work Location: 6101 E. Oltorf Street  
City/State/Zip: Austin, TX 78741  
Bldg/Room#:

Supervisor Contact (Time card approval/resume reviewer/interviewer): Jennifer Vera  
Phone: 512-437-8639  
Email: jennifer.vera@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: 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

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via	Purchase Order	HHSTX-3-0000298322
Net 30	Prepaid & Allow	BEST WAY	Date	Revision
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.			09/01/22	Page 3
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Ship To:	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
1-1	9/1/2022-9/30/2022 Position 80936 Temp Svs, Administrative Assistant II Expert	962-69	176.00	HR	37.15000	\$6,538.40	09/01/2022
<b>Schedule Total</b>						\$6,538.40	
<b>Item Total for Line 1</b>						\$6,538.40	
2-1	10/1/2022-8/31/2023 Position 80936 Temp Svs, Administrative Assistant II Expert	962-69	1904.00	HR	37.15000	\$70,733.60	10/01/2022
<b>Schedule Total</b>						\$70,733.60	
<b>Item Total for Line 2</b>						\$70,733.60	
<b>Total PO Amount</b>						\$77,272.00	

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