

# 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-3-0000298334</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> 2058 - Austin:909 W 45th St HEALTH & HUMAN SERVICES COMMISSION 909 W 45th St PO Box 12668 Bldg 552 Austin TX 78751 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-S3  
Requisition 0000197127  
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: 1622  
Job class title: Director III  
Job skill level: Expert  
Temp: Phyllis Polito  
Hours per week: 30  
Estimated hours: 1044

**JOB DESCRIPTION:** Eight or more years of experience in DSHS/HHSC contracting and fiscal planning system. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment in performing a wide range of complicated tasks. Will represent the Behavioral Health Services Section in meetings and serve as liaison with IT related to integration into a new system or replacement of current system to ensure business and fiscal needs are met and are consistent with guidelines, procedures, rules, and regulations. Establishes priorities and measurement tools for determining progress toward goals. Coordinates and evaluates program activities.

**Knowledge, Skills, Abilities:**  
Eight or more years of experience in DSHS/HHSC contracting and fiscal planning system. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment in performing a wide range of complicated tasks.

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

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

Department: MSS/BHS Contract Operations  
Street Address of Work Location: 909 W. 45th Street  
City/State/Zip: Austin, TX 78751  
Bldg/Room#: ASH Campus, Building 555

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Supervisor Contact (Time card approval/resume reviewer/interviewer): Jennifer Miller  
Phone: 512-206-5432  
Email: JenniferD.Miller@hhs.texas.gov  
Agency Contact: Judith Tyler  
Phone: 512-206-5385  
Email: judith.tyler@hhs.texas.gov

Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
CPA ID#: 84202  
Contact: Paige O'Boyle, Talent Placement Specialist  
Phone: 512-730-3162  
Email: paige.oboyle@peakperformers.org  
CC: tempservicepo@workquesttx.com, derek.rayborn@peakperformers.org

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

1-1	FY23 TIBH Peak Performers P. Polito	962-69	1044.00	HR	119.04000	\$124,277.76	09/01/2022
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<b>Schedule Total</b>	\$124,277.76
<b>Item Total for Line 1</b>	\$124,277.76
<b>Total PO Amount</b>	\$124,277.76

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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*

**08/18/2022**