

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000298486
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.			Date 09/01/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			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
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FY23 funding
EX/0-TGC 2155.441, Managed Term Contract 962-S3
Requisition 0000196810
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. #412)
Job skill level: Expert
Temp: vacant
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. 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

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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: Ruby Sarellano
Email: DDS.TX.S49.AP@ssa.gov
Phone: 512-437-5333
Accounts Payable Contact: Gloria Rodriguez
Phone: 512-437-5021
Email: 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

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1-1	9/1/2022-9/30/2022 Position DDS 412 Temp Svs, Administrative Assistant II Expert	962-69	176.00	HR	37.15000	\$6,538.40	09/01/2022
Schedule Total						\$6,538.40	
Item Total for Line 1						\$6,538.40	
2-1	10/1/2022-8/31/2023 Position DDS 412 Temp Svs, Administrative Assistant II Expert	962-69	1904.00	HR	37.15000	\$70,733.60	10/01/2022
Schedule Total						\$70,733.60	
Item Total for Line 2						\$70,733.60	
Total PO Amount						\$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

08/18/2022