

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-3-0000298494
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 0000198315
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 #80472)
Job skill level: Expert
Temp: Jennifer D. Farr
Hours per week: 40
Estimated hours: 522

JOB DESCRIPTION:

Scheduling Consultative Examinations for the SSA Disability Program, performing follow-ups to verify attendance at appointments, answering a call center phone, computer data entry, and handling alerts for DDS. Person needs experience in using a multi-line phone, computer, printer, copier, and fax. Ability to work with large volumes of work, ability to maintain confidentiality, experience in an office setting, works well with others, and performs the job duties in a professional 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 procedures; and to communicate effectively.

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

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	9/1/2022-9/30/2022 Position 80472 Temp Svs, Administrative Assistant II Expert						
Schedule Total						\$6,538.40	
Item Total for Line 1						\$6,538.40	
2-1	10/1/2022-8/31/2023 Position 80472 Temp Svs, Administrative Assistant II Expert	962-69	346.00	HR	37.15000	\$12,853.90	10/01/2022
Schedule Total						\$12,853.90	
Item Total for Line 2						\$12,853.90	
Total PO Amount						\$19,392.30	

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