Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Ter Net 30	rms Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order	ннѕтх	(-3-0000298494
specifications					
guarantees go requirements. All shipment			Ship To:	HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741	
Vendor:	WORKQUEST 1011 E 53RD 1/2 ST		Bill To:	HEALTH & HUMAN SERVI 4601 W Guadalupe St	CES COMMISSION

Fax: 512/424-6901

Email: HHSC_AP@hhsc.state.tx.us

Purchaser: Wells.Alicia N

			1 01 01101	110110,7 111014 11	
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 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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Payment Terms	Freight Terms	Ship Via			11110 T)/ 0 0000000404
Net 30	Prepaid & Allow	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	Revision	Page 2
			Ship To:	6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf	
All shipments, shipp with our Purchase (respondence must be identified		Austin TX 7874 United States	1

Vendor: 1741976051 1 Bill To: Invoice-HHSC Accounting

WORKOUEST HEALTH & HUMAN SERVICES COMMISSION 1011 E 53RD 1/2 ST 4601 W Guadalupe St

AUSTIN TX 787511703 Austin TX 78751 United States **United States**

> Fax: 512/424-6901

HHSC_AP@hhsc.state.tx.us Email:

Wells, Alicia N **Purchaser:** Line-Sch **Inventory Item ID - Line Description** Class/Item **UOM** PO Price Extended Amt Quantity **Due Date**

Department: CESU

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): David Cruz

Phone: 512-437-8009 Email: david.x.cruz@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

1-1 962-69 176.00 HR 37.15000 \$6,538.40 09/01/2022

Health and Human Services Commission

Purchase Order

Ship Via

Payment Terms

Freight Terms

Dispatch via Print

HHSTY-3-0000208404

Net 30	Prepaid & Allow		WAY	Purchase Order	<u> </u>	HHSTX-3-0		
specification	d by informal bid, Invitation for Offer, or Recons, terms, and conditions set forth in the adve	rtisement and v	endor's	Date 09/01/22	Revision		Page 3	
conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements. 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 A HEALTH & HUN	oice-HHSC Accounting ALTH & HUMAN SERVICES COMMISSION I W Guadalupe St tin TX 78751		
				Fax: Email:	512/424-6901 HHSC_AP@hhso	e.state.tx.us		
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	Purchaser: UOM	Wells, Alicia N PO Price	Extended Amt	Due Date	
<u> </u>	9/1/2022-9/30/2022 Position 80472 Temp Svs, Administrative Assistant II Expert	Ciuss/Item	Quantity	COM	TOTIKE	Exerced Ann	But Batt	
				Sch	edule 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	
				Sch	edule Total	\$12,853.90		
				Item Total	for Line 2	\$12,853.90		

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 Wellt, CTCD, CTCM

08/18/2022