

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-3-0000298515
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 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States
			Page 1

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 0000198641
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: 1554
Job class title: Staff Services Officer V (Position #80160)
Job skill level: Entry
Temp: Dawnnisa Tubaugh
Hours per week: 40
Estimated hours: 2080

JOB DESCRIPTION:

The DDS Senior Management Staff Officer (SMSO), reports to and is accountable to the DDS Administrators Office, with assignment to respective Senior Director for Disability Determination Services (DDS) Division i.e., Disability Policy Program Support (DPPS), Disability Information Systems (DIS), Disability Determination Operations (DDO) and Disability Resource Management (DRM). This position performs advanced (senior-level) staff services complex program and/or technical program work.

Duties include planning, directing and overseeing staff services activities in multiple divisions of the DDS. Work involves use of independent judgment and planning to execute special and administrative assignments and projects to include but not limited to review and development of policies, procedures and processing for the division; overseeing administrative procedures that provide for efficient processing of purchasing, travel, training, human resource material, records retention, calendaring and budget, litigation prep, fiscal files, contracting, time/labor/leave, preparation for Unemployment Hearings, FMLA document retention, open records request and federal credentialing process for Homeland Security Presidential Directive (HSPD12). Develops and coordinates the implementation of assigned administrative projects or initiatives. Develops and manages documents and systems including creation, review, editing, routing, filing and retention. Interacts daily with Health and Human Services (HHS) offices, Social Security Administration (SSA) internal and external stakeholders, and senior management to coordinate assignments. Develops and coordinates the implementation of assigned highly complex and sensitive administrative and projects/initiatives. Serves as consultant in identifying issues and facilitating appropriate action, including completion of executive level assignments. Prepares, reviews, and/or oversees the preparation and review of federal and state operational, administrative and special reports, to include strategic, annual and operational plans for both state and federal partners. Plans and coordinates special and administrative assignments including activities with federal, state, and other departments within the DDS division. May coordinate travel arrangements and serve as leave coordinator. Performs other duties as required to ensure consistency, timeliness and accountability to include plan, assign and/or supervise the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

May be required to work other than normal working hours as needed. 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.

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Knowledge, Skills, and Abilities:
 Knowledge of local, state, and federal laws.
 Knowledge of Health and Human Services programs, policies, and procedures.
 Knowledge of fiscal and budgeting techniques and practices.
 Knowledge of office management and human resource administration.
 Knowledge of state and federal travel policies and processes.
 Skill in coordinating activities, in the use of computers, and in critical thinking.
 Skill using Outlook, MS Word, PowerPoint, and Excel or similar programs.
 Strong planning and organizational skills.
 Skill in navigating HHS Human Resources applications.
 Skill in applying purchasing and contracting practices and procedures.
 Skill in compiling and preparing accurate reports from statistical or other types of technical information, and performing research and analyses.
 Skill in developing and providing individual and/or group training.
 Ability to study and evaluate programs and propose recommendations.
 Ability to interpret and apply HHSC and SSA policies and procedures.
 Ability to analyze and solve work problems.
 Ability to make decisions affecting the operation of administrative services functions.
 Ability to communicate effectively, both orally and in writing.
 Ability to plan, assign, and/or supervise the work of others.
 Ability to work cooperatively as a team member in a fast-paced, deadline-orientated environment.
 Ability to work under pressure.
 Ability to perform work with a high degree of attention to detail.
 Ability to maintain confidential information.

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

Department: DPPS
 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): Martin Nealeigh
 Phone: 512-437-8999
 Email: martin.nealeigh@ssa.gov
 Agency Contact: Donna Aleman
 Phone: 512-437-8873
 Email: donna.aleman@ssa.gov
 Additional Agency Contact: Ruby Sarellano

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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	9/1/2022-9/30/2022 Temp Svs, Position 80160 Staff Services Officer V Entry	962-69	176.00	HR	48.83000	\$8,594.08	09/01/2022
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Schedule Total \$8,594.08

Item Total for Line 1 \$8,594.08

2-1	10/1/2022-8/31/2023 Temp Svs, Position 80160 Staff Services Officer V Entry	962-69	1904.00	HR	48.83000	\$92,972.32	10/01/2022
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Schedule Total							\$92,972.32
Item Total for Line 2							\$92,972.32
Total PO Amount							\$101,566.40

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