

# Department of State Health Services

## 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-3-0000298716</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> 2 - 9/19/2022
			<b>Page</b> 1
			<b>Ship To:</b> 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

**Vendor:** 1741976051 1  
WORKQUEST  
1011 E 53RD 1/2 ST  
AUSTIN TX 787511703  
United States

**Bill To:** Invoice-DSHS Fiscal Claims  
DEPARTMENT OF STATE HEALTH SERVICES  
1100 W 49th St (RBB)  
PO Box 149347  
Austin TX 78756  
United States

**Fax:** 512/458-7442  
**Email:** invoices@dshs.texas.gov

**Purchaser:** Muhammad, Demetta Jon 512/406-2423

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23funding  
EX/0-TGC 2155.441, Managed Term Contract 962-S3  
Requisition 0000202848  
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: 4499  
Job class title: Pharmacy Technician II  
Job skill level: Expert  
Temp: Roxanne Garay until 8/26/2022 Nay Bey Muhammed effective 9/20/2022  
TBD  
Hours per week: 40  
Estimated hours: 3480/ea

**JOB DESCRIPTION:**  
Must be registered as a pharmacy technician

Performs highly complex (senior-level) pharmaceutical tasks and inventory control work by assisting in drug repackaging, drug labeling, and quality control and quality assurance functions under the direct supervision of a Registered Pharmacist and in coordination with Pharmacy Unit personnel. Work includes performing pharmaceutical and medical supplies stock-keeping, order processing, repackaging, relabeling, picking and packing; compiling and tabulating data, checking documents for accuracy; correspondence with Pharmacy Unit customers; and preparing medications or supplies for credit or destruction. Ensures compliance with established current good manufacturing practices (cGMPs) for pharmaceuticals; maintains required records and labeling; produces word-processing and spreadsheet documents; processes and packages drugs, medical supplies, vaccines and diagnostic equipment for shipments to public health clinics and Class D pharmacies. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Coordinates daily work with Central Pharmacy Unit Pharmacists and team members using effective teaming, communication, and collaboration skills. Works under the direction of the Pharmacists and Pharmacy Unit Manager.

**Knowledge, Skills, and Abilities:**

- Knowledge of medical and pharmaceutical terminology.
- Knowledge of pharmaceutical calculations applicable to pharmacy practice.
- Knowledge of Federal and State laws governing pharmacy operations.
- Knowledge of agency policies, rules, and regulations.
- Knowledge of computer literacy.
- Knowledge of business English grammar, punctuation, and spelling.
- Knowledge of administrative policies and procedures.

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- Knowledge of personnel policies involving employee leave.
- Knowledge of mathematics.
- Knowledge of labeling equipment.
- Knowledge of word processing (Microsoft Word).
- Skill in operating labeling equipment.
- Skill in telephone and email etiquette.
- Skills in the operation of pharmaceutical equipment.
- Skill in mathematics and pharmaceutical calculations.
- Skill in using Microsoft Office software including Word, Excel, and Outlook.
- Skill in typing.
- Skill in proofreading, editing, filing.
- Ability to prepare prescription orders.
- Ability to inventory pharmaceuticals and medical supplies.
- Ability to learn the computer inventory management system.
- Ability to adapt to different job situations.
- Ability to learn new techniques (adapt to change).
- Ability to establish effective working relationships with others and exercise considerable judgment in making decisions.
- Ability to communicate effectively with other members of the health care team.
- Ability to plan, prioritize, and schedule workload in area of responsibility.
- Ability to coordinate, manage and prioritize a large and diverse number of activities with a high degree of accuracy.
- Ability to evaluate administrative procedures and suggest and implement improvements.
- Ability to establish and maintain effective working relations with supervisory personnel, co-workers and the public.
- Ability to comprehend and implement written and oral instructions.
- Ability to analyze and solve work problems independently and/or work with other to improve operations.
- Ability to work independently, in a team environment, and on schedule.
- Ability to use load levers and handling equipment to include forklift, pallet jack and hand truck.
- Ability to lift and move up to 50 lbs

Service Period  
Start date: 09/01/2022  
End date: 12/31/2022

Hours: 8:00 am - 5:00 pm  
Days per week: Monday - Friday

Department: Pharmacy Unit  
1111 W. North Loop Blvd.  
Austin, TX 78756

Supervisor Name (Time card approval/resume reviewer/interviewer):  
Marisa Sanchez

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(512) 776-7500  
marisa.sanchez@dshs.texas.gov

Additional/Alternate Contact Name:  
Dexter Govan  
(512) 776-7500  
dexter.govan@dshs.texas.gov

Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
CPA ID#: 84202  
Contact: Karin Wilcox  
Phone: 737.209.7290  
Email: tempservicepo@workquesttx.com; karin.wilcox@gsgtalentsolutions.com

PCS Purchasing contact  
Demetta Muhammad  
512-406-2423  
demetta.muhammad02@hhs.texas.gov

1-1	FY23 Workquest-Goodwill Temp(1)	962-69	3480.00	HR	39.28000	\$136,694.40	09/01/2022
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**Schedule Total** \$136,694.40

Blanket-PO

**Item Total for Line 1** \$136,694.40

2-1	FY23 Workquest-Goodwill Temp(2)	962-69	3480.00	HR	39.28000	\$136,694.40	09/01/2022
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**Schedule Total** \$136,694.40

**Item Total for Line 2** \$136,694.40

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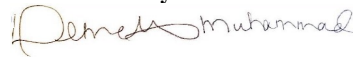
**Total PO Amount** \$273,388.80

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**



**09/19/2022**