Purchase Order

Dispatch via Print

D (T		CI • T	7.			Dispatch via Print
Payment Tern Net 30	ns Freight Terms Prepaid & Allow	Ship V BEST		Purchase Order	HHST	K-3-0000298798
specifications,	y informal bid, Invitation for Offer, or Rea terms, and conditions set forth in the adve	ertisement and ve	endor's	Date 09/01/22	Revision	Page 1
guarantees goo requirements. All shipments,	ponses become a part of this numbered points or services delivered meet or exceed not shipping papers, invoices, and corresp	umbered purchas	se order	Ship To:	See Detail Below	
	hase Order Number.					
Vendor:	1741976051 1 WORKQUEST 1011 E 53RD 1/2 ST AUSTIN TX 787511703 United States			Bill To:	Invoice-DSHS Fiscal Claims DEPARTMENT OF STATE 1100 W 49th St (RBB) PO Box 149347 Austin TX 78756 United States	HEALTH SERVICES
				Fax: Email:	512/458-7442 invoices@dshs.texas.gov	
				Purchaser:	Gomez,Hadassah-Natalia	
Line-Sch I	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price Extend	ed Amt Due Date

FY23 funding EX/0-TGC 2155.441, Managed Term Contract 962-S3 Requisition0000202137 STAR # 00-228650 PO Service Dates 09-01-2022 to 08-31-2023

Terms and Conditions per Managed Term Contract 962-S3 apply to this Purchase Order.

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: 1572 Job class title: Program Specialist III Job skill level: Entry Temp: 7 Temp Staff Requested Hours per week: 40, with minimal vertime

JOB DESCRIPTION: Perform complex public health and technical assistance work under limited supervision of the Vaccine Operation Group Manager. Work involves planning, organization and assisting the team with the implementation of the new COVID 19 Operations Group within the Immunization Unit. Use considerable latitude for initiative and independent judgement. Work involves assisting the COVID 19 Operations Group for COVID 19 vaccines operations, orders, processing providers loss, system testing, quality assurance, and participating in provider education.

ESSENTIAL JOB FUNCTIONS:

Receipt of the enrollment agreement forms from providers.

Provider license checks to assure all provider licenses are in good standing.

Unique Personal Identification Number (PIN) assignment for all providers.

Review and approval of all providers in the Provider registration website on all enrollment information.

Performs customer support and program support activities associated with ImmTrac2 information services such as outreach, recruitment and education of providers.

Assists with registry user application and supports ImmTrac2 phone-based help desk as needed.

Assists with handling inquiries to the customer support area or publications needed for providers.

Work in collaboration with 211 and SMOC (State Medical Ops Center) call center to field provider questions concerning the COVID-19 vaccines.

Knowledge, Skills, and Abilities:

Knowledge of public health, immunizations, vaccine-preventable diseases and customer service.

Knowledge of vaccines, vaccine NDCs and vaccine manufacturers.

Skilled in processing vaccine or medication requests.

Skilled in Microsoft Word, Excel, Access, PowerPoint, SQL and Outlook and other relevant software applications.

Purchase Order

Payment Terms Jet 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Orde	r	HHSTX-3-0000298798
f advertised by inform pecifications, terms, a	nal bid, Invitation for Offer, or Rec and conditions set forth in the adve	quest for Proposal; all rtisement and vendor's	Date 09/01/22	Revision	Page
	become a part of this numbered pu ervices delivered meet or exceed nu		Ship To:	See Detail Belo	W
All shipments, shippi with our Purchase O	ing papers, invoices, and corresp rder Number.	ondence must be identified			
WOF 1011 AUS	976051 1 RKQUEST E 53RD 1/2 ST TIN TX 787511703 ed States		Bill To:	Invoice-DSHS DEPARTMEN 1100 W 49th St PO Box 149347 Austin TX 7872 United States	T OF STATE HEALTH SERVICES t (RBB) 7
			Fax: Email:	512/458-7442 invoices@dshs.	.texas.gov
			Purchaser:	Gomez,Hadas	ssah-Natalia
ine-Sch Invento	ory Item ID - Line Description	Class/Item Quantity	UOM	PO Price	Extended Amt Due Date

Ability to organize work and make decisions with limited supervision.

Department: DSHS-LIDS-Immunization Unit - ImmTrac Group I Street Address (Report-to Worksite Location): 1100 W 49th St, Austin, Texas 78756, T301

Reference FY22 PO 0000268819

Job classification: 1575 Job class title: Program Specialist VI Job skill level: Entry Temp: 1 Temp Staff Requested Hours per week: 40, with minimal overtime

JOB DESCRIPTION: Under the limited leadership of the Vaccine Operations Group Manager, performs highly advanced (senior-level) consultative services and technical assistance work with considerable latitude for the use of initiative and independent judgment in the COVID-19 Immunization Project activities. Work involves planning, developing, and implementing activities for the COVID-19 Immunization Project on policies and procedures; training and education; programmatic management; internal quality assurance; communicates with staff at COVID-19 enrolled sites. Serves as a team lead for the COVID-19 Immunization Project for nine staff members. Serves as a subject matter expert for the COVID-19 Immunization Project.

ESSENTIAL JOB FUNCTIONS:

Provides advanced (senior-level) technical assistance to DSHS Regional, Local Health Departments, stakeholders, and healthcare providers. Analyzes complex data collected and ensures that appropriate recommendations for improvement are provided. Writes or updates policies and procedures for the COVID-19 Immunization Project. Communicates with customers verbally and in writing regarding project notifications and updates. Provides updates on COVID-19 Immunization Project to senior management. Review, evaluate and distribute COVID-19 immunization vaccine coverage assessment rates received from the Assessment, Compliance and Evaluation (ACE) group. Respons ble for writing/editing/updating program manuals. Distributes and monitors the work of staff members in the COVID-19 help desk group and develops and implements the team's performance. Works with stakeholders and large state associations to increase COVID-19 vaccine coverage rates across Texas. Communicates with customers and stakeholders verbally and in writing.

Coordinates and manages meeting with internal and external stakeholders. Compiles information and submits articles for newsletters on information that is applicable to responsible entity staff or staff at enrolled COVID-19 immunization sites using Microsoft Word. Assists Vaccine Operations Group manager in providing oversite of COVID-19 Immunization Project operations. Prepares and delivers presentations on COVID-19 Immunization Project at conferences for internal or external customers. Performs QA activities to improve program and works with program staff to identify and resolve technical

Purchase Order

Dispatch via Print

						Dispatch via Frint
Payment Ter Net 30	ms Freight Terms Prepaid & Allow	Ship V BEST	Via WAY	Purchase Order	HHST	<-3-0000298798
specifications,	by informal bid, Invitation for Offer, or Rea , terms, and conditions set forth in the adve	ertisement and ve	endor's	Date 09/01/22	Revision	Page 3
guarantees goo requirements.	sponses become a part of this numbered produces or services delivered meet or exceed numbered produces of the services delivered meet or exceed numbered produces of the services of the servi	umbered purchas	se order	Ship To:	See Detail Below	
	s, shipping papers, invoices, and corresp chase Order Number.	ondence must h	be identified			
Vendor:	1741976051 1 WORKQUEST 1011 E 53RD 1/2 ST AUSTIN TX 787511703 United States			Bill To:	Invoice-DSHS Fiscal Claims DEPARTMENT OF STATE 1100 W 49th St (RBB) PO Box 149347 Austin TX 78756 United States	HEALTH SERVICES
				Fax: Email:	512/458-7442 invoices@dshs.texas.gov	
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	Purchaser: UOM	Gomez,Hadassah-Natalia PO Price Extend	ed Amt Due Date

and procedural problems.

Actively participates in phone calls with CDC and attends applicable CDC trainings on COVID-19 Immunization updates. Prepares brochures and other documents on COVID-19 Immunization Project for distr bution to staff at COVID-19-enrolled sites. Conducts training and education for DSHS regional site visit staff. Responds to customer inquiries in writing and via the telephone. Explains complex policies and procedures to regional site visit staff or staff from COVID-19 enrolled sites. Responsible for the creation of and maintains train-the trainer materials for use statewide. Responsible for updating and maintaining policy manuals for the COVID-19 Immunization Project team.

Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned. Other duties as assigned include but are not limited to actively participating and/or serving in a supporting role to meet the agency's obligations for disaster response and/or recovery or Continuity of Operations (COOP) activation. Such participation may require an alternate shift pattern assignment and/or location.

Knowledge, Skills, and Abilities:

Knowledge of public health, immunizations, customer service, planning and evaluation.

Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook and other relevant software applications.

Skill in developing written materials and training documents.

Skill in developing electronic reports from databases.

Skill in responding to customer inquiries and handling difficult customers in a tactful manner.

Skill in arithmetic, English grammar, and spelling.

Skill in verbal and written communication.

Skilled in conducting training.

Skilled in planning, developing, and implementing procedures and work systems to manage multiple tasks, heavy workloads, and frequent deadlines. Ability to comply with existing processes and adapt quickly to new processes.

Ability to work under pressure.

Ability to forge internal colleague and external relationships.

Ability to complete highly detail-oriented assignments.

Ability to gather and analyze data and facts, and to devise solutions to problems.

Ability to communicate processes and procedures clearly and effectively to others.

Ability to use independent judgment and to plan, organize and coordinate work assignments to meet deadlines.

Ability to establish effective working relationships with supervisory personnel and co-workers.

Ability to effectively communicate both orally and in writing.

Ability to promote effective communication between technical and non-technical staff.

Ability to meet strict deadlines.

Ability to proofread, edit, compile reports, and check work for accuracy.

Ability to work as a team member.

Ability to analyze data.

Ability to explain complicated policies and procedures.

Ability to communicate via telephone.

Department: DSHS-LIDS-Immunization Unit - ImmTrac Group 2 Street Address (Report-to Worksite Location): 1100 W 49th St, Austin, Texas 78756 T302

Reference FY22 PO 0000268981

Purchase Order

Dispotably via Brint

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST W		Purchase Order		HHSTX-3-0000298798
If advertised by infor specifications, terms	rmal bid, Invitation for Offer, or Rec , and conditions set forth in the adve	quest for Proposal; rtisement and ven	all dor's	Date 09/01/22	Revision	Page 4
guarantees goods or requirements.	es become a part of this numbered pu services delivered meet or exceed nu ping papers, invoices, and corresp	umbered purchase	order	Ship To:	See Detail Below	,
WC 101 AU	Order Number. 1976051 1 DRKQUEST 1 E 53RD 1/2 ST STIN TX 787511703 ited States			Bill To:	Invoice-DSHS Fi DEPARTMENT 1100 W 49th St (PO Box 149347 Austin TX 78756 United States	OF STATE HEALTH SERVICES RBB)
				Fax: Email:	512/458-7442 invoices@dshs.te	exas.gov
				Purchaser:	Gomez,Hadass	ah-Natalia
	tory Item ID - Line Description	Class/Item	Ouantity	UOM	PO Price	Extended Amt Due Date

Job classification: 1575 Job class title: Program Specialist VI Job skill level: Entry Temp: 1 Temp Staff Requested Hours per week: 40, with minimal overtime

JOB DESCRIPTION: Under the limited leadership of the Vaccine Operations Group Manager, performs highly advanced (senior-level) consultative services and technical assistance work with considerable latitude for the use of initiative and independent judgment in the COVID-19 Immunization Project activities. Work involves planning, developing, and implementing activities for the COVID-19 Immunization Project on policies and procedures; training and education; programmatic management; internal quality assurance; communicates with staff at COVID-19 enrolled sites. Serves as a team lead for the COVID-19 Immunization Project for nine staff members. Serves as a subject matter expert for the COVID-19 Immunization Project.

ESSENTIAL JOB FUNCTIONS:

Provides advanced (senior-level) technical assistance to DSHS Regional, Local Health Departments, stakeholders, and healthcare providers. Analyzes complex data collected and ensures that appropriate recommendations for improvement are provided. Writes or updates policies and procedures for the COVID-19 Immunization Project. Communicates with customers verbally and in writing regarding project notifications and updates. Provides updates on COVID-19 Immunization Project to senior management. Review, evaluate and distribute COVID-19 immunization vaccine coverage assessment rates received from the Assessment, Compliance and Evaluation (ACE) group. Respons ble for writing/editing/updating program manuals. Distributes and monitors the work of staff members in the COVID-19 help desk group and develops and implements the team's performance. Works with stakeholders and large state associations to increase COVID-19 vaccine coverage rates across Texas. Communicates with customers and stakeholders verbally and in writing.

Coordinates and manages meeting with internal and external stakeholders. Compiles information and submits articles for newsletters on information that is applicable to responsible entity staff or staff at enrolled COVID-19 immunization sites using Microsoft Word. Assists Vaccine Operations Group manager in providing oversite of COVID-19 Immunization Project operations. Prepares and delivers presentations on COVID-19 Immunization Project at conferences for internal or external customers. Performs QA activities to improve program and works with program staff to identify and resolve technical and procedural problems.

Actively participates in phone calls with CDC and attends applicable CDC trainings on COVID-19 Immunization updates. Prepares brochures and other documents on COVID-19 Immunization Project for distr bution to staff at COVID-19-enrolled sites. Conducts training and education for DSHS regional site visit staff. Responds to customer inquiries in writing and via the telephone. Explains complex policies and procedures to regional site visit staff or staff from COVID-19 enrolled sites. Responsible for the creation of and maintains train-the trainer materials for use statewide. Responsible for updating and maintaining policy manuals for the COVID-19 Immunization Project team.

Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned. Other duties as assigned include but are not limited to actively participating and/or serving in a supporting role to meet the agency's obligations for disaster response and/or recovery or Continuity of Operations (COOP) activation. Such participation may require an alternate shift pattern assignment and/or location.

Knowledge, Skills, and Abilities:

Knowledge of public health, immunizations, customer service, planning and evaluation.

Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook and other relevant software applications. Skill in developing written materials and training documents.

Purchase Order

Dispatch via Print

Payment Terms Projekt Terms Subject NAY Verid 30 Perged 44 Alow Perged 44 Alow <td< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th>Dispatch via Print</th></td<>							Dispatch via Print
Tradeerised by informal bid, Invitation for Offree, or Request for Proposal, all specifications, terms, and conditions to forh in the adversiment and vadar's conforming responses become a part of this numbered parchase order of cased mannees (post of the index adversiment and vadar's conforming responses become a part of this numbered parchase order of cased mannees (post of the index of			-		Durch and Orde	-	HHSTX_3_0000208708
specifications, terms, and conditions set forth in the advertisement and vendor's conforming responses become a part of this numbered purchase order. 98/01/22 Vind or conforming responses become a part of this numbered purchase order. Ship To: Vendor: 174/19760311 WorkQUEST: 1011E 53R0 1/2 ST 1011E 53R0 1/2 ST 1010 W49h 58R0. 1011E 53R0 1/2		1					Page
guarantees goods or services delivered meet or exceed numbered purchase order regimenests. See Detail Below All shipping papers, involes, and correspondence must be identified Invoice-DSNB Feal Chimes provide-DSNB Feal Chimes (101 E 53RD 1/2 ST 100 W 400 is STATE HEALTH SERVICES 100 K 400 is 100 K 400 is 00 K 400	specifications, terms,	and conditions set forth in the adver	rtisement and ve	ndor's			5
Instruments. Bit Could Down All shipments. shipping papers, invoices, and correspondence must be identified Invoice-DSNS Ficeal Claims. Vendor: 17/19706311 Bit To: Invoice-DSNS Ficeal Claims. United States DEFARTMENT OF STATE HEALTH SERVICES DEFARTMENT OF STATE HEALTH SERVICES United States Bit To: Invoice-DSNS Ficeal Claims. DEFARTMENT OF STATE HEALTH SERVICES United States Defared TheALTH SERVICES United State Fax: 512/458-7442 Email: invoice-State Additions. Still in developing electronic reports from databases. Gomez, Hadassah-Natala De Data De Data Still in developing electronic reports from databases. Still in developing on castomer inquires and handing difficul customers in a tactful manner. Still in developing, and implementing procedures and work systems to manage multiple tasks, heavy workloads, and frequent deadlines. Still in the planning. developing, and matching difficul customers in a tactful manner. Still in to communicate the segments. Still in to ommunicate on the segments. Still in developing and matching data additions to problems. Ability to complet highly data-former dataging ments. Still in to communicate both orally and in writing. Still in the proceses and approcedures.	conforming responses	s become a part of this numbered pu	rchase order. Co	ontractor e order	Ship To:		
with our Purchase Order Number. Vender: 1741976051 1 WORKQUEST 1011 E3SR0 1/2 ST 1011 E3SR0 1/		ervices derivered meet of exceed no	inibered purchas	e oldel		See Detail Belo	W
Vendor: I741976051 1 WORKQUEST AUSTIN TX 787511703 AUSTIN TX 787511703 United States Bill To:: Invoice-DSHS Fiscal Claims DEPARTMENT OF STATE IHALTH SERVICES INOW 4905 8 (RBb), PO Box 14947 Austin TX 78756 United States Fac: 512458-7442 invoices@idebs.texas.gov Fac:: 512458-7442 invoices@idebs.texas.gov Skill in developing electronic reports mod tababases. Fac:: 60mez.Hadassah-Natalia Line-Sch Inventory Hem ID - Line Description Class/Item Quantity VOM PO Price Extended Amt Due Date Skill in developing electronic reports mod tababases. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in developing, and implementing procedures and work systems to manage multiple tasks, heavy workloads, and frequent deadlines. Ability to compute highy detail-oriented assignments. Skill in conducting training. Skill in dependent upper and a dyster of atalianships. Ability to compute highy detail-oriented assignments. Ability to complete highy detail-oriented assignments. Skill in conducting training. Ability to complete highy detail-oriented assignments. Skill in conducting training. Ability to complete highy detail-oriented assignments. Skill in conducting training. Ability to complete highy detail-oriented assignments. Skill in perind a			ondence must b	e identified			
WORKQUEST AUSTIN TX 787511703 United States DEPARTMENT OF STATE IEALTH SERVICES 1100 W 490s (1RB3) AUSTIN TX 787511703 United States DIOW 490s (1RB4) PO Box (19347 Austin TX 78756 United States Fax: 512458-7442 Email: invoices@dshs.texas.gov Line-Sch Inventory Item ID - Line Description Class/Item Quantity PO Price Extended Amt Due Date Skill in developing electronic reports from databases. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. Skill in conducting training. <td< td=""><td>with our Purchase C</td><td>Order Number.</td><td></td><td></td><td></td><td></td><td></td></td<>	with our Purchase C	Order Number.					
Email: invoices@dshs.texas.gov Purchaser: Gomez,Hadassah-Natalia Tune-Sch Inventory Irem ID - Line Description Class/Irem Quantity UOM PO Price Extended Am Due Date Skill in developing electronic reports from databases. Skill in responding to customer inquiries and handling difficult customers in a tactful manner. Skill in responding to customer inquiries and handling difficult customers in a tactful manner. Skill in verbal and written communication. Skill in planning, developing, and implementing procedures and work systems to manage multiple tasks, heavy workloads, and frequent deadlines. Ability to complete highly detail-oriented assignments. Skill in planning, developing, and implementing procedures and work systems to manage multiple tasks, heavy workloads, and frequent deadlines. Ability to complete highly detail-oriented assignments. Ability to complete highly detail-oriented assignments. Skill in charge and analyze and coverinate work assignments to meet deadlines. Ability to complete highly detail-oriented assignments. Ability to complete highly detail-oriented assignments. Skill in charge and analyze and coverinate work assignments to meet deadlines. Ability to complete highly detail-oriented assignments. Ability to effective working relationships with supervisory personnel and coverinate work assignments. Skill in charge and analyze and and frequent decourds to work set. Ability to moret strict deadlines. Ability	WO 1011 AUS	RKQUEST I E 53RD 1/2 ST STIN TX 787511703			Bill To:	DEPARTMEN 1100 W 49th St PO Box 149347 Austin TX 7875	T OF STATE HEALTH SERVICES (RBB) 7
Line-Sch Inventory Item ID - Line Description Class/Item Quantity U/M PO Price Extended Amt Due Date Skill in developing electronic reports from databases. Skill in responding to customer inquiries and handling difficult customers in a tact/ul manner. Skill in responding to customer inquiries and spelling. Skill in responding to customer inquiries and spelling. Skill in responding to customer inquiries and approximation. Skill in responding to customer inquiries and approximation in the responding to the responding to work under pressure. Ability to only induce its internation. Skill in responding to customer inquiries and approximation to reporters. Ability to communicate processes and procedures clearly and effectively to others. Ability to effectively communicate but orally and in writing. Ability to effectively communicate but orally and in writing. Ability to effectively communicate but orally and in writing. Ability to effectively communicate but orally and in writing. Ability to eff							texas.gov
Skill in developing electronic reports from databases. Skill in responding to customer inquiries and handling difficult customers in a tactful manner. Skill in arithmetic, English grammar, and spelling. Skilled in conducting training. Skilled in conducting training. Skilled in conducting training. Skilled in conducting training. Skilled in longing, and implementing procedures and work systems to manage multiple tasks, heavy workloads, and frequent deadlines. Ability to comply with existing processes and adapt quickly to new processes. Ability to comply with existing processes and adapt quickly to new processes. Ability to forge internal colleague and external relationships. Ability to complete highly detail-oriented assignments. Ability to gather and analyze data and facts, and to devise solutions to problems. Ability to compute the fightly detail-oriented assignments. Ability to estimate processes and procedures clearly and effectively to others. Ability to estimate processes and procedures clearly and effectively to others. Ability to effective working relationships with supervisory personnel and co-workers. Ability to effectively communicate both orally and in writing. Ability to effectively communicate both orally and in writing. Ability to proofread, edit, compile reports, and check work for accuracy. Ability to profread, edit, compile reports, and check work for accuracy. Ability to explain complicated policies and procedures. Ability to explain complicate policies and procedures. Ability to explain complicate policies and procedures. Ability to explain complicated policies and procedures. Ability to explain complicate policies and procedures. Ability to explain complicate policies and procedures. Ability to explain complicate policies and procedures. Ability to explain the sesarch Specialist V Job skill leve					Purchaser:	Gomez,Hadas	ssah-Natalia
 Skill in responding to customer inquiries and handling difficult customers in a tactful manner. Skill in verbal and written communication. Skille in conducting training. Skille in conducting training. Skille in conducting training. Skille in conducting training. Skille in planning, developing, and implementing procedures and work systems to manage multiple tasks, heavy workloads, and frequent deadlines. Ability to work under pressure. Ability to work under pressure. Ability to grain and analyze data and facts, and to devise solutions to problems. Ability to complete highly detail-oriented assignments. Ability to communicate processes and procedures clearly and effectively to others. Ability to communicate processes and procedures clearly and effectively to others. Ability to estick ectivaly communicate both orally and in writing. Ability to effective communicate both orally and in writing. Ability to promote effective communicate both orally and in writing. Ability to profread, edit, compile reports, and check work for accuracy. Ability to profread, edit, compile reports, and check work for accuracy. Ability to analyze data. Ability to explain complicated policies and procedures. Ability	Line-Sch Invent	ory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt Due Date
Street Address (Report-to Worksite Location): 1100 W 49th St, Austin, Texas 78756 T302 Reference FY22 PO 0000268803 	Ability to work under Ability to forge inter Ability to complete H Ability to complete H Ability to gather and Ability to communic Ability to use indeper Ability to establish e Ability to establish e Ability to establish e Ability to promote e Ability to promote e Ability to promote a Ability to proofread, Ability to work as a Ability to analyze da Ability to explain co Ability to communic	ar pressure. nal colleague and external relation highly detail-oriented assignment d analyze data and facts, and to ate processes and procedures c endent judgment and to plan, or effective working relationships wi communicate both orally and in ffective communication between a deadlines. edit, compile reports, and check team member. ata. mplicated policies and procedure ate via telephone.	onships. ts. devise solution: learly and effect janize and coor th supervisory writing. technical and r t work for accur	s to problems ctively to othe rdinate work personnel ar non-technica	ers. assignments to mee id co-workers.	et deadlines.	
Job classification: 0608 Job class title: Research Specialist V Job skill level: Experienced Temp: 3 Temp Staff Requested Hours per week: 40, with minimal overtime JOB DESCRIPTION: Performs complex public health and technical assistance work under limited supervision of the Pharmacy and COVID-19 Team Manager. Assists with identifying, analyzing, and visualizing data on critical populations for vaccination, vaccine data from multiple groups within the	Street Address (Re	port-to Worksite Location): 1100		istin, Texas 7	8756 T302		
Job class title: Research Specialist V Job skill level: Experienced Temp: 3 Temp Staff Requested Hours per week: 40, with minimal overtime JOB DESCRIPTION: Performs complex public health and technical assistance work under limited supervision of the Pharmacy and COVID-19 Team Manager. Assists with identifying, analyzing, and visualizing data on critical populations for vaccination, vaccine data from multiple groups within the							
within the DSHS central and regional offices, local health departments, other governmental agencies, community organizations, the public, and healthcare providers. Uses considerable latitude for initiative and independent judgement. May be cross-trained to assist with multiple data-related	Job class title: Rese Job skill level: Expe Temp: 3 Temp Staf Hours per week: 40 JOB DESCRIPTION Manager. Assists w Immunization Unit, within the DSHS ce	earch Specialist V rienced f Requested with minimal overtime N: Performs complex public healt ith identifying, analyzing, and vis and adverse events reported thro ntral and regional offices, local h	sualizing data o ough VAERS. (lealth departme	n critical pop Consults and ents, other go	ulations for vaccinat provides expert tec overnmental agencie	tion, vaccine data hnical assistance es, community org	from multiple groups within the and guidance to program staff ganizations, the public, and

ESSENTIAL JOB FUNCTIONS:

Purchase Order

				D	ispatch via Print
Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Orde	r HHSTX-	3-0000298798
specifications, terms	ormal bid, Invitation for Offer, or R s, and conditions set forth in the ad	vertisement and vendor's	Date 09/01/22	Revision	Page 6
	es become a part of this numbered services delivered meet or exceed		Ship To:	See Detail Below	
All shipments, ship with our Purchase	pping papers, invoices, and corres Order Number.	spondence must be identified			
W 10 AU	41976051 1 ORKQUEST 11 E 53RD 1/2 ST JSTIN TX 787511703 iited States		Bill To:	Invoice-DSHS Fiscal Claims DEPARTMENT OF STATE HE 1100 W 49th St (RBB) PO Box 149347 Austin TX 78756 United States	EALTH SERVICES
			Fax: Email:	512/458-7442 invoices@dshs.texas.gov	
			Dunchasan	Comoz Hadaaaah Natalia	

				Purchaser:	Irchaser: Gomez, Hadassah-Natalia		
Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date

(50%) Assist the Unit's Medical Research Specialist with scientific and epidemiologic research related to COVID-19 vaccines and critical populations for vaccination. Assist the Unit with fulfilling reporting requirements on use of COVID-19 vaccines in Texas. Assist with providing accurate and timely information on vaccines available and research behind their development as it relates to implementation within the Immunization Program in Texas. Help coordinate and communicate with regional and local public health entities on COVID-19 vaccine data. Assist with development of trainings, resource documents, and data for the DSHS website. Assist with responses to, and tracking of, routine and ad hoc data requests related to COVID-19 vaccination. Evaluate and disseminate information on the impact of COVID-19 to routine immunization practices, in coordination with other Unit staff.

(20%) Assist the Assessment, Compliance and Evaluation (ACE) Group Immunization Epidemiology Team with analysis, reporting and visualization of data on COVID-19 vaccination use, reporting and adverse events data from CDC.

(20%) Assist the ImmTrac2 Research Specialist V and epidemiologist or other Immunization Groups with data analysis, visualization and reporting for leadership, stakeholders and the public.

(10%) Other duties as assigned including but are not limited to actively participating and/or serving in a supporting role to meet the agency's obligations for disaster response and/or recovery or Continuity of Operations (COOP) activation.

Knowledge, Skills, and Abilities:

Knowledge of public health, immunizations, vaccine-preventable diseases, data analysis and visualization.

Knowledge of data security and patient confidentiality rules and best practices.

Skilled in Microsoft Word, Excel, Access, PowerPoint, Outlook and other relevant software applications.

Skilled in manipulating large datasets and ensuring quality control.

Skilled in data analysis and visualization using statistical analysis software (SAS or similar), Tableau and/or ArcGIS.

Skilled in arithmetic, English grammar, and spelling

Ability to visually communicate data and results clearly and effectively to diverse audiences (professional, public).

Ability to plan, organize and coordinate work assignments to meet deadlines.

Ability to establish effective working relationships with supervisory personnel and co-workers.

Ability to effectively communicate both orally and in writing.

Ability to effectively handle multiple responsibilities.

Ability to complete detail-oriented assignments.

Ability to organize work and make decisions with limited supervision.

Initial Screening Criteria:

A master's degree with a focus in epidemiology or biostatistics and 4 or more years of work experience in epidemiology in a public health agency

OR

An undergraduate degree in public health, biostatistics, or biological sciences supplemented with 6 or more years of epidemiology or infectious disease investigation work experience in a public health agency

Final Selection Criteria:

Knowledge of public health, immunizations, vaccine-preventable diseases, data analysis and visualization. Knowledge of immunizations and immunization information systems (IIS).

Skilled in Microsoft Word, Excel, Access, PowerPoint, Outlook, SAS, SQL, and other relevant software applications.

Purchase Order

Dispatch via Print

Payment Ter Net 30	erms Freight Terms Prepaid & Allow	Ship V BEST		Purchase Order		HHSTX-3-0000298798
specifications	by informal bid, Invitation for Offer, or Rec is, terms, and conditions set forth in the adve	ertisement and ve	ndor's	Date 09/01/22	Revision	Page 7
guarantees go requirements	responses become a part of this numbered pu oods or services delivered meet or exceed nu s. hts, shipping papers, invoices, and corresp	umbered purchas	e order	Ship To:	See Detail Belo	w
-	rchase Order Number.	ondence must b	e luentilleu			
Vendor:	1741976051 1 WORKQUEST 1011 E 53RD 1/2 ST AUSTIN TX 787511703 United States			Bill To:	Invoice-DSHS I DEPARTMEN 1100 W 49th St PO Box 149347 Austin TX 7875 United States	T OF STATE HEALTH SERVICES t (RBB) 7
				Fax: Email:	512/458-7442 invoices@dshs.	texas.gov
				Purchaser:	Gomez,Hadas	ssah-Natalia
Line-Sch	Inventory Item ID - Line Description	Class/Item	Ouantity	UOM	PO Price	Extended Amt Due Date

Skilled in manipulating large datasets and ensuring quality control.

Ability to visually communicate data and results clearly and effectively to diverse audiences (professional, public).

Ability to plan, organize and coordinate work assignments to meet deadlines.

Ability to establish effective working relationships with supervisory personnel and co-workers.

Ability to effectively communicate both orally and in writing.

Ability to effectively handle multiple responsibilities.

Ability to complete detail-oriented assignments.

Ability to organize work and make decisions with limited supervision.

Additional Information:

An in-basket exercise will be required at the time of the interview.

Note: Must be legally authorized to work in the U.S. without sponsorship. HHS agencies use E-Verify. You must bring your 1-9 documentation with you on your first day of work. Applicants will be required to complete an in-basket exercise. The full salary range may not be offered due to budget limitations.

Department: DSHS-LIDS-Immunization Unit - Assessment, Compliance and Operations Group Street Address (Report-to Worksite Location): 1100 W 49th St, Austin, Texas 78756

Reference FY22 PO 000021249 and 0000268895

Service Period Start date: 09/01/2022 End date: 08/31/2023

Hours: 8:00 AM to 5:00 PM, with minimal overtime Days per week: Monday-Friday

Supervisor Name (Timecard approval/resume reviewer/interviewer): Johnna Featherston COVID-19 Vaccine Operations Team Texas Department of State Health Services Phone: 512-776-6829 Email: Johnna.Featherston@dshs.texas.gov Additional/Alternate Contact Name: Tammy Randall Email: tammy.randall@dshs.texas.gov ***Please email Tammy Randall for invoice payments Requestor information: Darlene Winzenried Email: Darlene.Winzenried@dshs.texas.gov

Vendor: WorkQuest Address: 1011 E 53 1/2 St Austin, TX 78751 Supplier/Payee ID: 1741976051

			Pu	rchase	e Orc	ler		D !	lah via Dair (
Payment Ter			Ship V						tch via Print
		& Allow tation for Offer, or Requ ns set forth in the adver		l; all	Dat	chase Order e)1/22	Revision	HHSTX-3-00	00298798 Page 8
conforming re guarantees go	sponses become a p	art of this numbered pur ered meet or exceed nu	chase order. Co	ontractor		o To:	See Detail Belo	DW	
requirements. All shipment	s, shipping papers,	invoices, and correspo	ndence must b	e identified	_				
with our Pur	chase Order Numb	er.							
Vendor:	1741976051 1 WORKQUEST 1011 E 53RD 1/2 AUSTIN TX 787 United States				Bill	То:	Invoice-DSHS DEPARTMEN 1100 W 49th St PO Box 149347 Austin TX 787 United States	T OF STATE HEALTH t (RBB) 7	I SERVICES
						Fax: Email:	512/458-7442 invoices@dshs.	.texas.gov	
					Pure	chaser:	Gomez,Hadas	ssah-Natalia	
Line-Sch	Inventory Item ID	- Line Description	Class/Item	Quantity	UOM		PO Price	Extended Amt	Due Date
CC: tempser HHSC PCS Phone: 512-	406-2466 ssah.Gomez@hhs FY23 COVID-19 D Immunization Unit-	sttx.com ct: Hadassah Gomez .texas.gov SHS-LIDS- Vaccine Operations 72-Program Specialist	962-69	14000.00	HR		42.81000	\$599,340.00	09/01/2022
	Ship To:	1946 DEPARTMENT OF 1100 W 49th St (DI PO Box 149347 Austin TX 78756 United States	-	TH SERVIC	ES	Sche	dule Total	\$599,340.00	
						Item Total	for Line 1	\$599,340.00	
2-1		SHS-LIDS- Vaccine Operations 2-Program Specialist	962-69	175.00	HR		61.22000	\$10,713.50	09/01/2022
	Ship To:	1946 DEPARTMENT OF 1100 W 49th St (Dł PO Box 149347		_TH SERVIC	ES				

			Pu	rchase	or	der		Diene	tch via Brind
Payment Ter			Ship V		<u> </u>		•	HHSTX-3-0	tch via Print
	Prepaid & by informal bid, Invita t, terms, and condition	tion for Offer, or Req		ıl; all	Da	irchase Orc ate /01/22	Revision	<u> </u>	Page
onforming re guarantees go	esponses become a par ods or services delive	t of this numbered pu	rchase order. Co	ontractor		ip To:	See Detail Be	low	
	s, shipping papers, ir		ondence must b	e identified					
vith our Pur	chase Order Number	r .							
Vendor:	1741976051 1 WORKQUEST 1011 E 53RD 1/2 AUSTIN TX 7875 United States				Bil	ll To:		47	H SERVICES
						Fax: Email:	512/458-7442 invoices@dsh		
					Pu	rchaser:	Gomez,Hada	assah-Natalia	
Line-Sch	Inventory Item ID -	Line Description	Class/Item	Quantity	UOM	[PO Price	Extended Amt	Due Date
		Austin TX 78756 United States				S	chedule Total	\$10,713.50	
REVIOUS I TAR 00-22	PO 268819, LINE 2 q 8650	ty 7						¢10 510 50	
						Item To	tal for Line 2	\$10,713.50	
-1	FY 23 COVID-19 DS Group 1- 1575-Pro Entry Level QTY 1		962-69	2000.00	HR		55.72000	\$111,440.00	09/01/2022
	Ship To:	1946 DEPARTMENT OF 1100 W 49th St (D PO Box 149347 Austin TX 78756 United States	-	LTH SERVIC	ES				
		United States				S	chedule Total	\$111,440.00	
	PO 268981, LINES 13	3,							
STAR 00-22	8050					Item To	tal for Line 3	\$111,440.00	
-1	FY 23 COVID-19 DS Group 1- 1575-Pro Entry Level OVERT	gram Specialist VI-	962-69	25.00	HR		79.68000	\$1,992.00	09/01/2022
	Ship To:	1946 DEPARTMENT OF 1100 W 49th St (D PO Box 149347 Austin TX 78756 United States		LTH SERVIC	ES				
	PO 268819, LINE 14					S	chedule Total	\$1,992.00	
STAR 00-22	0000					Item To	tal for Line 4	\$1,992.00	
5-1			962-69	2000.00	HR		55.72000	\$111,440.00	09/01/2022

			Pu	rchase	Order		Diena	tch via Prin
Payment Te			Ship V		_	- Onder	HHSTX-3-0	
Net 30 If advertised	by informal bid, Inv	& Allow itation for Offer, or Requ	BEST V uest for Proposa	l; all	Purchas Date	Revision	HH31X-3-0	Page
onforming r	esponses become a p	ons set forth in the adver part of this numbered pur vered meet or exceed nu	rchase order. Co	ntractor	09/01/22 Ship To:		elow	1
equirements		invoices, and correspo	ondence must be	e identified		See Detail D	clow	
	rchase Order Numl		indence must be	e identified				
Vendor:	1741976051 1 WORKQUEST 1011 E 53RD 1/ AUSTIN TX 78 United States				Bill To:		347 8756	H SERVICES
					Fax: Ema			
					Purchase		dassah-Natalia	
Line-Sch	Inventory Item ID	- Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	FY 23 COVID-19 Immunization Unit Specialist VI-Entry	-Adult 1575-Program						
	Ship To:	1946 DEPARTMENT OF 1100 W 49th St (D PO Box 149347 Austin TX 78756 United States		TH SERVIC	ES			
		United States				Schedule Total	\$111,440.00	
Previous PO Star 00-2286	268803 line 7							
Star 00-2280	50				Ite	em Total for Line 5	\$111,440.00	
6-1	FY 23 COVID-19 Immunization Unit Program Specialist Level OVERTIME	-Adult Flu-1575- VI-Entry Qty 1	962-69	25.00	HR	79.68000	\$1,992.00	09/01/2022
	Ship To:	1946 DEPARTMENT OF 1100 W 49th St (D PO Box 149347 Austin TX 78756 United States		TH SERVIC	ES			
						Schedule Total	\$1,992.00	
Previous PO Star 228650	268803 line 8							
					Ite	em Total for Line 6 _	\$1,992.00	
7-1	FY23 DSHS-LIDS Finance 6-Researc Experienced Qty	h Specialist V-0608-	962-69	2000.00	HR	66.78000	\$133,560.00	09/01/2022
	Ship To:	6694 HEALTH & HUMAI 1111 W North Loop Austin TX 78756 United States		COMMISSIO	N			

Payment Te Net 30	erms Freight Prepaid		Ship V BEST		D	ohooo Orden		HHSTX-3-0	00029879
advertised	by informal bid, Invi	& Allow tation for Offer, or Req ns set forth in the adver	uest for Proposa	al; all	Dat	chase Order e 01/22	Revision	111317-3-0	00023073 Pag
onforming	responses become a p oods or services deliv	art of this numbered pu rered meet or exceed nu	rchase order. Co	ontractor		o To:	See Detail B	elow	
ll shipmen		invoices, and correspo er.	ondence must b	e identified					
/endor:	1741976051 1 WORKQUEST 1011 E 53RD 1/2 AUSTIN TX 787 United States				Bill	То:		347 8756	H SERVICES
						Fax: Email:	512/458-744 invoices@ds		
						chaser:		lassah-Natalia	
ine-Sch	Inventory Item ID	- Line Description	Class/Item	Quantity	UOM		PO Price	Extended Amt	Due Date
						Sche	dule Total	\$133,560.00	
revious PO tar 00-2286	261249 line 5 550					Item Total	for Line 7	\$133,560.00	
1	FY23 DSHS-LIDS- Finance 6-Research Experienced Qty 1	n Specialist V-0608-	962-69	25.00	HR		95.50000	\$2,387.50	09/01/2022
	Ship To:	6694 HEALTH & HUMAI 1111 W North Loo Austin TX 78756 United States		COMMISSIC	N				
		United States				Sche	dule Total	\$2,387.50	
	2261249 line 6								
tar 00-2286	350					Item Total	for Line 8	\$2,387.50	
-1	FY23 DSHS-LIDS- Finance 6-Research Experienced Qty 2		962-69	4000.00	HR		66.78000	\$267,120.00	09/01/2022
	Ship To:	6694 HEALTH & HUMA 1111 W North Loo Austin TX 78756 United States		COMMISSIC	N				
						Sche	dule Total	\$267,120.00	
revious PO tar 00-2286	268895 line 3 550								
						Item Total	for Line 9	\$267,120.00	
0-1	FY23 COVID-19 D Immunization Unit- Research Specialist OVERTIME Qty 2	ACE Temps 0608- V-Experienced	962-69	50.00	HR		95.50000	\$4,775.00	09/01/2022

Purchase Order

							Dispat	ch via Print
Payment Terr Net 30	ns Freight T Prepaid &		Ship V i BEST V		Purchase Order		HHSTX-3-00	00298798
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					Date 09/01/22	Revision		Page 12
conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements.					Ship To:	See Detail Below		
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.								
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: Email:	512/458-7442 invoices@dshs.tex	kas.gov	
					Purchaser:	Gomez,Hadassa	ah-Natalia	
Line-Sch	Inventory Item ID -	Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
:	Ship To:	6694 HEALTH & HUMAI 1111 W North Loop Austin TX 78756 United States		COMMISSIO		dule Total	\$4,775.00	
Previous PO 20 Star 00-228650					Item Total fo	or Line 10	\$4,775.00	
					Total PO	O Amount	\$1,244,760.00	

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	
Haderstoch Somey, CTCD, CTCM	
1970) X olate in er	08/23/2022