

# 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-3-0000298805</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> 1
			<b>Ship To:</b> 1946 - Austin:1100 W 49th St (DHT) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DHT) PO Box 149347 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:** Gomez, Hadassah-Natalia

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FY23 funding  
EX/0-TGC 2155.441, Managed Term Contract 962-S3  
Requisition0000202140  
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: 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 Immunization Unit, and adverse events reported through VAERS. Consults and provides expert technical assistance and guidance to program staff 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 activities to support COVID-19 vaccine activities throughout the Unit as needed.

**ESSENTIAL JOB FUNCTIONS:**

(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.

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(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.
- 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.

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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

Supervisor Name (Timecard approval/resume reviewer/interviewer): Johnna Featherston  
COVID-19 Team  
Texas Department of State Health Services  
Phone: 512-776-6829  
Email: Johnna.featherston@dshs.texas.gov

Reference FY22 PO 0000261249

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

**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.

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Skilled in manipulating large datasets and ensuring quality control.  
 Skilled in responding to customer inquiries and handling difficult customers in a tactful manner.  
 Skilled in arithmetic, English grammar, and spelling.  
 Ability to communicate processes and procedures clearly and effectively to others.  
 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.

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

Supervisor Name (Timecard approval/resume reviewer/interviewer): Greg Leos  
 Vaccine Data and Finance Group  
 Texas Department of State Health Services  
 Phone: 512-776-6469  
 Email: Johnna.Featherston@dshs.texas.gov

Reference FY22 PO 0000261249

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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

Additional/Alternate Contact Name: Tammy Randall  
 Email: tammy.randall@dshs.texas.gov  
 \*\*\*Submit Invoices for payment to Tammy Randall  
 Requestor Information: Saher Prasla  
 Email: Saher.Prasla@dshs.texas.gov

Vendor: WorkQuest  
 Address: 1011 E 53 1/2 St  
 Austin, TX 78751  
 Supplier/Payee ID: 1741976051  
 CPA ID#: 84202  
 Garrett Wilson, Senior Branch Manager, GSG Talent Solutions

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Phone: 512-637-7199 Email: garrett.wilson@gsgtalentsolutions.com Contact: Karin Wilcox, State Account Coordinator Phone: 737-209-7290 Email: karin.wilcox@gsgtalentsolutions.com CC: tempservicepo@workquesttx.com							
HHSC PCS Purchasing Contact: Hadassah Gomez Phone: 512-406-2466 Email: Hadassah.Gomez@hhs.texas.gov							
1-1	Research Specialist V - Experience Rate - Assign to the Pharmacy- FY22 PO 261249-5	962-69	8000.00	HR	66.78000	\$534,240.00	09/01/2022
<b>Schedule Total</b>						<u>\$534,240.00</u>	
<b>Item Total for Line 1</b>						<u>\$534,240.00</u>	
2-1	Research Specialists V - OT Hours (Exp Rate)- FY22 PO 261249-6	962-69	100.00	HR	95.50000	\$9,550.00	09/01/2022
<b>Schedule Total</b>						<u>\$9,550.00</u>	
<b>Item Total for Line 2</b>						<u>\$9,550.00</u>	
3-1	Program Specialist III- Entry Level- FY22 PO 261249-7	962-69	14000.00	HR	42.81000	\$599,340.00	09/01/2022
<b>Schedule Total</b>						<u>\$599,340.00</u>	
<b>Item Total for Line 3</b>						<u>\$599,340.00</u>	
4-1		962-69	175.00	HR	61.22000	\$10,713.50	09/01/2022

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Program Specialist III - Overtime Hours-  
Entry Level- FY22 PO 261249-8

**Schedule Total**                     \$10,713.50

**Item Total for Line 4**                     \$10,713.50

**Total PO Amount** \$1,153,843.50

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**

*Hadassah Gomez, CTLD, CTCM*

**08/23/2022**