

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000298812
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 1
			Ship To: 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

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
Requisition0000202201
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: 1573
Job class title: Program Specialist IV
Job skill level: Entry
Temp: 4 Temp Staff Requested
Hours per week: 40, with minimal overtime

JOB DESCRIPTION: 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, general public, providers, payers, and other users of ImmTrac2. Promotes accomplishment of project and program goals through cooperative interaction and teamwork with supervisors, co-workers, and internal and external customers. Assists in maintaining the smooth operation of the program's functions.

ESSENTIAL JOB FUNCTIONS:

Performs outreach activities on a daily basis to ensure proper reporting to ImmTrac2.
Performs customer support and program support activities associated with ImmTrac2 information services such as outreach, recruitment, and education of providers.
Documents all outreach activities on a daily basis and develops a weekly report to management.
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.

Provides support to programs and entities submitting data to the registry. Conducts customer and user training and education activities. Assists with coordination and analysis of import data processing activities. Ensures data submitted to the registry adheres to the standard import format. Monitors database for data integrity and records quality issues. Performs data quality assurance and testing activities. Performs records management and data analysis. Communicates verbally and in writing with data submitters. Provides written and verbal feedback regarding system testing results.

Develops and implements procedures for timely resolution of duplicate records and questionable matches. Coordinates interface with providers, local

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health depts., and other users to investigate and resolve questionable matches. Identifies and resolves user training or quality assurance issues which may result in duplicate records or data errors. Implements automated processes for enhanced client record matching. Performs client merging and questionable match resolution using ImmTrac2.

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.

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 (Interim Manager)
Vaccine Data and Finance Team
Texas Department of State Health Services
Phone: 512-776-6469
Email: Greg.Leos@dshs.texas.gov

Reference FY22 PO 0000269012

Job classification: 1662
Job class title: Project Management Specialist III
Job skill level: Entry
Temp: 1 Temp Staff Requested
Hours per week: 40

JOB DESCRIPTION: Performs complex public health and technical assistance work under limited supervision of the Business Operations Director. Work involves planning, organization and assisting the Director with the response to COVID-19, Monkey Pox, and other operations within the Immunization Unit. Work involves assisting the Contracts/Grants and Public Information and Training groups with their required objectives. Coordinates with program managers and oversees schedules and/or estimates of projects at various levels of completion; monitors the progress and schedule for projects; and communicates with project stakeholders, management, and other relevant parties. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- (30%) Oversees and/or develops project schedules, resource requirements, and cost estimates and projections; monitors and updates project schedules and cost estimates; and assesses the effect of adjustments.
- (25%) Oversees and/or compiles and distributes project information, status reports, and project budget expenditures. Oversees the documentation of project plans, project procedures, and project change orders.
- (20%) Ensures that project schedules comply with department policies, practices, and procedures. Assesses and reports actual project progress compared with planned progress to determine trends and variances. Consults with project managers to establish feasible project schedules and cost estimates. Creates project schedules and scheduling components for all phases of a project. Creates, organizes, and maintains detailed project cost estimates to model a project's final cost. (25%) Provides project management consultative services and technical assistance to improve project management delivery skills using appropriate scheduling tools

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Knowledge, Skills, and Abilities :

- Knowledge of public health, immunizations, vaccine-preventable diseases, and customer service.
- Skilled in Microsoft Word, Excel, Access, PowerPoint, MS Project and Outlook and other relevant software applications.
- Knowledge of basic principles of Project Management and scheduling
- Knowledge with reading documents and policies to ensure projects are in compliance
- 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 Business Operations Unit
Street Address (Report-to Worksite Location): 1100 W 49th St, Austin, Texas 78756 T302

Supervisor Name (Timecard approval/resume reviewer/interviewer: Tristan DelCanto
Business Operations Unit
Texas Department of State Health Services
Phone: 512-776-3313
Email: Tristan.delcanto@dshs.texas.gov

Reference FY22 PO 0000264572

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 to Tammy Randall
Requestor Information: Saher Prasla
Email: Saher.Prasla@dshs.texas.gov

Vendor: WorkQuest

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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
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	Program Specialist IV - AA1 Adolescent- Entry Level- Regular Hours- FY22 PO 269012-3	962-69	8000.00	HR	45.71000	\$365,680.00	09/01/2022
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Schedule Total \$365,680.00

Item Total for Line 1 \$365,680.00

2-1	Program Specialist IV - Overtime Hours- Entry Level- FY22 PO 269012-4	962-69	100.00	HR	65.37000	\$6,537.00	09/01/2022
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Schedule Total \$6,537.00

Item Total for Line 2 \$6,537.00

3-1	Project Mgt Spec. III -924- Entry Level- Regular Hours- FY22 PO 264572-1	962-69	2000.00	HR	55.72000	\$111,440.00	09/01/2022
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Schedule Total \$111,440.00

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Item Total for Line 3 \$111,440.00

Total PO Amount \$483,657.00

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 <i>Hadassah Gomez, CTLD, CTEM</i>	08/23/2022
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