

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms	Freight Terms	Ship Via	Purchase Order	HHSTX-3-0000298818
Net 30	Prepaid & Allow	BEST WAY	Date	Revision
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.			09/01/22	Page 1
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Ship To:	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: 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
Requisition 0000203944
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: 1570
Job class title: Program Specialist I
Job skill level: Entry
Temp: 12 Temp Staff Requested
Hours per week: 40

JOB DESCRIPTION: Performs routine consultative services and technical work to assist in the planning, development, implementation, and coordination of the daily operations and special projects on the Texas HIV Medication Program (THMP). Evaluates and applies operational processes based on program policies and procedures to determine eligibility for THMP clients, focusing on recertification applications. Trains other staff, governmental agencies, HIV service agencies, and the public on program eligibility criteria and application processing procedures.

Provides consultative and technical services to agency program staff, other governmental agencies, community/professional organizations and the public to help coordinate and improve client access to the program and to promote client adherence to physician prescribed medication regimens.

Contributes to the development of program literature and educational material. Develops, implements, and maintains data collection and analysis programs using available software applications. Assists the Program Manager with planning, assigning, and evaluating work duties performed by others. Work is performed under the supervision of the Program Manager with moderate supervision and limited latitude for the use of initiative and independent judgement.

Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.

(75%) Determines the eligibility of recertification applicants for Texas HIV Medication Program services. Documents in writing and electronically all client contacts and information gathered during the screening process. Implements THMP policies and procedures to determine client eligibility and approve/reject applicant requests for assistance with HIV medications. Prepares written correspondence, using Word software, for program applicants requesting incomplete/missing information or additional documentation as specified by THMP guidelines. Enters approved application data into client database. Consults with the Program Specialist V regarding rejected applications, special exceptions, and appeals for client approvals. Recommends and assists with the development of activities to promote more effective program services; prepares justifications to Program Specialist V for procedural or policy changes. Provides technical assistance with program services via written and verbal communication with clients, physicians, pharmacies, and other authorized agency personnel.

(10%) Ensures recertification timelines outlined in the recertification procedure manual are met. Identifies clients to be recertified, coordinates the mailing of recertification packets to program clients and documents program clients not responding to the recertification request. Periodically reviews

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and updates the recertification procedure manual.

(5%) Performs THMP outreach efforts, plans, and conducts training and workshops specific to the eligibility recertification process. Participates in program planning, development, implementation, and evaluation. Participates in the THMP Quality Management Committee and quality management activities. Assists with cross training THMP staff.

(5%) Researches, compiles and evaluates statistical data used to develop THMP expenditure projections. Assists with preparing administrative reports and special projects for THMP's Advisory Committee. Reviews and evaluates research findings relative to project development. Develops, implements, and maintains data collection and analysis programs using available software applications. Prepares routine reports on recertification unit outputs.

(5%) Marginal function - relevant and timely projects as assigned by the Program Manager.

Environmental/Hazard Demands of Essential Job Functions:

Working:
Travel 5%
Indoors

Exposure to:
Constant Noise
Electrical Energy

Physical Demands of Essential Job Functions:

Lifting (indicate number of pounds): 20
Pulling (indicate number of pounds): 20
Carrying (indicate number of pounds): 20
Pushing (indicate number of pounds): 20
Repeated Bending
Simple Grasping
Finger/manual dexterity
Standing
Kneeling
Vision
Reaching above the shoulder
Dual simultaneous grasping
Sitting
Walking
Stooping
Climbing ladders
Hearing

Knowledge, Skills, and Abilities:

- Experience in the areas of case management, social service eligibility determination, medical billing or related field. Graduation from an accredited four-year college or university with major course work in social work, social science, behavioral science, health care, public health, or health care administration preferred. Experience and education may be substituted for one another.

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- Knowledge of current social, economic, and public health issues related to HIV/AIDS; public health laws and regulations; of educational techniques and procedures; and of medical terminology and medications commonly used in the treatment of HIV/AIDS and STDs.
- Skill in performing applicant eligibility determination using identified screening criteria; in composing, organizing, proofreading, and editing requisitions, reports, and correspondence for accuracy and clarity; in instructing others; and in using personal computers for data entry, running reports, and developing correspondence using Excel and Word.
- Ability to train others; to interpret Public Health laws and regulations; to analyze and assess public health needs; to perform data entry with speed and accuracy; to effectively communicate verbally and in writing; to develop, implement, and evaluate policies and procedures; to understand and adhere to applicable laws and rules regarding confidential information; to plan, organize, and coordinate multiple projects while meeting strict deadlines under minimal supervision; to handle and process materials that are highly time-sensitive and that require rapid processing; and to research and interpret client Medicaid records using third-party applications.

Job classification: 1602
Job class title: Manager III
Job skill level: Experienced
Temp: 1 Temp Staff Requested
Hours per week: 40

JOB Description: Performs moderately complex managerial work overseeing the daily operations of the Texas HIV Medication Program (THMP) Group. Work involves establishing goals and objectives for program staff; developing guidelines, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating specific THMP activities; developing and evaluating budget requests; and monitoring budget expenditures. Plans, assigns, and supervises the work of others. Works under general supervision of the Texas HIV Medication Program Manager with limited latitude for the use of initiative and independent judgment.
(30%) Supervises assigned staff, including identifying program staff; planning, assigning, and overseeing the work of program staff, interviewing and selection; developing performance standards; ensuring appropriate orientation processes for new staff; conducting performance evaluations; ensuring the priority goals and objectives for each employee are met; providing performance counseling, mentoring and guidance and staff development opportunities. Makes recommendations for final hiring decisions, merit awards and employee disciplinary actions to the THMP Manager. Approves staff time and attendance. Manages staff development plans and activities.
(20%) Develops, implements, and evaluates systems and policies for providing services that meet state and federal guidelines. Develops administrative and program policies, procedures, guidelines, standards, and training materials to support the administrative functions of THMP.
(15%) Oversees programs for delivery of Texas HIV Medication Program (THMP) functions including phone contact center staffing, application screening, completion of third-party verification for eligibility determination and maintaining an electronic record filing system. Completes and evaluates monthly phone reports to improve program phone responsiveness.
(15%) Oversees development of special projects, for example pilot programs and short-term goals that need to be met by the program.
(10%) Provides assistance to the THMP Program Manager and THMP Regional Manager in the oversight of THMP functions outside of the administrative functions, including serving as an acting manager in a THMP Managers absence. These functions include eligibility determination, medication ordering, Medicare and insurance assistance programs, assistance to the recently incarcerated, and other program functions.
(5%) Develops and evaluates budget requests to support program activities specific to administrative functions. Oversees and provides analysis of program budget projections. Creates program expenditure plans; works with program staff to monitor program expenditures to assure that requirements for administrative caps and earmarks are met. Oversees client data system for HIV medications and ensures the system is maintained and meets federal and state standards.
(5%) 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

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and/or location.
Bachelors Degree in social sciences or related field.

Knowledge, Skills, and Abilities:
Knowledge of local, state and national laws, rules, regulations and policies relevant to HIV services programs.
Knowledge of the principles and practices of public administration and management.
Knowledge of HIV disease management, diagnosis, epidemiology, transmission and prevention.
Knowledge of the role of clinical services in the prevention of HIV.
Skill in managing HIV clinical care and psychosocial support programs.
Skill in communication with stakeholder groups and in building consensus.
Skill in managing complex projects.
Skill in supervision and team building.
Ability to direct and organize program activities.
Ability to establish program goals and objectives that support strategic plans.
Ability to identify problems, evaluate alternatives and implement effective solutions.
Ability to develop policy, procedure, rules, and standards.
Ability to communicate effectively orally and in writing.
Ability to plan, assign and supervise the work of others.

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

Hours: 8:00AM to 5:00PM
Days per week: M-F

Department: TB/HIV/STD Section, Texas HIV Medication Program
Street Address of Work Location: 201 West Howard Lane
City/State/Zip: Austin, Texas, 78753
Bldg/Room#: 2nd Floor, Suite 200

Supervisor Name (Time card approval/resume reviewer/interviewer): Rachel Sanor
Phone: (512)705-2945
Email: Rachel.Sanor@dshs.texas.gov
Additional/Alternate Contact Name: Christine Salinas
Phone: (512)496-6461
Email: Christine.Salinas@dshs.texas.gov
Accounts Payable Contact Name: Rachel Sanor
Phone: (512)705-2945
Email: Rachel.Sanor@dshs.texas.gov
Invoice Address: DSHS 1100 W. 49th Street PO Box 149347 invoices@dshs.texas.gov Austin, Texas 78756

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*Submit candidate resumes to Rachel Sanor/Christine Salinas

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Derek Rayborn, Director of Government Relations
Phone: 512-453-8833 Ext 101
Email: derek.rayborn@peakperformers.org
Contact: Paige O'Boyle, Talent Placement Specialist
Phone: 512-730-3162
Email: paige.oboyle@peakperformers.org
CC: tempservicepo@workquesttx.com

HHSC PCS Purchasing Contact: Hadassah Gomez
Phone: 512-406-2466
Email: Hadassah.Gomez@hhs.texas.gov

1-1	FY23 Temp Services 1570 PS1 Entry Level (x12 ea) to support THMP (3Y591)	962-69	13824.00	HR	37.53000	\$518,814.72	09/01/2022
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Schedule Total \$518,814.72

Item Total for Line 1 \$518,814.72

2-1	FY23 Temp Services 1570 PS1 Entry Level (x12 ea) to support THMP (4Y591)	962-69	10272.00	HR	37.53000	\$385,508.16	09/01/2022
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Schedule Total \$385,508.16

Item Total for Line 2 \$385,508.16

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3-1	FY23 Temp Services 1602 Manager III (x1 ea) to support THMP (3Y594)	962-69	1152.00	HR	68.63000	\$79,061.76	09/01/2022
Schedule Total						\$79,061.76	
Item Total for Line 3						\$79,061.76	
4-1	FY23 Temp Services 1602 Manager III (x1ea) to support THMP (4Y594)	962-69	856.00	HR	68.63000	\$58,747.28	09/01/2022
Schedule Total						\$58,747.28	
Item Total for Line 4						\$58,747.28	
Total PO Amount						\$1,042,131.92	

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, CTED, CTM

08/22/2022