

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-3-0000299148
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 Page 1
			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
Requisition0000187967
STAR # 00-97582
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: 4083
Job class title: Epidemiologist II
Job skill level: Expeierced
Temp: Sarah Garza
Hours per week: 40
Estimated hours: 2064

JOB DESCRIPTION: Assists the Public Health Informatics and Data Exchange (PHID) Group in providing electronic case reporting (eCR), and integration efforts with local health departments not fully utilizing the National Electronic Disease Surveillance System (NEDSS). The informatics epi analyzes public health programmatic needs for electronic data exchange with NEDSS and identifies and implements appropriate technical solutions. Using (1) strong analysis and communication skills, (2) a comprehensive understanding of electronic disease surveillance systems, and (3) experience with Health Level 7 (HL7), Orion Health Rhapsody Integration Engine, secure transmission protocols [e.g. Secure File Transfer (SFT) and Secure Object Access Protocol (SOAP)], this position will have primary responsibility to identify and resolve exceptions with electronica data exchange between NEDSS, data submitters, and data recipients. Additional respons bilities include updating the public health reportable condition mapping tables for the NEDSS, and evaluating and ensuring compliance with the local, state, and federal public health legal and regulatory environment. Develops written procedures for the effective and efficient use of the NEDSS by program areas. Assists the NEDSS team with correspondence with hospitals, laboratories, and other facilities that are participating in the electronic data exchange.

Knowledge, Skills, and Abilities: Using Access, Excel, Smartsheet, or other software, assists in analysis by preparing databases, providing technical assistance in data analysis and preparing summary and ad hoc reports.

Department: Texas Department of State Health Services/Division for Laboratory and Infectious Disease Services
Street Address (Report-to Worksite Location): 1100 W. 49th Street
City/State/Zip: Austin, TX 78756
Bldg/Room#: G-310

Supervisor Name (Time card approval/resume reviewer/interviewer): Sepehr Arshadmansab

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Phone: 512-839-9784
Email: sepehr.srashadmansab@dshs.texas.gov
Additional/Alternate Contact Name: Christine Contreras
Phone: 512-776-2863
Email: Christine.contreras@dshs.texas.gov

Job classification: 1574
Job class title: Program Specialist V
Job skill level: Experienced
Temp: Ashley McClary
Hours per week: 40
Estimated hours: 2064

JOB DESCRIPTION: Provides administrative support to hiring managers in HHS agencies in the recruitment, selection and hiring process of new COVID FTEs and temporary contractors. Assists hiring manager with creating job descriptions and posting, including the development of screening criteria and interview questions. Assist hiring manager with application screening, scheduling interviews, and conducting reference checks. Assists hiring manager with drafting offer of employment letters, processing new hire documents, and coordinating aspects of the local new hire orientation activities. Tracks and maintains temporary contractors weekly timesheets.

Knowledge, Skills, and Abilities:
Knowledge of human resource management system.
Skilled in customer service orientation, PC usage; internet browser(s), Microsoft Office Suite specifically Outlook, Word and Excel.
Ability to value, promote, and manage diversity.
Ability to maintain confidentiality.
Ability to interpret policies and procedures to staff and the public.
Communicate clearly and concisely, both verbally and in writing.
Model ethical behavior.
Practice and promote integrity.
Understand business processes.
Prioritize, schedule and pay attention to important details.
Assemble information, materials into logical order.
Ability to assist applicants with on-line application and related application processes.
Ability to work in fast-paced environment and multitask priorities

Department: Department of State Health Services/Laboratory and Infectious Disease Services Division
Street Address (Report-to Worksite Location): 1100 W. 49th Street
City/State/Zip: Austin, Texas 78756
Bldg/Room#: G-310
This position will telework full-time, but may be called into the office.

Supervisor Name (Time card approval/resume reviewer/interviewer): Christine Contreras
Phone: 512-776-2863

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Email: Christine.contreras@dshs.texas.gov
Additional/Alternate Contact Name: Monica Gamez
Phone: 512-776-6678
Email: monica.gamez@dshs.texas.gov

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

Hours: 8:00AM to 5:00PM
Days per week: Mondays - Friday

Accounts Payable Contact Name: Rey Velazquez
Phone: 512-776-3334
Email: Reynaldo.velazquez@dshs.texas.gov
Requestor Information: Saher Prasla
Phone: 512-776-6553
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
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

Reference FY22 PO 0000268976

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	268976						
					Schedule Total	\$120,578.88	
					Item Total for Line 1	\$120,578.88	
2-1	Epidemiologist II Overtime Hours PO 268976	962-69	400.00	HR	83.54000	\$33,416.00	09/01/2022
					Schedule Total	\$33,416.00	
					Item Total for Line 2	\$33,416.00	
3-1	Program Specialist V Regular Hours PO 268976	962-69	2064.00	HR	58.42000	\$120,578.88	09/01/2022
					Schedule Total	\$120,578.88	
					Item Total for Line 3	\$120,578.88	
4-1	Program Specialist V Overtime Hours PO 268976	962-69	50.00	HR	83.54000	\$4,177.00	09/01/2022
					Schedule Total	\$4,177.00	
					Item Total for Line 4	\$4,177.00	
					Total PO Amount	\$278,750.76	

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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, CTM

08/26/2022