

# 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-3-0000299293</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> Page 1
			<b>Ship To:</b> 1947 - Austin:1100 W 49th St (DBGL) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DBGL) 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  
Requisition0000204787  
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: 0154  
Job class title: Administrative Assistant III  
Job skill level: Experienced  
Temp: Ceclie Norton  
Hours per week: 40

**JOB DESCRIPTION:** Works under the general supervision of the Lab Reporting Branch Manager in the Lab Reporting Branch of the Laboratory Services Section. Performs complex data entry for the Microbiology and Virology Programs. Proofreads demographics and makes corrections as needed. Meets strict deadlines and daily quotas. Performs other general clerical duties as needed in the Laboratory Reporting Branch. Works under moderate supervision with moderate latitude for the use of initiative and independent judgment. Other duties as assigned.

- Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.
1. Essential Job Function (45%) Enters complex patient, specimen and test information into various Laboratory Information Management Systems. Tracks information for cataloging and auditing purposes. Enters 80 submission forms per hour. Determines if additional information is necessary to process test reports. Completes work according to established deadlines.
  2. Essential Job Function (15%) May enter and verify patient demographic information into Sharepoint via Excel, scans and emails confidential and critical information to DSHS program staff, indexes and files reports, logs incoming specimen information for tracking purposes and contacts providers to verify patient information completing and documenting all required quality assurance steps.
  3. Essential Job Function (25%) Assists with general clerical duties of the Lab Reporting Branch, which includes entering and verifying patient information; answering incoming calls, taking accurate messages or transferring call to correct person or area with no complaints due to lack of courtesy. Daily boxes original submission forms for sending to archives and prints final numeric as needed. Turn in daily tallies to Supervisor.
  4. Essential Job Function (10%) Prints patient and specimen demographics and verifies all information entered daily.
  5. Essential Job Function (5%) Other duties as assigned including but not limited to actively participating and or/erving in a supporting role to meet the agency's obligations for disaster response and/or recovery of Continuity of Operation (COOP) activation.

**Knowledge, Skills, Abilities:**  
Knowledge of modern office practices

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Knowledge of and ability to work with confidential medical records/files information  
 Knowledge of medical terminology  
 Knowledge of Microsoft Office including Word and Excel  
 Skills in basic computer practices such as word processing, spreadsheets, and browser fundamentals.  
 Skills in entering and verifying complex patient, specimen and test information  
 Skill in written and verbal communication  
 Skill to perform task with a high degree of accuracy and pay close attention to detail including filing, typing, copying, faxing, scanning and phone calls  
 Skills in general office tasks and equipment including but not limited to filing, typing, copying, faxing, scanning and phone calls to customers and other business programs/partners  
 Skills in providing excellent customer service when answering incoming calls, taking accurate messages or transferring call to correct person or area with no complaints due to lack of courtesy.  
 Ability to understand and interpret policies and procedures  
 Ability to prioritize work, manage time effectively and meet deadlines  
 Ability to daily make quick rational decisions, work independently in fast paced/stressful situations  
 Ability to work well with other as a team member  
 Ability to handle multiple tasks at a time  
 Ability to type 55 words per minute  
 Ability to lift, push/pull and carry 25 pounds.

Work Hours: 8:00 AM to 5:00 PM (may vary depending on business needs)  
 Work Days: Monday-Friday (Days worked may include weekends; may vary depending on workload; not to exceed 40 hours per week.)

Department: Lab Reporting - DSHS Austin Laboratory  
 Street Address (Report-to Worksite Location): 1100 West 49th Street  
 City/State/Zip: Austin, Texas 78756  
 Bldg/Room#: Austin Laboratory/L-601

Supervisor (Time card approval/resume reviewer/interviewer): Tiffunee Odoms  
 Phone: (512) 776-6275  
 Email: Tiffunee.Odoms@dshs.texas.gov  
 Additional Contact: Kathleen Street  
 Phone: 512-317-1022  
 Email: Kathleen.Street@dshs.texas.gov  
 Contact (if not the Supervisor for Time card approval): Sandra Navarro  
 Phone: +1 (512) 776-2421  
 Email: sandra.navarro2@dshs.texas.gov

Reference FY22 PO 0000286596

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Job classification: 0156  
 Job class title: Administrative Assistant IV

# Department of State Health Services

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Job skill level: Experienced  
Temp: Michelle Soto  
Hours per week: 40 (may vary, depending on workload/business needs)

**JOB DESCRIPTION:** Works under the limited supervision of the Laboratory Business Operations Branch Manager, Laboratory Requisition Procurement Group Manager, and Employee Relations Communications Team Lead. Performs highly complex (senior-level) administrative support work to support disaster response (including COVID-19) for the Laboratory Services Section. Organizes internal/external electronic communications and activities of the Laboratory Services Sections procurement, contracting, and orders for equipment, reagents, and service. Performs tracking of disaster-related procurements, contracts, orders, and communications to facilitate continuity of operations and grant reporting. Coordinates disaster-related communications for internal staff, between the laboratory and the department, and with external vendors to ensure that information is communicated regarding procurements, contracts, and orders in a timely and accurate manner. Prepares, coordinates, and tracks administrative and technical documents. Identifies administrative support issues. Plans, coordinates, and prepares periodic and special reports. Duties are independently performed with moderate latitude for the use of initiative independent judgment.

Knowledge, Skills, Abilities (Please copy and paste here if on another document):

Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.  
EJF 1. (45%) Organizes internal/external electronic communications and activities of the Laboratory Services Sections procurement, contracting, and orders for equipment, reagents, and service. Performs tracking of disaster-related procurements, contracts, orders, and communications to facilitate continuity of operations and grant reporting.

EJF 2. (25%) Coordinates disaster-related communications for internal staff, between the laboratory and the department, and with external vendors to ensure that information is communicated regarding procurements, contracts, and orders in a timely and accurate manner. Prepares, coordinates, and tracks administrative and technical documents. Ensures documents meet format standards and are routed and/or distributed appropriately. Composes/prepares complex routine and non-routine administrative correspondence, memoranda, purchasing requisitions, and reports. Reviews, proofs, and edits correspondence for adherence to laboratory and departmental policies and procedures.

EJF 2. (15%) Identifies administrative support issues. Reviews, analyzes, and evaluates administrative support processes and procedures to assess effectiveness; develops methods to improve/enhance administrative support. Coordinates special requests and tasks including responses to Division assignments as indicated. Plans, coordinates, and oversees special projects.

EJF 4. (10%) Plans, coordinates, and prepares periodic and special reports. Creates agendas, records, and transcribes meeting minutes. May provide administrative and technical assistance to staff within the Section that includes but is not limited to answering and placing phone calls, data entry, filing, photocopying, faxing, proofreading, maintaining records, ordering office supplies, preparing laboratory records for archiving, and document scanning.

EJF 5. (5%) As per DSHS Policy, 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 a shift pattern assignment and/or location.

Work Hours: 8:00 AM to 5:00 PM (may vary depending on business needs)  
Work Days: Monday-Friday (Days worked may include weekends; may vary depending on workload; not to exceed 40 hours per week.)

Department: Lab Requisition Procurement Team

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Street Address (Report-to Worksite Location): 1100 West 49th Street  
City/State/Zip: Austin, Texas 78756  
Bldg/Room#: Remote/Virtual

Supervisor (Time card approval/resume reviewer/interviewer): Kathleen Street  
Phone: 512-317-1022  
Email: Kathleen.Street@dshs.texas.gov  
Additional Contact: Wendy Washington  
Phone: 512-776-2198  
Email: Wendy.Washington@dshs.texas.gov

Reference FY22 PO 0000272388

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Job classification: 0156  
Job class title: Administrative Assistant IV  
Job skill level: Experienced  
Temp: Cady Lu  
Hours per week: 25 hours a week, with the opportunity to sometimes work additional hours depending on staffing/workload needs.

**JOB DESCRIPTION:** Works under the limited supervision of the Laboratory Business Operations Branch Manager, Laboratory Requisition Procurement Group Manager, and Employee Relations Communications Team Lead. Performs highly complex (senior-level) administrative support work to support disaster response (including COVID-19) for the Laboratory Services Section. Organizes internal/external electronic communications and activities of the Laboratory Services Sections procurement, contracting, and orders for equipment, reagents, and service. Performs tracking of disaster-related procurements, contracts, orders, and communications to facilitate continuity of operations and grant reporting. Coordinates disaster-related communications for internal staff, between the laboratory and the department, and with external vendors to ensure that information is communicated regarding procurements, contracts, and orders in a timely and accurate manner. Prepares, coordinates, and tracks administrative and technical documents. Identifies administrative support issues. Plans, coordinates, and prepares periodic and special reports. Duties are independently performed with moderate latitude for the use of initiative independent judgment.

**Knowledge, Skills, Abilities:**  
Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.  
EJF 1. (45%) Organizes internal/external electronic communications and activities of the Laboratory Services Sections procurement, contracting, and orders for equipment, reagents, and service. Performs tracking of disaster-related procurements, contracts, orders, and communications to facilitate continuity of operations and grant reporting.

EJF 2. (25%) Coordinates disaster-related communications for internal staff, between the laboratory and the department, and with external vendors to ensure that information is communicated regarding procurements, contracts, and orders in a timely and accurate manner. Prepares, coordinates, and tracks administrative and technical documents. Ensures documents meet format standards and are routed and/or distributed appropriately. Composes/prepares complex routine and non-routine administrative correspondence, memoranda, purchasing requisitions, and reports. Reviews, proofs, and edits correspondence for adherence to laboratory and departmental policies and procedures.

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EJF 2. (15%) Identifies administrative support issues. Reviews, analyzes, and evaluates administrative support processes and procedures to assess effectiveness; develops methods to improve/enhance administrative support. Coordinates special requests and tasks including responses to Division assignments as indicated. Plans, coordinates, and oversees special projects.

EJF 4. (10%) Plans, coordinates, and prepares periodic and special reports. Creates agendas, records, and transcribes meeting minutes. May provide administrative and technical assistance to staff within the Section that includes but is not limited to answering and placing phone calls, data entry, filing, photocopying, faxing, proofreading, maintaining records, ordering office supplies, preparing laboratory records for archiving, and document scanning.

EJF 5. (5%) As per DSHS Policy, 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 a shift pattern assignment and/or location.

Work Hours: 9:00 AM to 3:00 PM (may vary depending on business needs)  
Work Days: Monday-Friday (Days worked may include weekends; may vary depending on workload; not to exceed 40 hours per week.)

Department: Lab Requisition Procurement Team  
Street Address (Report-to Worksite Location): 1100 West 49th Street  
City/State/Zip: Austin, Texas 78756  
Bldg/Room#: Remote/Virtual

Supervisor (Time card approval/resume reviewer/interviewer): Kathleen Street  
Phone: 512-317-1022  
Email: Kathleen.Street@dshs.texas.gov  
Additional Contact: Wendy Washington  
Phone: 512-776-2198  
Email: Wendy.Washington@dshs.texas.gov

Reference FY22 PO 0000272388

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Texas District: 21

Job classification: 4224  
Job class title: Microbiologist IV  
Job skill level: Experienced  
Temp: 1 Temp Staff Requested  
Hours per week: 40 (may vary, depending on workload/business needs)

**JOB DESCRIPTION:** Under the general supervision of the South Texas Laboratory Branch Manager and under the technical guidance of the Emergency Preparedness Team Leader, coordinates specimen logistics for Coronavirus and Zika virus testing. Tracks specimen progress using LabWare and Excel. Communicates with multiple areas of the laboratory regarding follow up testing. Performs real time RT-PCR as needed for the identification of Coronavirus, Zika and other viruses following BSL3 safety precautions. Duties performed with moderate latitude to interpret standard protocol, and with

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considerable use of scientific knowledge, judgment and experience.

Safe operation of either a state owned vehicle or personal vehicle is required to conduct state business and an acceptable driving record must be maintained in accordance with DSHS Policy OS-3901, Fleet Operations and Management Procedures and standards developed by the Texas Department of Public Safety.

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

**Essential Job Functions:**

EJF 1. Coordinates and performs complex laboratory procedures, including PCR for the identification of arboviruses from clinical specimens. Coordinates and processes all clinical specimens received for PCR procedures insuring that worksheets are available to expedite workflow. Reviews and interprets PCR results and determines and coordinates any additional work needed on the specimens and insures that the specimens are processed appropriately. Maintains material from all significant specimens. Provides input for each post-season evaluation. (45%)

EJF 2. Enters and validates clinical results in laboratory information system insuring that all results, demographic information have been entered. Notifies appropriate parties of significant results via phone and e-mail. (25%)

EJF 3. Prepares media and adequate supplies of high quality reagents needed for the routine Coronavirus and Z ka diagnostic work including reagents for PCR. Verifies new reagents in close consultation with the Team Leader. Coordinates and performs quality control testing for media and reagents. Thoroughly documents all quality control test results. (15%)

EJF 4. Assists with the evaluation, development, and implementation of new procedures for the detection and identification of arboviruses. Documents all development work thoroughly. Analyzes progress of effort with Team Leader, providing input to evaluate usefulness of procedures. Trains other employees in new techniques. Reviews the literature on a regular basis and provides summaries to other employees of new techniques. Participates in continuing education opportunities on a regular basis including talks, satellite conferences, scientific conferences, or other appropriate opportunities to update and learn new techniques to be able to perform state of the art diagnostic work. (10%)

EJF 5. Assists other staff in their duties and provides additional support to maintain a high quality of work. Notifies supervisory personnel of equipment malfunctions or test failures immediately, providing an assessment of the failure and making recommendations to prevent additional failures in the future. Maintains inventory emergency preparedness. Provides training to co-workers and guest laboratorians. Performs monthly preventive maintenance duties on equipment. 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. (5%)

**Licensure, Certification, or Registration Required:**

Candidate must be registered or certified as CLS(NCA), MLS(ASCP), or MT(ASCP) with Microbiology experience. Must possess a valid Class C Texas driver's license, or equivalent license from another state.

**Knowledge, Skills, Abilities:**

Considerable knowledge of microbiology principles and practices including laboratory safety, aseptic technique, and handling of pathogenic organisms. Knowledge of molecular techniques. Ability to organize daily workloads and set priorities to routine work. Ability to maintain accurate records and evaluate problem situations and determine appropriate actions. Ability to recall details on specimens submitted. Ability to tolerate unpleasant odors, sights, and conditions. Ability to follow laboratory procedures accurately, concentrate on minute details over an extended period of time, maintain work efficiency under heavy stress. Ability to communicate effectively orally and in writing; follow written and verbal instructions. Ability to use various items of laboratory equipment, including a computer for word processing, spreadsheet and database analysis and results reporting. Ability to interact effectively with staff, work independently, work in harmony with other team members, and follow standard operating procedures and protocols. Ability to train employees. Skill in manipulating standard laboratory equipment with speed, accuracy and safety.

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Department: DSHS South Texas Laboratory  
Street Address (Report-to Worksite Location): 1301 S. Rangerville Road  
City/State/Zip: Harlingen, TX 78552  
Bldg/Room#: South Texas Laboratory

Supervisor (Time card approval/resume reviewer/interviewer): Aurora Martinez, MT (ASCP), BS  
Phone: 956-364-8748  
Email: Aurora.Martinez@dshs.texas.gov  
Additional Contact: Kathleen Street  
Phone: 512-317-1022  
Email: Kathleen.Street@dshs.texas.gov

\*Submit candidate resumes to Aurora Martinez/Kathleen Street

Reference FY22 PO 0000270048

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

Accounts Payable Contact: Invoices- DSHS Fiscal Claims  
Phone: 512- 458-7442  
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Invoice Address: 1100 W 49th Street  
PO Box 149347  
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United States  
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  
Contact: Derek Rayborn, Director of Government Relations  
Phone: 512-453-8833 Ext 101  
Email: derek.rayborn@peakperformers.org

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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	PO #286596 - 1 Administrative Assistant III Regular Hours- Contract Manager: Saher Prasla / Purchaser: Gomez,Hadassah-Natalia Manager Tiffunee Odoms	962-69	2080.00	HR	35.46000	\$73,756.80	09/01/2022
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**Schedule Total** \$73,756.80

**Item Total for Line 1** \$73,756.80

2-1	PO #286596 - 1 Administrative Assistant III Overtime Hours- Contract Manager: Saher Prasla / Purchaser: Gomez,Hadassah-Natalia Manager Tiffunee Odoms	962-69	40.00	HR	50.71000	\$2,028.40	09/01/2022
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**Schedule Total** \$2,028.40

**Item Total for Line 2** \$2,028.40

3-1	PO #272388 - Administrative Assistant IV- Full Time Regular Hours Contract Manager: Saher Prasla / Purchaser: Gomez,Hadassah-Natalia Manager Kathleen Street	962-69	2080.00	HR	39.90000	\$82,992.00	09/01/2022
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# 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-3-0000299293</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> 1947 - Austin:1100 W 49th St (DBGL) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DBGL) PO Box 149347 Austin TX 78756 United States
			<b>Page</b> 9

**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
					<b>Schedule Total</b>	\$82,992.00	
					<b>Item Total for Line 3</b>	\$82,992.00	
4-1	PO #272388 - Administrative Assistant IV- Full Time Overtime Hours Contract Manager: Saher Prasla / Purchaser: Gomez,Hadassah-Natalia Manager Kathleen Street	962-69	40.00	HR	57.06000	\$2,282.40	09/01/2022
					<b>Schedule Total</b>	\$2,282.40	
					<b>Item Total for Line 4</b>	\$2,282.40	
5-1	PO #272388 - Administrative Assistant IV- Part Time Regular Hours Contract Manager: Saher Prasla / Purchaser: Gomez,Hadassah-Natalia Manager Kathleen Street	962-69	1560.00	HR	39.90000	\$62,244.00	09/01/2022
					<b>Schedule Total</b>	\$62,244.00	
					<b>Item Total for Line 5</b>	\$62,244.00	
6-1	PO #272388 - Administrative Assistant IV- Part Time Overtime Hours Contract Manager: Saher Prasla / Purchaser: Gomez,Hadassah-Natalia Manager Kathleen Street	962-69	40.00	HR	57.06000	\$2,282.40	09/01/2022
					<b>Schedule Total</b>	\$2,282.40	
					<b>Item Total for Line 6</b>	\$2,282.40	
7-1	PO#- 270048 - 1 Microbiologist IV position Regular Hours / Contract Manager: Anthony Falana/ Michelle Shih / Purchaser: Gomez,Hadassah-	962-69	2080.00	HR	43.00000	\$89,440.00	09/01/2022

# Department of State Health Services

## Purchase Order

Dispatch via Print

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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> 1947 - Austin:1100 W 49th St (DBGL) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DBGL) PO Box 149347 Austin TX 78756 United States
			<b>Page</b> 10

**Vendor:** 1741976051 1  
WORKQUEST  
1011 E 53RD 1/2 ST  
AUSTIN TX 787511703  
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**Bill To:** Invoice-DSHS Fiscal Claims  
DEPARTMENT OF STATE HEALTH SERVICES  
1100 W 49th St (RBB)  
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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
Natalia Manager Aurora Martinez							
						<b>Schedule Total</b>	\$89,440.00
						<b>Item Total for Line 7</b>	\$89,440.00
8-1	PO#- 270048 - 1 Microbiologist IV position Overtime Hours / Contract Manager: Anthony Falana/ Michelle Shih / Purchaser: Gomez,Hadassah-Natalia Manager Aurora Martinez	962-69	40.00	HR	61.49000	\$2,459.60	09/01/2022
						<b>Schedule Total</b>	\$2,459.60
						<b>Item Total for Line 8</b>	\$2,459.60
						<b>Total PO Amount</b>	\$317,485.60

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, CTEM*

**08/25/2022**