

# 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-3-0000299385</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> 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:** Wells,Alicia N

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

FY23 funding  
EX/0-TGC 2155.441, Managed Term Contract 962-M3  
Requisition 0000204718  
PO Service Dates 09-01-2022 to 08-31-2023

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: 4222  
Job class title: Microbiologist II  
Job skill level: Experienced  
Temp: Samuel McKann  
Hours per week: 40  
Estimated hours: 2120

**JOB DESCRIPTION:**

Under the general supervision of the Advanced Molecular Detection Team Leader, 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 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%)

# 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-3-0000299385</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> 2

**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:** Wells,Alicia N

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

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.

Service Period  
Start Date: 9/1/2022  
End Date: 8/31/2023

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

Department: Microbiological Services Branch- Advanced Molecular Detection Group  
Street Address of Work Location: 1100 West 49th Street  
City/State/Zip: Austin, Texas 78756  
Bldg/Room#: Austin Laboratory

Supervisor Contact (Time card approval/resume reviewer/interviewer): Chun Wang  
Phone: 512-776-2552  
Email: Chun.Wang@dshs.texas.gov

# 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-3-0000299385</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> 3

**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:** Wells,Alicia N

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

Additional Contact: Kathleen Street  
Phone: 512-317-1022  
Email: Kathleen.Street@dshs.texas.gov  
Agency Contact: Saher Prasla  
Phone: 512-776-6553  
Email: saher.prasla@dshs.texas.gov  
Accounts Payable Contact: Invoices- DSHS Fiscal Claims  
Phone: 512- 458-7442  
Email: invoices@dshs.texas.gov

Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
CPA ID#: 84202  
Name: Karin Wilcox, State Account Coordinator  
Phone: 737-209-7290  
Email: karin.wilcox@gsgtalentsolutions.com  
CC:tempervicepo@workquesttx.com

PCS Purchasing contact  
Alicia Wells  
512-406-2582  
Alicia.Wells@hhs.texas.gov

Reference PO# 0000276877

1-1	Microbiologist II Regular Hours	962-69	2080.00	HR	44.80000	\$93,184.00	09/01/2022
<b>Schedule Total</b>						\$93,184.00	
<b>Item Total for Line 1</b>						\$93,184.00	
2-1	Microbiologist II Overtime Hours	962-69	40.00	HR	64.06000	\$2,562.40	09/01/2022
<b>Schedule Total</b>						\$2,562.40	

# 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-3-0000299385</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> 4

**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:** Wells,Alicia N

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

**Item Total for Line 2** \$2,562.40

**Total PO Amount** \$95,746.40

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**

*Alicia Wells, CTCO, CTCM*

**08/26/2022**