

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000299621
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-HHSC Accounting
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
Austin TX 78751
United States

Fax: 512/424-6901
Email: HHSC_AP@hhsc.state.tx.us

Purchaser: Muhammad, Demetta Jon 512/406-2423

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23funding
EX/0-TGC 2155.441, Managed Term Contract 962-S3
Requisition204377
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: 3578
Job class title: Legal Assistant IV
Job skill level: Expert
Temp: Patricia Hall
Hours per week: Up to 40/week
Estimated hours: 320

JOB DESCRIPTION:

This Legal Assistant IV position will supervise the work of the support staff that perform paralegal and legal secretarial support for two teams of three attorneys each. This position requires a legal assistant who can perform senior-level legal assistant work and will work under minimal supervision, with extensive latitude for the use of initiative and independent judgement. This position creates case files, schedules all hearings and case events, and attends witness interviews and depositions. This position will coordinate the scheduling and drafting of all case discovery and prepare discovery documents. This position will coordinate and assemble exhibits for use in depositions, hearings and at trial. This position will schedule and prioritize attorney caseloads, conduct research and analyze legal sources for pending cases, as well as prepare summaries of complex legal issues. This position will assign workload to staff, including subpoenas and other case related assignments, including discovery requests, eDiscovery assignments and all other tasks assigned to the Litigation Department.

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

Knowledge of legal terminology; of state and federal laws, rules, and regulations; of research methods and techniques; of administrative and court procedures; of the legislative process; and of public notice requirements.

Skill in understanding and processing information, in the use of office equipment, and in the use of a computer and applicable software. Ability to conduct research; to draft, prepare, and interpret legal documents; to evaluate and relate findings to cases in question; to conduct investigations; to communicate effectively; and to supervise the work of others. Skill in Microsoft products including Word and Outlook.

Service Period
Start date: 09/01/2022
End date: 12/31/2022

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Hours: 7:00 am - 4:00 pm
Days per week: Monday - Friday

Department: Office of Chief Counsel/Legal Services/Litigation Department
Street Address of Work Location:
4601 W. Guadalupe
Austin Texas 78751
Bldg/Room#: NAC

Supervisor Contact (Time card approval/resume reviewer/interviewer):
Thomasina Deel
731-363-7532
Thomasina.Deel@hhs.texas.gov

Agency Contact:
Leslea Pickle
520-548-0311
Leslea.Pickle@hhs.texas.gov

Accounts Payable Contact Name:
HHSC_AP@hhsc.state.tx.us
Email: HHSC_AP@hhsc.state.tx.us
Invoice Address: 4601 W. Guadalupe, Austin, Texas 78751

Per contract at no additional charge, we request a standard DPS criminal history check. However, criminal background checks, which utilize sources other than or in addition to DPS and for areas beyond Texas, are available upon request at an additional fee of \$25.00 for each personnel. This additional charge should be included on the purchase order as requested.

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Mike Pierulla
Phone: (512) 451-8145
Email: tempservicepo@workquesttx.com; mpierulla@workquesttx.com

PCS Purchasing contact
Demetta Muhammad
512-406-2423
demetta.muhammad02@hhs.texas.gov

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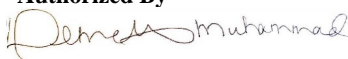
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1-1	Temporary Personnel Services	962-69	320.00	HR	67.82000	\$21,702.40	09/01/2022
Schedule Total						<u>\$21,702.40</u>	
Item Total for Line 1						<u>\$21,702.40</u>	
Total PO Amount						\$21,702.40	

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 	09/02/2022
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