

# Health and Human Services Commission

## 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-3-0000299743</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> 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States
			<b>Page</b> 1

**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:** Wells,Alicia N

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-M3  
Requisition 0000204739  
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: 5

Job classification: 1574  
Job class title: Program Specialist V  
Job skill level: Experienced  
Temp: Vacant  
Hours per week: 40  
Estimated hours: 2080

**JOB DESCRIPTION:**

The temporary position reports to a Child Care Regulation Director and is responsible for implementation and tasks tied to an interagency contract to support the expansion of regulated child care. This position will assist prospective new child care providers in understanding CCRs regulatory requirements, understanding how local ordinances may also need to be considered, and in accessing resources available to assist new child care operations. This position regularly works with the CCR management team to develop strategies and analyze requirements of the interagency contract to achieve the outlined deliverables. This position will identify and build community partnerships, compile resources, coordinate with media relations on targeted messaging, provide support services to child care applicants, and collect and analyze data. This position must be able to work independently, analyze complex problems, develop effective solutions, and use discretionary judgment. The position provides important information and makes decisions related to project scope, timelines, CCR policies and strategies. This position will travel across large geographical areas. Travel: 25%. This position will be a full-time telework position but headquartered in one of the following locations: Lubbock, Abilene, Longview, Corpus Christi, and San Angelo.

**Essential Job Functions:**

- Identifying and building partnerships with local and regional child care provider support services and associations; 15%
- Identifying and compiling resources and information related to regulated child care, including funding sources, small business development and start-up costs, training and skills development, recruiting and hiring, regulatory and local requirements, sustainability sources, and mentoring and support organizations; 15%
- Developing an online statewide child care business resource guide to include the identified resources and a strategy for long-term maintenance of the resource guide; 15%
- Coordinating with HHSC Media Relations on targeted messaging and outreach aimed at expanding child care capacity; 5%

**Knowledge, Skills, and Abilities:**

- Knowledge of or ability to quickly learn CCR Policies, procedures and applicable laws and regulations
- Knowledge of or ability to quickly learn about regulated child care and application processes
- Skill using computer applications

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Sill in establishing and maintaining effective working relationships, both internally and externally  
 Skill in effective verbal and written communication  
 Skill in solving problems and making informed decisions  
 Skill in organizing and managing time and multiple responsibilities  
 Skill in data collection and analysis  
 Ability to identify resources and provide coordination  
 Ability to strategically plan and manage outcomes covering a large geographic area  
 Ability to identify, initiate, and foster relationships with community partners  
 Ability to identify problems and develop solutions  
 Ability to prioritize work and meet deadlines  
 Ability to make sound decisions under pressure and to work independently with minimal supervision  
 Ability to work with diverse populations  
 Ability to attend work on a regular and predictable schedule in accordance with agency leave policy

Service Period  
 Start date: September 1, 2022  
 End Date: August 31, 2023

Hours: 8:00-5:00  
 Days per week: M-F

Department: HHSC-Regulatory Services  
 Street Address of Work Location: Lubbock, Full-time telework

Supervisor Contact (Time card approval/resume reviewer/interviewer): Amy Kidwell  
 Email: amy.kidwell@hhs.texas.gov  
 Additional Contact: Rachelle Daniel  
 Phone: 512-960-9322  
 Email: rachelledaniel@hhs.texas.gov  
 Contact for resumes/interviews: Dana Perez  
 Email: Dana.perez@hhs.texas.gov  
 Agency Contact: Suzanne Pena  
 Phone: 512-694-9525  
 Email: suzanne.pena@hhs.texas.gov

Vendor: WorkQuest  
 Address: 1011 E 53 1/2 St  
 Austin, TX 78751  
 Supplier/Payee ID: 1741976051  
 CPA ID#: 84202  
 Paige O'Boyle, Talent Placement Specialist  
 Phone: 512-730-3162  
 Email: paige.oboyle@peakperformers.org  
 CC: tempservicepo@workquesttx.com and derek.rayborn@peakperformers.org

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

\*\*Per contract at no additional charge, we request a standard DPS criminal history check.  
Temps will require DPS criminal history and central registry background check

Travel expenses reimbursement is allowed for the completion of job duties. Such expenses shall not exceed the published State of Texas rates based on Texas Government Code Chapter 660, General Appropriations Act, Article IX, Part 5. Current rates can be found at the Texas Comptroller of Public Accounts State Travel Management Program (STMP) website.

1-1	FY23 TWC - CCR Navigator Temporary Staff - 1 Position (Program Specialist V-Experienced) - Lubbock 09/01/2022-8/31/2023	962-69	2080.00	HR	55.57000	\$115,585.60	08/30/2022
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**Schedule Total**                   \$115,585.60

**Item Total for Line 1**                   \$115,585.60

2-1	Travel - As Needed Payable at published State of Texas Rates - 09/01/2022-8/31/2023	993-10	1.00	LOT	11000.00000	\$11,000.00	08/30/2022
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**Schedule Total**                   \$11,000.00

**Item Total for Line 2**                   \$11,000.00

**Total PO Amount**                   \$126,585.60

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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**

*Alicia Wells, CTCO, CTCM*

**08/30/2022**