

# 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-3-0000300254</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> 09/12/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 3027 - Austin:701 W 51st St HEALTH & HUMAN SERVICES COMMISSION 701 W 51st St PO Box 13247 Austin TX 78751 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:** 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  
Requisition0000202952  
PO Service Dates 09-12-2022 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: 0156  
Job class title: Administrative Assistant IV  
Job skill level: Expert  
Temp: Kathryn Hays  
Hours per week: 20

**JOB DESCRIPTION:**  
To sort, organize and file all paperwork in file room.  
To sort, organize and list inventory of BEI property in file room, office and testing sites  
Develop performance testing schedules  
Enter applications on the STAP waiting list  
Process STAP applications received, organize, file, and establish staff schedules for processing

Service Period  
Start date: 09/12/2022  
End date: 08/31/2023

Hours: Will vary  
Days per week: Will vary

Department: HHSC/MSS/Office of Deaf and Hard of Hearing Services  
Street Address of Work Location: 701 W 51st St.  
City/State/Zip: Austin, TX, 78756  
Bldg/Room#:

Supervisor Name (Time card approval/resume reviewer/interviewer): Jamie Jones  
Phone: 512-517-8656

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Email: Jamie.jones@hhs.texas.gov  
Additional/Alternate Contact Name: Lori Breslow  
Phone: 512-520-6556  
Email: Lori.breslow@hhs.texas.gov  
Accounts Payable Contact Name: Scott Siegel  
Phone: 501-317-0084  
Email: Scott.siegel@hhs.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 0000279037

1-1	Temp Svcs FY23 - Kathryn Hays	962-69	700.00	HR	46.85000	\$32,795.00	09/12/2022
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<b>Schedule Total</b>	\$32,795.00
<b>Item Total for Line 1</b>	\$32,795.00
<b>Total PO Amount</b>	\$32,795.00

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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.

<b>Authorized By</b> <i>Hadassah Gomez, CTED, CTM</i>	<b><u>09/12/2022</u></b>
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