

# 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-3-0000300361</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> Page 1
			<b>Ship To:</b> 0216 - Austin:4601 W Guadalupe St HEALTH & HUMAN SERVICES COMMISSION 4601 W Guadalupe St Austin TX 78751 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:** 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 0000206115  
PO Service Dates 09-12-2022 to 11-04-2022

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: 1791  
Job class title: E-Learning Developer II  
Job skill level: Experienced  
Temp: Vacant  
Hours per week: 40  
Estimated hours: 320

**JOB DESCRIPTION:** eLearning Developer will work under minimal supervision to transfer existing HHS required training courses to Articulate Storyline or Articulate Rise. eLearning Developer will utilize adult education principles, graphic design layout techniques for content and themes, and accessibility and usability standards to create the courses in the new format.

**Knowledge, Skills, and Abilities:**  
Knowledge of SCORM publishing for eLearning content and Learning Management Systems (LMS).  
Knowledge of adult education principles.  
Knowledge of eLearning software (Articulate Storyline, Articulate Rise, Captivate, Lectora, etc.).  
Skill in maintaining instructional design standards.  
Skill in written communication.  
Skill in creating accessible themes and graphic layouts.  
Ability to develop accessible eLearning course using Articulate Storyline and Articulate Rise.  
Ability to pay attention to detail and duplicate training courses in a different eLearning software.  
Ability to upload eLearning courses to LMS.

**Service Period**  
Start Date: September 12, 2022  
End Date: November 4, 2022

Hours: 8:00 AM to 5:00 PM  
Days per week: Monday-Friday

Department: Learning Resource Network

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Street Address of Work Location: 4601 W. Guadalupe  
City/State/Zip: Austin, Texas 78751  
Bldg/Room#: 1.300

Supervisor Contact (Time card approval/resume reviewer/interviewer): Pollett Jones-Reasonover  
Phone: 512-407-3284  
Email: pollett.jones-reasonover@hhs.texas.gov  
Agency Contact: LaTonya Kelly  
Phone: 512-672-4219  
Email: latonya.kelly@hhs.texas.gov  
Additional Agency Contact: Christina Bittick  
Phone: 512-428-1902  
Email: christina.bittick@hhs.texas.gov  
Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
CPA ID#: 84202  
Contact: Paige O'Boyle, Talent Placement Specialist  
Phone: 512-730-3162  
Email: paige.oboyle@peakperformers.org  
CC: tempservicepo@workquesttx.com and derek.rayborn@peakperformers.org

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

1-1	Temp Services, Job Class 1791 E-Learning Developer, Experienced, 4601 W Guadalupe, District 14	962-69	320.00	HR	66.78000	\$21,369.60	09/14/2022
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<b>Schedule Total</b>	\$21,369.60
<b>Item Total for Line 1</b>	\$21,369.60
<b>Total PO Amount</b>	\$21,369.60

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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*

**09/15/2022**