

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000303347
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 10/21/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1907 - Harlingen:601 W Sesame Dr DEPARTMENT OF STATE HEALTH SERVICES 601 W Sesame Dr Harlingen TX 78550 United States
			Page 1

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: 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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FY23 funding
EX/0- TGC 2155.441 - Managed Term Contract 962-M3
Requisition 208469
PO Service Dates 10/21/2022 to 12/16/2022

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.

Will resumes and/or interviews be required? Yes interviews - no resumes Michael Sanchez Program Supervisor is the point of contact.

Texas District: 16

Job classification: 4074
Job class title: Public Health Prevention Specialist II
Job skill level: Experienced
Temp: 2 TBD
Hours per week: 40/hours/week
Estimated hours: 800 hours

JOB DESCRIPTION:
DATA ENTRY (THISIS) Enters all reportable STD/HIV morbidity, initiates field records for DIS follow-up when indicated and/or contacts provider/physicians to verify disease diagnosis and treatment. Maintains confidential medical information and submits regional morbidity to State HIV/STD surveillance. Develop, implement and evaluate systems to track/improve efficiency and Laboratory Reactor program effectiveness.

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

Knowledge of Medical Terminology
Knowledge of Infectious Disease Reporting
Knowledge of HIV/STD's, Modes of Transmission, Prevention, and Disease Intervention Principles.
Knowledge of Confidentiality in Surveillance Situations.
Knowledge of Agency Rules, Regulations, Policies, and Procedures and the Ability to Interpret them.
Skills in effective oral and written communications.
Skills in being resourceful and applying initiative to assigned tasks with minimal supervision.
Skills in the Use of Electronic data and/or Word Processing Equipment and software.
Substantial skills with data collection and retrieval methods, data base management principles and quality assurance principles and procedures.
Ability to work effectively in a team setting.
Ability to deal tactfully with professional personnel as well as the public.
Ability to assist in developing policies, procedures, and educational materials.

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Ability to be resourceful and apply initiative to assigned tasks with minimal supervision.
Ability to work with confidential records and information.
Ability to travel away from assigned headquarters and function effectively from other locations as necessary.
Ability to communicate effectively both verbally and in writing.

Service Period
Start date: 10/21/2022
End date: 12/16/2022

Hours: 8:00 am - 5:00 pm
Days per week: Monday - Friday

Department: R1H000
Street Address of Work Location:
601 W. Sesame Drive
Harlingen, TX 78550

Supervisor Contact (Time card approval/resume reviewer/interviewer):
Michael Sanchez
(956) 444-3211
Michael.Sanchez@dshs.texas.gov

Agency Contact:
Maricruz Ayala
(956) 444-3260
Maricruz.Ayala@dshs.texas.gov

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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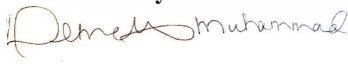
Purchaser: Muhammad, Demetta Jon 512/406-2423

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Temporary Workers-Public Health & Prevention Specialist II (2) 2Y FUNDS	962-69	800.00	HR	31.31000	\$25,048.00	10/21/2022
Schedule Total						\$25,048.00	
Item Total for Line 1						\$25,048.00	
2-1	Temporary Workers-Public Health & Prevention Specialist II (2) 3Y FUNDS	962-69	800.00	HR	31.31000	\$25,048.00	10/21/2022
Schedule Total						\$25,048.00	
Item Total for Line 2						\$25,048.00	
Total PO Amount						\$50,096.00	

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 	10/21/2022
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