

# 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-3-0000303381</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> 10/24/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1 - 10/27/2022
			<b>Page</b> 1
			<b>Ship To:</b> 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 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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FY23 funding  
EX/0- TGC 2155.441 - Managed Term Contract 962-M3  
Requisition 206797  
PO Service Dates 10/24/2022 to 12/28/2022

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.

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.

Texas District: 14

Job classification: 0152  
Job class title: Administrative Assistant II (Position #80190)  
Job skill level: Expert  
Temp: TBD  
Hours per week: 40 hours/week  
Estimated hours: 552 hours

**JOB DESCRIPTION:**

The VDM-AA performs routine (journey-level) administrative support or technical program assistance work to ensure continuous workflow in the unit. Work involves disseminating information, maintaining electronic filing systems, and performing internal administrative support work. Will interact with the Social Security Administration's national computer system. Will use the DDS case processing system for the majority of actions as well as other database systems to include, HHSAS, and TINS. The VDM Administrative Assistant trains others. The VDMAA performs other duties as assigned and required to maintain unit operations. DDS employees perform all business functions for SSA using the federal SSA network and equipment. Homeland Security Presidential Directive (HSPD)-12 security clearance is required. Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned. Prepare, edit, and distribute correspondence to vendors to obtain Tax ID and related business information. Compile and submit Daily Production reports. Complete application for TX ID numbers and Payee Change Request forms relating to Medical Evidence of Record (MER) and Consultative Examination (CE) vendor payments. Document, review, edit or maintain electronic payment system and enter data in the DDS program or support software database on the Social Security Administration's national computer system as it relates to vendor payments. Establishes standards for customer-focused communication and coordination within areas of responsibility and with all internal and external associates and customers. Develop, coordinate, and maintain record keeping and filing systems. Prepare, interpret, and disseminate information concerning DDS program and procedures. Respond to inquiries and interprets rules, regulations, policies procedures. Assist in compiling and analyzing data, making calculations, and preparing VDM reports. May assist in training new staff.

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

Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.

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Prepare, edit, and distribute correspondence to vendors to obtain Tax ID and related business information. Compile and submit Daily Production reports. Complete application for TX ID numbers and Payee Change Request forms relating to Medical Evidence of Record (MER) and Consultative Examination (CE) vendor payments.

Document, review, edit or maintain electronic payment system and enter data in the DDS program or support software database on the Social Security Administration's national computer system as it relates to vendor payments.

Establishes standards for customer-focused communication and coordination within areas of responsibility and with all internal and external associates and customers.

Develop, coordinate, and maintain record keeping and filing systems.

Prepare, interpret, and disseminate information concerning DDS program and procedures.

Respond to inquiries and interprets rules, regulations, policies procedures.

Assist in compiling and analyzing data, making calculations, and preparing VDM reports.

Assist in training new staff.

Service Period

Start date: 10/24/2022

End date: 12/28/2022

Hours: 8:00 am - 5:00 pm

Days per week: Monday - Friday

Department: DRM-VDM

Street Address of Work Location:

HHS/DDS, 6101 E. Oltorf Street

Austin, Tx 78741

Supervisor Contact (Time card approval/resume reviewer/interviewer):

Luis Ubieta-Lorenzo

Phone: 512-437-8079

Email: luis.ubietalorenzo@ssa.gov

Agency Contact:

Donna Aleman

Phone: 512-437-8873

Email: donna.aleman@ssa.gov

Accounts Payable Contact Name:

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Wesley Guerrero  
Phone: 512-437-8351  
Email: Wesley.Guerrero@ssa.gov  
Invoice Address: DDS.TX.S49.ESO@ssa.gov

Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
CPA ID#: 84202  
Contact: Karin Wilcox  
Phone: 737-209-7290  
Email: tempservicepo@workquesttx.com; Karin.wilcox@gsgtalentsolutions.com

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

1-1	10/10/22-12/28/2022 Position 80190, Temp Svs, Admin Asst II Expert	962-69	552.00	HR	37.15000	\$20,506.80	10/26/2022
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**Schedule Total**                     \$20,506.80  
**Item Total for Line 1**                     \$20,506.80

**Total PO Amount** \$20,506.80

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.

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**Authorized By**



10/27/2022