

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-3-0000303713
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 10/27/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 2 - 11/16/2022
			Page 1
			Ship To: 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States

Vendor: 1352107150 9
TECHNICAL YOUTH LLC
DBA BROOKSOURCE
PO BOX 301136
INDIANAPOLIS IN 46230-1136
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 210652
PO Service Dates 10/27/2022 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.

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.

Job class title: Information Specialist IV
Hours per week: 40 hours/week
Estimated hours: 1672 Regular Hours
100 Overtime Hours

JOB DESCRIPTION:

Customer Service: answer calls and emails to DSHS Customer Service and either address questions or refer to the appropriate agency program or external contact to handle. The position will have access to standardized messaging to respond to some customer inquiries. As needed, the position will research website to locate additional information to respond to customer questions about agency programs and operations. The position enters all contacts in an electronic data base for tracking.

External presentations for the DSHS Commissioner: assist with developing presentations for the Commissioner and preparing other outward facing documents. Help edit presentations and other documents for plain language, accessibility, and formatting, and assist with graphic art.

Legislative reports: Help schedule and run kickoff meetings for legislative reports. Assist with organizing legislative report archives, researching statutes, and maintaining an agency-wide tracking system.

Help develop materials and assist with setting up and facilitating training sessions for agency-wide processes.

Help review and update content on DSHS internal website pages.

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

Skill in communicating effectively both verbally and in writing.

Skill with Microsoft Office Outlook, Word, Excel, SharePoint, and Teams.

Ability to work independently and multi-task.

Ability to determine complexity of issue and triage to appropriate agency or program.

Ability to interpret and apply agency, state, and federal rules, regulations, policies and procedures.

Ability to work and communicate with individuals in personal crises and in confrontative situations.

Ability to interact with all persons, internal and external, using empathy and compassion.

Ability to write and edit documents containing complex information.

Preferred qualifications include:

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Knowledge of DSHS and/or health and human services programs and services.
Knowledge of or experience working in public health or a related field.
Experience answering calls from the public.

Service Period
Start date: 10/27/2022
End date: 08/31/2023

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

Department: Executive Operation Support
Street Address of Work Location:
1100 West 49th Street
Austin, TX 78756
Bldg/Room#: Moreton, 7th Floor

Supervisor Contact (Time card approval/resume reviewer/interviewer):
Angelica Martinez
512-776-6509
angelica.martinez@dshs.texas.gov

Agency Contact:
Mercy Bryant
512-776-2370
mercy.bryant@dshs.texas.gov

Contact (if not the Supervisor for Time card approval):
Michele Torres
512-695-9575
michele.torres@dshs.texas.gov

Vendor: Brook Source DBA: TECHNICAL YOUTH LLC
Address: 3755 S. Capital of Texas Hwy. |
Suite 375 |
Austin, TX 78704
Supplier/Payee ID: 1352107150
Contact: Virginia Jones
Phone: (512) 451-8145
Email: vjones@brooksource.com.

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

1-1	Information Specialist IV Regular Hours Extend PO 269943. FY23 REQ 187012	962-69	1672.00	HR	80.00000	\$133,760.00	10/28/2022
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Schedule Total \$133,760.00

Item Total for Line 1 \$133,760.00

2-1	Information Specialist IV Overtime Hours Extend PO 269943. FY23 187012	962-69	100.00	HR	120.00000	\$12,000.00	10/28/2022
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Schedule Total \$12,000.00

Item Total for Line 2 \$12,000.00

Total PO Amount \$145,760.00

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.

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Authorized By 	11/16/2022
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