

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-3-0000304719
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 11/09/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1
			Ship To: 1902 - Temple:2408 S 37th St DEPARTMENT OF STATE HEALTH SERVICES 2408 S 37th St Temple TX 76504 United States

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: 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-S3
Requisition 0000211299
PO Service Dates 11/09/2022 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 or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods actually ordered and received by the agency. Any funds not utilized by 08/31/2022 are automatically canceled.

Texas District: 9

Job classification: 0006
Job class title: Receptionist
Job skill level: Entry
Temp: TBD
Hours per week: 8 hours per week as needed when the switchboard employee is away from work (not every week)
Estimated hours: 280

JOB DESCRIPTION: Performs routine receptionist work, including operating a telephone switchboard or console. Work involves placing, answering, and transferring call; receiving visitors; and providing general information. Works under moderate supervision, with limited latitude for the use of initiative and independent judgement.

Includes places, answers, and transfers calls and maintain phone logs. Greet callers and visitors, answers general questions, and directs customers to appropriate staff. Provides forms and general information to visitors and forwards completed form to appropriate staff. Refers caller or visitors to services or resources at other agencies or organizations. May perform clerical or data entry duties. Performs related work as assigned.

Knowledge, Skills, and Abilities: Knowledge of administrative, clerical, and data entry procedures and systems. Skill in use of a Telephone switchboard. Ability to transfer incoming calls to appropriate personnel; to greet and direct visitors; and to communicate effectively.

Service Period
Start date: 11/09/2022
End Date: 08/31/2023

Hours: 8:00AM to 5:00PM
Days per week: M-F

Department: Administration
Street Address of Work Location: 2408 South 37th Street
City/State/Zip: Temple, Texas 76504
Bldg/Room#: Front desk

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			Page 2

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Supervisor Contact (Time card approval/resume reviewer/interviewer): Carol Davis
Email: carol.davis@dshs.texas.gov
Additional/Alternate Contact Name: Ashley Bruce-Tagoe
Email: Ashley.bruce-tagoe@dshs.texas.gov
Agency Contact (if not the Supervisor for Time card approval):Penny Jones
Phone: 254-778-6744
Email: penny.jones@dshs.texas.gov
Accounts Payable Contact Name: Felicia Poston
Phone: 512-776-2288
Email: invoices@dshs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Regional Contact: Taylor Jordan
Phone: 817-232-8836
E-mail: tjordan@workquest.com
CC:tempervicepo@workquesttx.com

HHSC PCS Purchasing Contact: Alicia Wells
Phone: 512-406-2582
Email: Alicia.Wells@hhs.texas.gov

1-1	FY23 DSHS Temple Switchboard Temp Services 11/09/22-08/31/23	962-69	280.00	HR	17.29000	\$4,841.20	11/09/2022
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Schedule Total \$4,841.20

Item Total for Line 1 \$4,841.20

Total PO Amount \$4,841.20

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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

11/14/2022