

# Department of State Health Services

## 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-3-0000305072</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> 11/15/22
<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> 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 418.014  
Requisition 210696  
PO Service Date 11/15/2022 to 08/31/2023

Attached Terms and Conditions 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/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.

**Job Title:**  
Information Specialist IV

**Job Description (Please copy and paste here if on another document):**

**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.

**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:**

- 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.

**Work Hours:** 8:00 AM to 5:00 PM

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Work Days: Monday to Friday

Work Hours per Week: 40

Start Date: 9/1/2022

End Date: 8/31/2023

Department: Executive Operation Support

Street Address (Report-to Worksite Location):  
1100 West 49th Street  
Austin, TX 78756  
Bldg/Room#: Moreton, 7th Floor

Is parking available? Y/N - Yes

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

Additional/Alternate Contact Name:  
Mercy Bryant  
Phone: 512-776-2370  
Email: mercy.bryant@dshs.texas.gov

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

Name of Temp(s) (if known): Jacqueline Castillo

Accounts Payable Contact Name:  
Phone:  
Email:  
Invoice Address: invoices@dshs.texas.gov

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.

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Vendor contact  
13521071509  
TECHNICAL YOUTH LLC  
DBA BROOKSOURCE  
Virginia Jones  
vjones@brooksource.com

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

1-1	Information Specialist IV Regular Hours PO 267066 STAR 204948	962-69	1672.00	HR	65.00000	\$108,680.00	11/15/2022
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**Schedule Total** \$108,680.00

**Item Total for Line 1** \$108,680.00

2-1	Information Specialist IV Overtime Hours PO 267066	962-69	50.00	HR	97.50000	\$4,875.00	11/15/2022
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**Schedule Total** \$4,875.00

**Item Total for Line 2** \$4,875.00

**Total PO Amount** \$113,555.00

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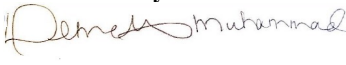
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No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services 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.

<b>Authorized By</b> 	<b>11/15/2022</b>
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