

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-3-0000306015 |
| 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 12/02/22 |
| All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. | | | Revision 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 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: Coleman, Rosetta V 512/406-2677

| Line-Sch | Inventory Item ID - Line Description | Class/Item | Quantity | UOM | PO Price | Extended Amt | Due Date |
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|

FY23 funding
EX/0- TGC 2155.441 - Managed Term Contract 962-M3
Requisition 0000211763
PO Service Dates 12/02/2022 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.

Texas District: 14

Job classification: 1575
Job class title: Program Specialist VI Data Sharing Specialist
Job skill level: Experienced
Temp: 2
Hours per week: 40
Estimated hours:

JOB DESCRIPTION:

The Program Specialist VI will function as a Data Sharing Specialist under the Data Governance Program. This position works under the minimal supervision of the Data Governance Director and will work on all aspects of data sharing. This includes developing, implementing, and conducting process improvement on the data sharing policy and procedure and associated workflows. This position will be responsible for developing and implementing a standardized data request and review process and will track and route all data requests as well as assist in fulfillment of approved data requests. This position will also be responsible for developing and implementing policies and procedures associated with posting data visualizations to Texas Health Data as well as posting data sets to the Open Data Portal. This position will be involved with developing training and outreach communications related to these data sharing activities.

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

- Knowledge of state and federal laws related to the use of public health data and confidential information
- Skill in identifying measures or indicators of program performance
- Skill in use of a computer and the Office suite of applications
- Skill in developing and maintaining dashboards for providing status updates
- Skill in developing and maintaining tracking mechanisms for a large number of work products
- Skill in use of Tableau and Smartsheets (preferred but not required)
- Skill in reviewing documents with a high-level attention to detail
- Skill in obtaining feedback to implement process evaluation and process improvement
- Ability to gather, assemble, correlate, and analyze facts to develop solutions for problems
- Ability to develop, evaluate, and interpret policies and procedures
- Ability to develop and maintain training materials
- Ability to communicate effectively, verbally and in writing

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Ability to collaborate with internal and external stakeholders at all levels of the organization
Ability to promote agency activities on data sharing

Service Period
Start date: 12-2-2022
End date: 08-31-2023

Hours: 8:00 AM to 5:00 PM (8-hour days with flexibility on start and end times between 7:00 AM and 6:00 PM)
Days per week: Monday-Friday

Department: Data Governance Program, Office of the Chief State Epidemiologist
Street Address of Work Location: 1100 W. 49th Street
City/State/Zip: Austin, Texas 78756
Bldg/Room#: Moreton Building

Supervisor Contact (Time card approval/resume reviewer/interviewer): Carrie Bradford
Phone: (512) 560-2936
Email: carrie.bradford1@dshs.texas.gov

Additional/Alternate Contact Name: Earl Lundquist
Phone: (512) 317-8669
Email: earl.lundquist@dshs.texas.gov

Agency Contact: Saher Prasla
Phone: 512-776-6553
Email: saher.prasla@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: 512-834-8242
Email: tempservicepo@workquesttx.com; mpierulla@workquesttx.com

PCS Purchasing contact
Rosetta Coleman, CTCM, CTCD
Phone number: (512)-406-2677
Email address: rosetta.coleman03@hhs.texas.gov

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| 1-1 | Program Specialist VI- Regular Hours- Experienced | 962-69 | 1848.00 | HR | 66.78000 | \$123,409.44 | 12/02/2022 |
| Schedule Total | | | | | | \$123,409.44 | |
| Item Total for Line 1 | | | | | | \$123,409.44 | |
| 2-1 | Program Specialist VI- Regular Hours- Experienced | 962-69 | 1848.00 | HR | 66.78000 | \$123,409.44 | 12/02/2022 |
| Schedule Total | | | | | | \$123,409.44 | |
| Item Total for Line 2 | | | | | | \$123,409.44 | |
| Total PO Amount | | | | | | \$246,818.88 | |

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  | 12/02/2022 |
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