

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000306064
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 12/05/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 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: Hanna, Mary Beth

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 210754
PO Service Dates 12-05-2022 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 services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those services ordered and received by the agency. Any funds not utilized by 08-31-2023 are automatically canceled.

Texas District: 02

Job classification: 1575
Job class title: Program Specialist VI
Job skill level: Experienced
Temp: Janelle Holder
Hours per week: 40
Estimated hours: 1760

JOB DESCRIPTION: This temporary position reports to the Director of Logistics for Regulatory Services. The Program Specialist VI will submit and oversee requisitions into the Centralized Accounting and Payroll/Personnel System (CAPPS) to purchase personal protective equipment (PPE), rapid testing kits, and other supplies for distribution to skilled nursing facilities, nursing homes, and other long-term care facilities throughout Texas. This position will be responsible for establishing regional distribution centers across Texas and communicating to the facilities the process for pick up of the supplies. This position will be responsible for monthly progress and expenditure reports.

Knowledge, Skills, Abilities:
Knowledge of state purchasing processes, ability to organize information and create reports, ability to multi-task, ability to use Excel spreadsheets for organization and tracking.

Service Period
Start date: December 05, 2022
End date: August 31, 2023

Hours: 8 a.m. to 5 p.m.
Days per week: Monday through Friday

Department: HHSC-Regulatory Services
Street Address of Work Location: 2561 Matlock Road
City/State/Zip: Arlington, Texas 76015
Bldg/Room#: TBD

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

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Phone: 210-436-9279
Email: Linda.Loehringer@hhs.texas.gov
Agency Contact: Kate Harville
Phone: 210-288-8754
Email: Katheryne.Harville@hhs.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

PCS Purchasing contact
Mary Beth Hanna
512-406-2544
MaryBeth.Hanna@hhs.texas.gov

**Per contract at no additional charge, we request a standard DPS criminal history check.

1-1	FY23 Strikeforce Temp-1 position- Program Specialist VI-Experienced- Arlington-District 2	962-69	1760.00	HR	58.06000	\$102,185.60	12/05/2022
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Schedule Total	\$102,185.60
Item Total for Line 1	\$102,185.60
Total PO Amount	\$102,185.60

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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

Mary Beth Hanna, GCIS, CTM

12/05/2022