

# Health and Human Services Commission

## 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-3-0000306810</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> 12/16/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States
			<b>Page</b> 1

**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:** 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 CWF-Gary Smith MD

EX/0- TGC 2155.441 - Managed Term Contract 962-S3  
Requisition 0000213816  
PO Service Dates 12/15/2022 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: 4437  
Job class title: Physician II (Pos #81821)  
Job skill level: Expert  
Temp: 1  
Hours per week: 40  
Estimated hours:

**JOB DESCRIPTION:**

State Agency Medical Consultant (SAMC) is a licensed physician (medical or osteopathic doctor) in the State of Texas, hired by and reporting to the Social Security Administration (SSA) state Disability Determination Services (DDS) Medical Consultant Services Division. The SAMC is responsible for making accurate and timely physical and/or mental disability determinations on SSA disability claims based on SSA disability regulations.

Duties include: Performing highly advanced disability determination medical case reviews ensuring the Social Security disability case is fully documented; all significant facts are reflected in the determination; conflicting evidenced is reconciled; the conclusion reached is sound and rational; the weight given to the evidence is explained; the reasoning and thought process followed in evaluating the evidence are reflected; and the effect of the impairment(s) on the disability applicants work capacity is clearly indicated. Work is performed under limited supervision, with considerable latitude for the use of initiative and judgment.

DDS employees perform all business functions for SSA, using the federal SSA network and equipment. Homeland Security Presidential Directive (HSPD)-12 security clearance is required.  
DDS employees perform all business functions for SSA, using the federal SSA network and equipment. Homeland Security Presidential Directive (HSPD)-12 security clearance is required.

Knowledge, Skills, and Abilities (Please copy and paste here if on another document):  
Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.

Skill in applying SSA medical regulations, policies, and procedures relating to disability adjudication.  
Skill in evaluating physical and mental impairments as prescribed by Social Security.

# Health and Human Services Commission

## 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-3-0000306810</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> 12/16/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States
			<b>Page</b> 2

**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:** Coleman, Rosetta V 512/406-2677

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

Skill in reading and analyzing documents, reports, and correspondence, and relating the information to the requirements for disability determinations within the framework of the SSA disability program.  
 Ability to interpret rules, regulations, policies, procedures and diagnostic evaluations and assessments.  
 Skill in communicating both written and verbally, for understanding, to both medical professionals and lay-persons.  
 Skill in establishing and maintaining effective working relationships and rapport with managers, co-workers, supervisors, medical community, claimants, attorneys, the general public and other DDS, HHS, and SSA partners.  
 Ability to use Social Security Administration software system or a comparable system.  
 Ability to protect and safeguard confidential and sensitive personal, medical, and vocational information in accordance with federal and state mandates.  
 Skill in adapting to program changes and fluctuating workloads.  
 Ability to manage time, work under pressure, organize job related responsibilities, and meet deadlines.  
 Knowledge of the provisions of the Social Security Act.  
 Knowledge of legal principles as they apply to the SSA disability program.

Service Period  
Start date: 12/15/2022  
End date: 03/15/2023

Hours: 40 Hrs  
Days per week: 8:00 AM to 5:00 PM

Department: MCS  
Street Address of Work Location: HHS/DDS, 6101 E Oltorf St.  
City/State/Zip: Austin, Tx 78741  
Bldg/Room#:

Supervisor Contact (Time card approval/resume reviewer/interviewer): Elizabeth Castillo  
Phone: 512-437-8135  
Email: elizabeth.castillo@ssa.gov

Additional/Alternate Contact Name: Donna Aleman  
Phone: 512-437-8873  
Email: donna.aleman@ssa.gov

Agency Contact:  
Donna Aleman  
Phone: 512-437-8873  
Email: donna.aleman@ssa.gov

Contract Specialist: Dana Sherrill  
Phone: 512-206-4992  
dana.sherrill@hhs.texas.gov

# Health and Human Services Commission

## 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-3-0000306810</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> 12/16/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States
			<b>Page</b> 3

**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:** Coleman, Rosetta V 512/406-2677

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

Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
CPA ID#: 84202

Contact: Jennifer Cortinas  
Phone: 737-209-7295  
Email: tempservicepo@workquesttx.com; jennifer.cortinas@gsgtalentsolutions.com

\*\*CWF Name: Gregory Smith MD\*\*

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

\*\*reference PO# HHSTX-3-0000293810\*\*

1-1	12/15/2022- 3/15/2023 Position MCS/ 81821 Temp Svs, Physician II, Expert	962-69	552.00	HR	191.92000	\$105,939.84	12/16/2022
-----	---	--------	--------	----	-----------	--------------	------------

<b>Schedule Total</b>	\$105,939.84
<b>Item Total for Line 1</b>	\$105,939.84
<b>Total PO Amount</b>	\$105,939.84

# Health and Human Services Commission

## 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-3-0000306810</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> 12/16/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> <b>Page</b> 4
			<b>Ship To:</b> 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 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:** Coleman, Rosetta V 512/406-2677

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

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**

*Rosetta Coleman, CTCM*

**12/16/2022**