

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-3-0000307356
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 12/28/22
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: 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
PO funding term: 12/2/2022 - 08/31/2023
EX/0 TGC 418.014
Requisition 0000213732
STAR# 00-315067

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 Category: Disaster Finance Specialist

Job Description: Provide administrative support and technical assistance for the SMOC Finance Team
 Assist to the State Medical Operations Center (SMOC) Finance Section Chief and staff;
 Schedule SMOC Finance meetings and send out calendar invites to attendees;
 Develop and implement necessary processes and procedures;
 Develop and maintain files, records, and reports using MS Office products;
 Prepare and edit correspondence, reports and other written documents;
 Conduct research and assists in compiling data, reconciliation, and preparing reports for submission;
 Track and report staff time incurred during or in support of SMOC Operations;
 Monitor and process State of Texas Assistance Requests (STARs);
 Provide cost estimates and route STARs in WebEOC;
 Onboarding of new SMOC Finance Staff members;
 Gather financial documents (invoices, order forms, etc) by utilizing CAPPs Financial;
 Monitor and track costs, voucher payments, purchase order, invoice, and voucher numbers using EXCEL, WORD, and SharePoint;
 Assist where needed: Conduct reconciliation and audit of budget reports, invoices for reimbursement, and supporting documentation for EMTF/FEMA reimbursements;
 Track and report the burn rate of costs associated with response operations to DSHS Budget Director, Chief Financial Officer, and the State Operations Center (SOC);
 Prepare special reports for the SMOC Finance Chief;
 Work efficiently and effectively in a crisis;
 Develop and maintain design workplace tools such as file libraries, excel worksheets, word documents, SharePoint databases during the response activities; and
 Review State of Texas guidelines, policies, and procedures to ensure purchases, approvals, and reimbursement processes are allowed.

Vendor contact
Brooksource Technical Youth LLC (BrookSource)
VID 13521071509
Virginia Jones

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Email: vjones@brooksource.com
Direct: 512-643-5015
Mobile: 251-786-7425

Agency contact and/or Contract manager
Beverly Taylor
Phone Number: 512-776-2284
Email: Beverly.Taylor@dshs.texas.gov

HHSC PCS Purchasing Contact:
Demetta Muhammad
Phone: 512-406-2423
Email: demetta.muhammad02@hhs.texas.gov

1-1	1 Item: STAR# 00-315067 The purpose of this requisition is for three existing finance contractors to work on Non-Federally supported events at \$65.00x1520hrs=\$98,800. FY23 -To be issued on a New PO: 12/05/2022 through 08/31/2023. Brooksource	962-69	1520.00	HR	65.00000	\$98,800.00	12/28/2022
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Schedule Total \$98,800.00

Contract Documents Attached:
Funding approval email
Star

Item Total for Line 1 \$98,800.00

Total PO Amount \$98,800.00

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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



12/28/2022