

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-3-0000308687
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 01/20/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1
			Ship To: 5702 - Eagle Pass:1593 S Veterans DEPARTMENT OF STATE HEALTH SERVICES 1593 S Veterans Blvd Eagle Pass TX 78852 United States

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: 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 215997
PO Service Dates 01-20-2023 to 08-31-2023

Terms and Conditions per Managed Term Contract 962-S3 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 or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods actually ordered and received by the agency. Any funds not utilized by 08-31-2023 are automatically canceled.

Send resumes to Rosy De Los Santos. Rosy De Los Santos will be the contact for interviews. Rosy.Delossantos@dshs.texas.gov; 830-758-4241
Texas District: 22

Job classification: 4074
Job class title: Public Health and Prevention Specialist III
Job skill level: Experienced
Temp: 1
Hours per week: 40
Estimated hours: 1560

Job Description: Public Health and Prevention Specialist II works under the guidance of the Program Specialist V and management of the Office of Border Public Health (OBPH) Region 8 Manager. Activities include but are not limited to collecting data for planning and coordinating project activities for the Supplemental Nutrition Assistance Program Education (SNAP-Ed) initiative. Entering data into reporting system and preparing it for analyses. Assisting with implementation of project activities in the community and schools. Promoting and recruiting participants for project activities. Coordinating and planning meetings with stakeholders. Providing nutrition education to partnering entities. Assisting with completing reports and budgets. Developing and updating bilingual (English/Spanish) supplemental materials. Planning and conducting training courses.

Knowledge, Skills, Abilities (Please copy and paste here if on another document):
 Knowledge of public health issues and essential public health functions
 Knowledge of nutrition and physical activity health promotion activities
 Knowledge in program and policy assessment, planning, development, implementation, and evaluation
 Knowledge of local, state, and federal laws, regulations, and policies
 Knowledge of population-based health outcomes measurement and health delivery systems, including managed care
 knowledge of chronic disease and risk factors and evidence-based interventions
 Knowledge of cultural practices on the US-Mexico border
 Knowledge of current social, economic, and public health issues
 Knowledge of Mexican public health systems and programs.
 Knowledge of computers, hardware or peripherals, and software.
 Skill and ability with formative and summative evaluation strategies
 Skill and ability forming steering committees, coalitions, and leading strategic planning.

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			Page 2

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Skill in communicating (orally and in writing) in English and Spanish, including demonstrated ability in report writing
 Skill in researching and interpreting policies, rules, and requirements
 Skill in gathering and analyzing data for program decisions and writing reports
 Skill in effective verbal and written communication as well as public speaking
 Skill in working with diverse groups and committees comprised of internal and external stakeholders
 Skills in developing and delivering presentations to both lay and professional groups.
 Skill in time management and organization.
 Skill in planning, coordinating, and conducting workshops, conferences, and meetings
 Skill in planning and executing program activities
 Skill in cross-cultural communication
 Ability to work with Microsoft Office Software and statistical software packages for qualitative and quantitative data analysis.
 Ability to organize and carry out community development activities.
 Ability to plan, develop, and facilitate meetings or presentations to community and steering committee members
 Ability to stay current on grant data collection and reporting requirements
 Ability to multi-task in a fast paced, high stress environment
 Ability to use office machines, printers, PC, copier, fax machines, and calculator
 Ability to understand and follow written and verbal direction
 Ability to exercise independent and sound judgement
 Ability to solve problems and deal with a variety of variables; ability to interpret and provide instructions furnished in written, verbal, diagram, or schedule form
 Ability to read, write, speak, and understand English and Spanish and communicate effectively with others
 Ability to perform simple and complex arithmetic for time-keeping, counting calculations, statistical analysis
 Ability to pay attention to detail and accuracy
 Ability to provide excellent customer service
 Ability to build relationships with internal and external stakeholders based on shared priorities
 Ability to facilitate groups with divergent opinions

Service Period
Start date: 01-02-2023
End date: 08-31-2023

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

Department: RLHO
Street Address of Work Location: 1593 S Veterans Blvd
City/State/Zip: Eagle Pass, TX 78852
Bldg/Room #: Cubicle will be assigned/may work remotely

Supervisor Contact (Time card approval/resume reviewer/interviewer): Rosy De Los Santos
Phone: 830-758-4241
Email: rosy.delossantos@dshs.texas.gov
Agency Contact: Esmeralda Guevara
Phone: 830-758-4254

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Email: Esmeralda.guevara@dshs.texas.gov

Accounts Payable Contact: Itzel Cardenas
Phone: 830-758-4297

Email: invoices@dshs.texas.gov and itzel.cardenas@dshs.texas.gov and Esmeralda.guevara@dshs.texas.gov and rosy.delossantos@dshs.texas.gov
Invoice Address: Department of State Health Services; 1100 W 49th St; P.O. Box 149347; Austin, TX 78756

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Regional Contact: Mike Pierulla - South Texas Region
Phone: 512-834-8242 Cell: 512-699-0575
E-mail: mpierulla@workquesttx.com
CC: tempservicepo@workquesttx.com

HHSC 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 Public Health and Prevention Specialist III	962-69	1560.00	HR	29.10000	\$45,396.00	01/20/2023
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Schedule Total \$45,396.00

Item Total for Line 1 \$45,396.00

Total PO Amount \$45,396.00

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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

Mary Beth Hanna, CRED, CTEM

01/20/2023