

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-3-0000311327
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 03/03/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: W465 - Austin:701 W 51st St HEALTH & HUMAN SERVICES COMMISSION 701 W 51st St PO Box 149030 Ste 450 Austin TX 78751 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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

FY23 Funding
EX/0- TGC 2155.441 - Managed Term Contract 962-S3
Requisition 219614
PO Service Dates 03-03-2023 to 07-31-2023

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.

Texas District: 14

Job classification: 0138
Job class title: Customer Service Representative V
Job skill level: Experienced
Temp 1: Jorene Litton
Temp 2: Sandra Griffin
Hours per week: 40
Estimated hours: 2016

Job Description: Performs highly advanced customer service work in a call center environment. Work involves contact with Health and Human Services Commission Medicaid Long Term Care (LTC) providers, Medicaid recipients, agency case workers and eligibility staff regarding filing claims for services and billing issues. Researches and analyzes complex data within multiple systems to determine problems and enters/corrects data to ensure the continued processing of the claim and documents according. Interprets section policies and procedures for filing claims for services provided under Hospice, Nursing Homes, Intermediate Care Facilities and various waiver programs including Home and Community-based Services, Texas Home Living, Deaf Blind Multiple Disabilities, and Community Living Assistance and Support Services.

Knowledge, Skills, and Abilities: Knowledge of Medicaid programs preferred. Skill in the use of standard office equipment. Skill and experience resolving complicated billing issues promptly and efficiently. Ability to apply policies and procedures. Ability to review problems and recommend solutions. Ability to communicate verbally with stakeholders.

Service Period
Start date: 03-03-2023
End date: 08-31-2023

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

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-3-0000311327
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 03/03/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision
			Page 2
			Ship To: W465 - Austin:701 W 51st St HEALTH & HUMAN SERVICES COMMISSION 701 W 51st St PO Box 149030 Ste 450 Austin TX 78751 United States

Vendor: 1741976051
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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

Department: Claims Management Division Provider Claims Services
Street Address of Work Location: 701 W. 51st Street
City/State/Zip: Austin, TX 78751
Bldg/Room #: Winters Building/Cubicle will be assigned

Supervisor Contact (Time card approval/resume reviewer/interviewer): Marie Redman
Phone: 512-438-2268
Email: Marie.Redman@hhs.texas.gov

Additional Agency Contact: Miramar Lozano
Phone: 512-438-2171
Email: Miramar.Lozano@hhs.texas.gov

Additional Contact (if not the Supervisor for Time-card approval): Maritza Trevino
Phone: 512-438-2262

Accounts Payable Contact: HHSC Accounting
Phone: 512-424-6901
Email: HHSC_AP@hhsc.state.tx.us
Invoice Address: Health Human Services Commission; 4601 W Guadalupe St, Austin, TX 78751

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:tempervicepo@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.

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-3-0000311327
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 03/03/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 3
			Ship To: W465 - Austin:701 W 51st St HEALTH & HUMAN SERVICES COMMISSION 701 W 51st St PO Box 149030 Ste 450 Austin TX 78751 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
	Non-IT Temp Staff for PCS_Marie Redman						
					Schedule Total	\$45,168.48	
					Item Total for Line 1	\$45,168.48	
2-1	Non-IT Temp Staff for PCS_Marie Redman	962-69	1008.00	HR	44.81000	\$45,168.48	03/03/2023
					Schedule Total	\$45,168.48	
					Item Total for Line 2	\$45,168.48	
					Total PO Amount	\$90,336.96	

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, CPOD, CPCM

03/03/2023