

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-3-0000313128
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 03/27/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1964 - Austin:1100 W 49th St (DHT) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DHT) PO Box 149347 Ste T713 Austin TX 78756 United States
			Page 1

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: Andrews, Kimberly 972/337-6254

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-M3
Requisition 00002221051
PO Service Dates 03/27/23 Thru 08/31/2023
NIGP: 962-69
Previous PO# 0000294177

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 Class#: 4076
Job Class Title: Public Health and Prevention Specialist III
Rate (Entry Level, Experienced, Expert): Expert

Job Description: The temporary staff will be responsible for accessing hospital and medical records systems; and identifying, abstracting, and reviewing birth defects cases.

Essential Job Functions: The temporary staff will be responsible for accessing hospital and medical records systems; and identifying, abstracting, and reviewing birth defects cases.

Knowledge, Skills, and Abilities:

Knowledge of International Classification of Diseases (ICD) codes specific to birth defects cases;
Skilled at abstracting data from hospital and clinical medical records systems; and
Previous and extensive experience and knowledge related to the abstraction of both simple and complex birth defects cases entered in the Birth Defects registry system.

Work Hours: __8:00__:AM to __5:00__:PM
Work Days: (ie. Mon-Fri) Monday-Friday
Work Hours per Week: 40
Start Date: 05/01/23
End Date: 08/31/23
Department: DSHS
Street Address: 1100 W. 49th Street
City: Austin
Bldg/Room#: n/a (remote workers)
Supervisor Name: Karen Johnson
Supervisor Phone Number: 713-767-3314

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-3-0000313128
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 03/27/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1964 - Austin:1100 W 49th St (DHT) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DHT) PO Box 149347 Ste T713 Austin TX 78756 United States
			Page 2

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: Andrews, Kimberly 972/337-6254

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

Supervisor Email: karen.johnson@dshs.texas.gov

If additional or alternate contacts are needed, please enter the information below.

Additional Contact Name: Dan Driggers
Contact Phone Number: 512-776-6151
Contact Email: dan.driggers@dshs.texas.gov

Contact Name (if not supervisor): Don Penn
Contact Phone Number: 512-776-6197
Contact Email: don.penn@dshs.texas.gov

Name of Temp (if known): Ruby Garcia, Belinda Preece, Alice Jones

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

PCS:
Kimberly Andrews, CTCD
Purchaser V- Services Department
Procurement and Contracting Services (PCS)
801 S Hwy 161 Suite 620, Office F
Grand Prairie, Texas 75051
Teleworking-please call thru Microsoft
Office: 972-337-6254
Kimberly.Andrews@hhs.texas.gov

1-1	Request to Extend Two Temporary Staff for the Birth Defects Epidemiology and Surveillance Branch at 540 hours per 2 employees for 4 months (May 1, 2023-August 31,2023)	962-69	1080.00	HR	57.27000	\$61,851.60	05/01/2023
-----	---	--------	---------	----	----------	-------------	------------

Schedule Total	\$61,851.60
Item Total for Line 1	\$61,851.60

2-1	Request to Extend One Temporary Staff for the Birth Defects Epidemiology and	962-69	720.00	HR	57.27000	\$41,234.40	05/01/2023
-----	--	--------	--------	----	----------	-------------	------------

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-3-0000313128
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 03/27/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 3
			Ship To: 1964 - Austin:1100 W 49th St (DHT) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DHT) PO Box 149347 Ste T713 Austin TX 78756 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: Andrews, Kimberly 972/337-6254

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

Surveillance Branch at 720 hours over 4 months (May 1, 2023 -August 31, 2023)

Schedule Total \$41,234.40

Item Total for Line 2 \$41,234.40

Total PO Amount \$103,086.00

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 <i>Kimberly Andrews, CTED</i>	03/27/2023
---	-------------------