

# Department of State Health Services

## 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-3-0000313143</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> 03/27/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1 - 3/30/2023
			<b>Page</b> 1
			<b>Ship To:</b> 1642 - Austin:1100 W 49th St (RDM) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (RDM) PO Box 149347 Ste 351 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
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FY23 funding  
EX/0- TGC 2155.441 - Managed Term Contract 962-M3  
Requisition 0000222982  
PO Service Dates 04/01/23 Thru 08/31/2023  
NIGP: 962-69

Extension of temps - 2 RS V and 2 Clerk III positions  
Service dates April 2023 through August 2023  
Reference PO #HHSTX-3-0000302248

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.

Research Specialist V  
Job Class#: 0608  
Job Class Title: Research Specialist V  
Rate (Entry Level, Experienced, Expert): Experienced  
Job Description:

Research Specialist V performs highly advanced (senior-level) research and epidemiological work. Position reports to Manager of the Surveillance and Data Analytics Group within the Maternal and Child Health Epidemiology (MCH Epi) Unit. May supervise the work of Clerk III position as well as any other temp staff. Determines and reviews medical records requested to help determine if women were pregnant the year prior to their death among confirmed or unconfirmed cases. Develops and helps monitor the records database along with coordinating efforts to ensure accuracy of all entries. Reviews policies and procedures used in conducting and administering the teams Maternal Mortality and Morbidity Review Committee (MMMRC) activities and makes sure that the team follows appropriate policies and procedures. Plays a major role in supporting the Texas MMMRC by conducting statistical analysis using various data sources and clinical information for validation, thereby producing the most accurate results. Work is performed under minimal supervision with extensive latitude for the use of initiative and independent judgement. Other duties as assigned on other projects. Knowledge, Skills, and Abilities: Knowledge of the principles and functions of public health. Knowledge of laws and rules applicable to confidentiality and the management of protected health information. Knowledge and experience with maternal and child health epidemiology. Knowledge of advanced statistical techniques and methods. Knowledge of statistical software, especially SAS, SPSS, and/or Stata, and Microsoft Office products, especially Word, Excel, Access, PowerPoint, and Outlook. Skill in effective verbal communication, including preparation and presentation of complex data analysis. Ability to organize and present information effectively, both orally and in writing, to a variety of audiences, including state and federal agency staff, legislators, and other stakeholders, which may require synthesis and translation of complex information into simpler terms. Ability to develop and effectively deliver training and technical assistance about research/data methods and procedures. Ability to work in collaboration with others as part of a team and to manage multiple deadlines.

Clerk II  
Job Class#: 0059  
Job Class Title: Clerk III

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Rate (Entry Level, Experienced, Expert): Experienced  
Job Description:

Performs complex (journey-level) clerical work for the Maternal Mortality and Morbidity Review Committee under supervision of the Manager of the Surveillance and Data Analytics Group in Maternal and Child Health Epidemiology. Work involves scanning confidential medical and legal records, assisting epidemiology staff in tracking records and record processes in a preexisting database, requesting medical and legal records with electronic fax software, conducting web searches and calling facilities and individuals to find contact information for records requests, contacting medical facilities, law enforcement agencies, and county offices via phone or email to follow up on records requests, filing records electronically and in filing cabinets, editing and encrypting electronic medical and legal records using Adobe Acrobat, assisting epidemiology staff in transferring files, collecting and sorting mail daily from the mailbox, and assisting with record destruction. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Knowledge, Skills, and Abilities: Knowledge of office procedures; of spelling, punctuation, grammar, and arithmetic; of business or program terminology, methods, and procedures; and of records administration and maintenance techniques and procedures. Skill in the use of a computer and office equipment. Ability to prepare and maintain records, files, and reports; to make arithmetic computations; and to communicate effectively.

Work Hours: 7:00 AM to 4:00 PM

Work Days: Mon-Fri

Work Hours per Week: 40

Start Date: 04/01/2023

End Date: 08-31-2023

Department: Maternal and Child Health Epidemiology

Street Address: 1100 West 49th Street

City: Austin, TX 78610

Bldg/Room#: M351

Supervisor Name: Michelle Cook

Supervisor Phone Number: 512-776-2870

Supervisor Email: michelle.cook@dshs.texas.gov

Agency Contact:

Beverly Collins-Moore

Health Screening and Oral Health Unit Assistant

Ofc) 512-776-2008

Beverly.collinsmoore@dshs.texas.gov

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

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

please email mchepi@dshs.texas.gov. For everything else, please email Dr. Dyanne Herrera-Vasquez at dyanne.herreravasquez@dshs.texas.gov

1-1	Research Specialist V	962-69	856.00	HR	<b>\$66.78</b>	<b>\$57,163.68</b>	04/01/2023
<b>Schedule Total</b>						\$57,163.68	
<b>Item Total for Line 1</b>						\$57,163.68	
2-1	Research Specialist V	962-69	856.00	HR	66.78000	\$57,163.68	04/01/2023
<b>Schedule Total</b>						\$57,163.68	
<b>Item Total for Line 2</b>						\$57,163.68	
3-1	Clerk III	962-69	856.00	HR	31.47000	\$26,938.32	04/01/2023
<b>Schedule Total</b>						\$26,938.32	
<b>Item Total for Line 3</b>						\$26,938.32	
4-1	Clerk III	962-69	856.00	HR	31.47000	\$26,938.32	04/01/2023
<b>Schedule Total</b>						\$26,938.32	
<b>Item Total for Line 4</b>						\$26,938.32	
<b>Total PO Amount</b>						\$168,204.00	

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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**

*Kimberly Andrews, CTED*

**03/30/2023**