

# 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-3-0000313171</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>  <b>Page</b> 1
			<b>Ship To:</b> 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop 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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

FY23  
EX/0- TGC 2155.441 - Managed Term Contract 962-M3  
Requisition 0000226059  
PO Service Dates 03/27/23 Thru 08/31/2023  
NIGP: 962-69

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.

District: 14

Position Number(s): Temporary Contractor  
Functional Job Title: Program Specialist  
Class Title: Program Specialist IV  
Class Number: 1573  
Salary Schedule/Group: B-20  
FLSA Status:  
Work Location: 201 W. Howard Lane, Austin, TX 78753  
HHSAS Department Name: TB and Hansens Disease Unit  
HHSAS Department ID Number: H34000  
Bureau/Facility/Division: Division of Laboratory and Infectious Disease Services  
Agency: Department of State Health Services

Supervisors Name: Sandra Morris  
Supervisors Phone Number: 512/289-0963

**Job Description:**  
Under the guidance of the senior public health advisor and supervision of the continuing quality improvement group manager, performs highly advanced consultative and technical work in the Continuing Quality Improvement Group of the Tuberculosis (TB) and Hansens Disease Unit regarding TB process improvement principles, techniques and procedures. Works to review and assess vendor performance including local and regional TB programs progress towards meeting the Centers for Disease Control and Prevention (CDC) requirements fo the Uniting for Ukraine (U4U) project.  
**ESSENTIAL JOB FUNCTIONS**  
Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.  
(40%) Participates in assessing and providing technical assistance to 30 local health departments and eight public health regions performing surveillance and case management activities for Ukrainians receiving TB services. Monitors, reviews and evaluates compliance with contractual expectations.  
(35%) Collects and analyzes TB program performance by reviewing various program reports and data and making recommendations for program improvement. Reviews and evaluates information on service delivery system methods, outputs, activities, and trends to identify gaps in resources and recommends and implements improvements to resolve technical problems. Assess vendor performance in capturing laboratory screening data by reviewing monthly reports.  
(10%) Works as a member of cross-team workgroups on evaluative and contractual projects related to U4U.

# 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-3-0000313171</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> <b>Page</b> 2
			<b>Ship To:</b> 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop 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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

(10%) Studies and analyzes operations and problems, prepares reports of findings and recommendations, and prepares justifications for the implementation of procedural. Prepares final report for submission to CDC.  
(5%) Perform other duties as assigned.

**EXPERIENCE AND EDUCATION**

Experience in a field related to the agency program. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

List the knowledge, skills, and abilities critical to performance in this position:

- Knowledge of medical terminology and Texas public health laws, including those regarding notifiable conditions
- Knowledge of tuberculosis control and prevention policies and procedures
- Knowledge of customer service philosophy, displaying ability to provide customer friendly services to agencies and the public
- Skilled in making presentations for small and large audiences
- Skill in using computers, Internet, and applicable software to develop a database, develop forms and generate reports (MS Word, Excel and Outlook)
- Skill in data entry, data management and analysis
- Skills in organizing and writing reports using business English grammar and a professional/business writing style
- Skills in conducting program oversight and evaluation
- Skills in developing and maintaining effective working relationships across organizational lines
- Ability to communicate effectively verbally and in writing
- Ability to work independently exercising sound judgment
- Ability to develop and maintain effective working relationships with managers, co-workers, the public and professional groups.
- Ability to understand complex procedures and tasks to include interpreting laboratory results and abstracting from medical records
- Ability to maintain confidential material
- Ability to abide by Texas Department of State Health Services, Standards of Conduct and policies and procedures
- Ability to be resourceful and apply initiative to assigned tasks with limited supervision
- Ability to prioritize workload and manage multiple tasks
- Ability to take initiative in becoming involved with various workgroups
- Ability to exercise independent judgment in evaluating situations and making recommendations
- Ability to provide constructive and critical feedback and guidance to programs
- Ability to identify problems and formulate solutions by developing/implementing logical, effective and realistic solutions

Work Hours: 8am to 5pm  
Work Days: Mon-Fri  
Work Hours per Week: 40

\*\*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

# 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-3-0000313171</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> 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States
			<b>Page</b> 3

**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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

Teleworking-please call thru Microsoft  
Office: 972-337-6254  
Kimberly.Andrews@hhs.texas.gov

Agency Contact:  
Michelle Ellison  
Staff Services Officer  
Tuberculosis and Hansens Disease Unit  
Texas Department of State Health Services  
P.O. 149347  
Mail Code 1939  
Austin, TX 78714-9347  
Physical address: 201 West Howard Lane, Austin, Texas 78753  
737-255-4460

Mike Pierulla - South Texas Region  
Major cities: Austin, Beaumont, Corpus Christi, El Paso, Houston, San Antonio  
Phone: 512-834-8242 E-mail: mpierulla@workquesttx.com

1-1	Program Specialist IV	962-69	800.00	HR	54.65000	\$43,720.00	03/31/2023
-----	-----------------------	--------	--------	----	----------	-------------	------------

**Schedule Total**           \$43,720.00          

**Item Total for Line 1**           \$43,720.00          

**Total PO Amount** \$43,720.00

# 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-3-0000313171</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> <b>Page</b> 4
			<b>Ship To:</b> 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop 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
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

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*

**03/27/2023**