

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-3-0000313315
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 03/28/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 3 - 4/5/2023
			Page 1
			Ship To: 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
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FY23 funding
EX/0- TGC 2155.441 - Managed Term Contract 962-S3
Requisition 0000224245
PO Service Dates 03-28-2023 to 08-31-2023

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 services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those services ordered and received by the agency. Any funds not utilized by 08-31-2023 are automatically canceled.

Job Class #: 1575
Number of Temp.staff requested: 1
District Number: 14
Job Title: Program Specialist VI
Rate (Entry Level, Experienced, Expert): Experience Rate

Job Description:
Performs highly advanced (senior-level) business analysis and technical assistance work for the Immunization Section under the direction of the Vaccine Operations Unit Director. Participates in business process planning, development and implementation. Coordinates projects and teams activities to achieve Section goals and objectives. Studies and analyzes operations and issues, and prepares reports of findings and recommendations in the different points of service. Prepares and assists in the preparation of administrative reports, studies and specialized technical projects. Provides consultative services and technical assistance to plan, implement and monitor effective programs and services. Works with program staff in determining trends and resolving technical issues. Reviews and evaluates information on service delivery system methods, outputs and activities in order to identify gaps in resources and recommend improvements. Develops procedures and workflows. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Knowledge, Skills, and Abilities (KSA):
Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.
(30%) Conducts detailed studies and reviews, defines problems in areas such as administrative practices, workflow, and other business processes. Functions as a consultant to plan, implement and monitor effective business process improvement recommendations.
(25%) Develops management/workflow reporting tools for program areas. Compile and analyze statistical information to assist management in making informed decisions.
(20%) Assist with tracking the development and approval of business process, system, and reporting requirements. Coordinates with program and IT staff in discovery, development, and implementation of program systems.
(20%) Develop workflow procedures and provide training, technical assistance, and information-sharing to program staff.
(5%) Other duties as assigned: include but are not limited to actively participating and/or serving in a supporting role to meet the agency's obligations for disaster response and/or recovery or Continuity of Operations (COOP) activation. The division is an active partner in response activities. Such participation may require an alternate shift pattern assignment and/or location.

Requirements:
Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, coordination of people and resources, and of project management principles and practices; computer systems and applications for data management; data systems, processes, and

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visualization tools; public administration and management techniques; program planning and implementation; Project Management practices, principles, and processes; Software Development Life Cycle (SDLC) methodologies.

Skill in business, program, and system analysis; developing goals, objectives, and procedures to monitor and evaluate progress; writing analyses, documentation and reports; organizing and presenting complex information to a variety of audiences verbally and in writing; identifying problems, evaluating alternatives, and negotiating and implementing solutions; translating complex technical information verbally and in writing for non-technical audiences.

Ability to maintain excellent working relationships with all stakeholders to deliver multiple interdependent initiatives that span various stakeholders; devise effective solutions to administrative and fiscal barriers and problems; concise, accurate reports; develop and evaluate policies and procedures; write and revise standards and procedures; assess and manage priorities; communicate clearly, concisely, and effectively; work in a team-approach collaborative environment; apply a critical and analytical approach to problem-solving; gather, assemble, and analyze facts; plan, organize, schedule, and monitor completion of assigned projects; work independently and to deliver results in an environment of broad, consultative management.

Work Hours: Between 7:30 AM to 6:00 PM, with overtime depending on System Project
 Work Days: Monday-Friday; and maybe on a weekend during system testing
 Work Hours per Week: 40, with some overtime due to workload or deadlines
 Start Date: 03/28/2023
 End Date: 08-31-2023
 Department: DSHS-LIDS-Immunization Unit - Vaccine Operations Unit (VOU)
 Street Address: 1100 W 49th St, Austin, Texas 78756, Bldg/Room T308
 Supervisor Name (Time card approval/resume reviewer/interviewer):
 Timesheet Approvers?
 Vaccine Operations Unit
 Texas Department of State Health Services
 Phone: 512-776-
 Email: garrett.cottom@dshs.texas.gov
 Additional/Alternate Contact Name: Dona Hulse
 Email: dona.hulse@dshs.texas.gov
 Agency Contact:
 Soto, Gabriela (DSHS) Gabriela.Soto@dshs.texas.gov

Per contract at no additional charge, we request a standard DPS criminal history check. However, criminal background checks, which utilize sources other than or in addition to DPS and for areas beyond Texas, are available upon request at an additional fee of \$25.00 for each personnel. This additional charge should be included on the purchase order as requested.

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

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Kimberly.Andrews@hhs.texas.gov

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

Note to vendor: send invoices to this email address: Invoices@dshs.state.tx.us
Note to Claims: Send Invoice approval to pay to Tammy.Randall@dshs.texas.gov

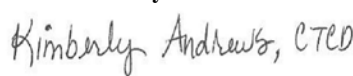
1-1	1-PSVI Goodwill Temporary Staff IMMU 03/28/2023 - 08/31/2023 - ONE Temp. staff	962-69	1050.00	HR	\$66.78	\$70,119.00	03/28/2023
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Schedule Total	\$70,119.00
Item Total for Line 1	\$70,119.00
Total PO Amount	\$70,119.00

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 	04/05/2023
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