

# 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-3-0000313842</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> 04/03/23
<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> 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
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FY23 Funding  
EX/0- TGC 2155.441 - Managed Term Contract 962-S3  
Requisition 0000225018  
PO Service Dates 04-03-2023 to 08-31-2023

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: 4076  
Job class title: Public Health and Prevention Specialist III  
Job skill level: Entry Level  
Hours per week: 40  
Estimated hours: 2667

Duties of the positions are as follows:

- Schedule calls with other states to discuss duplicate resolution
- Resolve duplicate case pairs in eHARS, THISIS, or access database as directed by the HIV Epidemiology and Surveillance Group Manager
- Enter duplicate resolution outcomes into eHARS or assigned access database
- Enter updated lab, residence and diagnosis information for matching case pairs with other states
- Support HIV/STD Core Surveillance Program by ensuring accurate and complete data collection

Knowledge Skills Abilities:

- Knowledge of Federal, State and local laws, regulations and practices related to emergency management, ESF-8, and public health preparedness and response
- Knowledge of the National Incident Management System (NIMS), and the use of Incident Command System
- Knowledge public health services available to local communities during emergencies and disasters
- Knowledge of the concepts of planning, training and exercising including Homeland Security Exercise and Evaluation Program
- Knowledge of structure of state and local public health agencies, administrations and management
- Knowledge of core competencies and capabilities of public health preparedness and response
- Knowledge of medical countermeasures for distribution and dispensing of medications
- Knowledge of strategic national stockpile (SNS), City Readiness Initiative (CRI) and CHEMPACK programs
- Skill in developing and implementing complex plans and procedures
- Skill in problem identification, analysis and resolution
- Skill in using database, spreadsheet and graphic software packages including Microsoft Office

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Skill in accurate and effective written and oral communication skills  
 Skill in process facilitation techniques, team building negotiation, conflict resolution and vision building  
 Skill in utilizing project management principles to meet deadlines and accomplish a number of multiple tasks  
 Skill in providing technical assistance and training to a variety of stakeholders  
 Ability to organize and prioritize workload to meet deadlines  
 Ability to prepare written reports and develop and implement policies and procedures  
 Ability to communicate effectively both verbally and in writing  
 Ability to establish and maintain effective working relationships with internal and external partners and stakeholders  
 Ability to identify problems and implement appropriate solutions  
 Ability to work independently, exercising sound judgment  
 Ability to initiate projects and work on multiple projects at the same time  
 Ability to work discreetly and maintain confidentiality  
 Ability to respond to disasters which may require overnight travel  
 Ability to handle crisis situations

PCS Contact:  
 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

Agency Contact:  
 Elenwa, Faith Chuka

Felisha Rodriguez HIV/STD Section Department of State Health Services PO Box 149347, MC 1873 Austin, Texas 78714 Cell: 737-281-9078 Email: Felisha.Rodriguez@dshs.texas.gov

Christine Contreras Manager, PHID Customer Services Administrative Operations Division for Laboratory and Infectious Disease Services Texas Department of State Health Services PO Box 149347, MC 1927 | Austin, Texas 78714-9347 Office: 512-776-2863 | Cell: 512-297-7995 Fax: 512-776-7229

1-1	FY23 Temp Services 4076 PHPS III Entry Level (x5 ea) to support HIV Surv (3Y105)	962-69	2667.00	HR	40.07000	\$106,866.69	04/14/2023
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**Schedule Total**                     \$106,866.69

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Goodwill Temp Services

**Item Total for Line 1**                     \$106,866.69

**Total PO Amount** \$106,866.69

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*

**04/03/2023**