

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-3-0000313843 |
| 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 04/03/23 |
| All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. | | | Revision 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop 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-S3
Requisition 0000225048
PO Service Dates 04-03-2023 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.

Texas District: 14

Job classification: 1574
Job class title: Program Specialist V
Job skill level: Entry Level
of temps: 7
Temp: TBD
Hours per week: 40
Estimated hours: 5708

Job classification: 1572
Job class title: Program Specialist III
Job skill level: Entry Level
of temps: 1
Temp: TBD
Hours per week: 40
Estimated hours: 708

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 medical terminology
Knowledge of current social, economic and public health issues preferably related to HIV and AIDS
Knowledge of data collection
Skill in good communication over the phone and in person
Skill in good phone etiquette
Skill in with using databases to do searches for information
Skill in documentation of detailed tasks

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-3-0000313843 |
| 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 04/03/23 |
| All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. | | | Revision 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop 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 |
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|

- Ability to communicate effectively in written and spoken formats
- Ability to interpret public health laws and regulations
- Ability to train and coordinate the work of others
- Ability to analyze and evaluate public health needs
- Ability to work and interact with people of diverse backgrounds, education level and cultures
- Ability to maintain security and confidentiality
- Ability to use and enter data into tables and spreadsheets
- Ability to take detailed notes and document detailed progress
- Ability to collect data using standardized methods
- Ability to retrieve data from medical records review
- Ability to plan and organize work in a logical and efficient manner
- Ability to solve problems and adapt to changing situations in the field
- Ability to travel extensively and on short notice (up to 40% of work time)

Essential Job Functions:

35%: Conducts extensive and detailed lead searches to locate relevant patient contact information using a variety of databases and search tools. Locates eligible persons to recruit for participation in the project. Contacts eligible persons through cold calls, letters, home visits, and medical facility intercepts to recruit for participation in the project. Collaborates and consults with contracted local health agencies, private physicians and individuals regarding the procedures and implementation of the MMP and surveyed medical information. Travels to facilities of sampled persons, forms and maintains professional working relationships with the facilities to help with patient recruitment, using facility space, coordinating data collection activities.

25% Conducts medical record reviews and recording its data from various sources including electronic medical records, paper records, and those located at medical facilities. Documents electronic data collection of medical record information onto a secured data entry site while following local and CDC protocols and procedures. Travels statewide to conduct medical record reviews and record data. Requests medical records for participating sampled persons in a timely manner. Follows-up on medical record requests sent to facilities. Follows-up on release of information forms sent to interviewed persons.

20% Conducts survey interviews of participants. Maintains security and confidentiality of participants and quality of interview data by following protocol, using probing techniques and a professional demeanor. Meets and exceeds individual interview goals to meet CDC mandated benchmarks. Assists in linking persons to medical care and social services when needed.

5%: Monitors data collection activities, conducts process and program evaluation and provides recommendations to improve the work flow, coordination, and communication among team members. Provides technical assistance and monitors procedures for efficiency and assists in data analysis for planning and coordinating MMP. Formulates definitions, standards, and policies for the effective and efficient functioning of MMP and the enforcement of security and confidentiality rules and policies.

5%: Trains other data collectors in usage of data collection tools and equipment. Conducts literature search and prepares training materials for use in public health training courses related to data collection activities. Conducts group discussions related to data collection activities in public health surveillance and epidemiology.

5%: Develops and maintains procedure manuals for MMP data collection activities and evaluates relevant field activities. Assesses data collection goals and objectives and recommends changes based on progress evaluations to improve efficiency. Assists with translating documents from English to Spanish.

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-3-0000313843 |
| 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 04/03/23 |
| All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. | | | Revision 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States |
| | | | Page 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 |
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|

5%: Performs related duties as assigned by supervisor (marginal functions). 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. Such participation may require an alternate shift pattern assignment and/or location.

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 1574 Program Specialist V Entry Level (x7 ea) to support HIV Surv (3Y105) | 962-69 | 5708.00 | HR | 48.83000 | \$278,721.64 | 04/14/2023 |
|-----|--|--------|---------|----|----------|--------------|------------|

Schedule Total \$278,721.64

Goodwill Temp Services

Item Total for Line 1 \$278,721.64

| | | | | | | | |
|-----|--|--------|--------|----|----------|-------------|------------|
| 2-1 | FY23 Temp Services 1572 Program Specialist III Entry Level (x1 ea) to support HIV Surv (3Y105) | 962-69 | 708.00 | HR | 42.81000 | \$30,309.48 | 04/14/2023 |
|-----|--|--------|--------|----|----------|-------------|------------|

Schedule Total \$30,309.48

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-3-0000313843 |
| 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 04/03/23 |
| All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. | | | Revision 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States |
| | | | Page 4 |

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 |
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|
|----------|--------------------------------------|------------|----------|-----|----------|--------------|----------|

Goodwill Temp Services

Item Total for Line 2 \$30,309.48

Total PO Amount \$309,031.12

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