

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000315529
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 04/25/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 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 - HHSC
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
PO Box 149030
Austin TX 78751
United States

Fax: 512/438-2086
Email: HHSC_AP@hhsc.state.tx.us

Purchaser: Coleman, Rosetta V 512/406-2677

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 0000227724

PO Service Dates 04/25/2023 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 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.

Texas District:14
Job classification:1575
Job class title: Program Specialist VI
Job skill level: Entry
Temp: 1 (Natalie Montalo)
Hours per week: 40
Estimated hours: 880

JOB DESCRIPTION:

The Program Specialist VI Project Field Liaison performs highly advanced (senior-level) consultative services and technical assistance work. Work involves planning, developing, and implementing major agency program(s) and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public. Works under moderate supervision, with considerable latitude for the use of initiative and independent judgment. This position is a temporary, grant-funded position.

Knowledge, Skills, and Abilities (Please copy and paste here if on another document):

Knowledge of services provided to people with Intellectual and Developmental Disabilities, local, state, and federal laws related to the program area; public administration and management techniques; statistical analysis processes; budget processes; research techniques; training and marketing techniques; and program management processes and techniques.

Skill in identifying measures or indicators of program performance and the use of a computer and applicable software.

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market programs; to prepare reports; to develop, evaluate, and interpret policies and procedures; to communicate effectively; and to serve as a lead worker providing direction to others.

Service Period
Start date: May 1
End date: August 31, 2023

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000315529
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 04/25/23
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 - HHSC
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
PO Box 149030
Austin TX 78751
United States

Fax: 512/438-2086
Email: HHSC_AP@hhsc.state.tx.us

Purchaser: Coleman, Rosetta V 512/406-2677

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	--------------------------------------	------------	----------	-----	----------	--------------	----------

Hours: 8:00 AM to 5:00PM

Days per week:40

Department: Community Services / Special Projects

Street Address of Work Location: 701 W. 51st Street
City/State/Zip: Austin, Texas 78751

Bldg/Room#: _____
Supervisor Contact (Time card approval/resume reviewer/interviewer): Marc Mullins and Lisa Pounds
Phone: 512-708-0791 (Marc)/936-404-5421 (Lisa)
Email: marc.mullins@hhs.texas.gov/lisa.pounds@hhs.texas.gov

Agency Contact:
Phone: _____
Email: LaQuette.Newsme01@hhs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202

Contact: Mike Pierulla
Phone: (512) 451-8145
Email: mpierulla@workquesttx.com
Email:tempservicepo@workquesttx.com; mpierulla@workquesttx.com

PCS contact: Rosetta Coleman,CTCM, CTCD
Phone number: (512)-406-2677
Email address: rosetta.coleman03@hhs.texas.gov

1-1	Temp Employee- Competitive Integrated Employment Salary	962-69	880.00	HR	55.72000	\$49,033.60	04/25/2023
-----	---	--------	--------	----	----------	-------------	------------

Schedule Total	\$49,033.60
Item Total for Line 1	\$49,033.60

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000315529
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 04/25/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 3
			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 - HHSC
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
PO Box 149030
Austin TX 78751
United States

Fax: 512/438-2086
Email: HHSC_AP@hhsc.state.tx.us

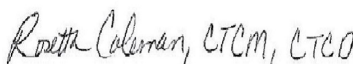
Purchaser: Coleman, Rosetta V 512/406-2677

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Total PO Amount							\$49,033.60

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 	04/25/2023
--	-------------------