

# Health and Human Services Commission

## 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-3-0000319009</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> 06/06/23
<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-HHSC Accounting  
HEALTH & HUMAN SERVICES COMMISSION  
4601 W Guadalupe St  
Austin TX 78751  
United States

**Fax:** 512/424-6901  
**Email:** HHSC\_AP@hhsc.state.tx.us

**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  
FY23 funding  
EX/0- TGC 2155.441 - Managed Term Contract 962-S3  
NIGP: 962-69

Requisition 0000235739  
PO Service Dates 06/06/2023 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.

Will resumes and/or interviews be required? Yes  
If so, please state whom to send the resumes and who will be the contact for interviews.  
Mark Kendall  
Mark.kendall@hhs.texas.gov  
713-265-8877

1. Job Class #: 1325
2. Current/Previous reference PO # (if applicable): N/A
3. Number of contractors requested: 1
4. District Number (see bottom of this document): 15
5. Job Title: Inspector V
6. Rate (Entry Level, Experienced, Expert): Experienced
7. Job Description (Please copy and paste here if on another document):
8. Knowledge, Skills, and Abilities (Please copy and paste here if on another document):
9. Work Hours: 8AM 5PM
10. Work Days: Monday-Friday
11. Work Hours per Week: 40
12. Start Date: 05/02/2023
13. End Date: 08/31/2023
14. Department: Survey Operations
15. Street Address (Report-to Worksite Location):  
City/State/Zip:  
Bldg/Room#:

Region 8  
1067 Bandera Road  
San Antonio, 78228- 1 temp

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- 16. Is parking available? Y/N
- 17. Supervisor Name (Time card approval/resume reviewer/interviewer): Renee Blanch-Haley  
Phone: 512-438-2505  
Email: Renee.Blanch-Haley@hhs.texas.gov
- 18. Additional/Alternate Contact Name: Mark Kendall  
Phone: 713-265-8877  
Email: mark.kendall@hhs.texas.gov
- 19. Contact (if not the Supervisor for Time card approval):  
Phone:  
Email:
- 20. Name of Temp(s) (if known):
- 21. Accounts Payable Contact Name:  
Phone:  
Email:  
Invoice Address:

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.

Agency Contact:  
Odilia Saiz, CTCM  
Regulatory Services, Workforce Support  
Health and Human Services Commission  
(806) 457-5333

Mark Kendall  
Phone: 713-265-8877  
Email: mark.kendall@hhs.texas.gov

PCS Contact:  
Kimberly Andrews, CTCD, CTCM  
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

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	Antonio						
<b>Schedule Total</b>						\$33,461.12	
LATE REQUISITION APPROVAL EMAILS ATTACHED.							
<b>Item Total for Line 1</b>						\$33,461.12	
2-1	FY23 LTCR Temp Inspector V San Antonio Travel	993-10	1.00	LOT	5000.00000	\$5,000.00	06/06/2023
<b>Schedule Total</b>						\$5,000.00	
<b>Item Total for Line 2</b>						\$5,000.00	
<b>Total PO Amount</b>						\$38,461.12	

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*

**06/06/2023**