

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-4-0000324332
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 09/01/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States

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: Augustus, Wendlyn Denett

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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EX/0- TGC 2155.441 - Managed Term Contract 962-S3
Requisition 0000227964
PO Service Dates 09/01/2023 to 08/31/2024

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 08/31/2024 are automatically canceled.

FY24 CWF Position 410 Administrative Assistant II
Job Class #: 0152

Number of contractors requested: 1

District Number: 14

Job Title: Administrative Assistant II (Pos. #410)

Rate: Experienced: \$35.49

Name of Temp: VACANT

Job Description:
The DDO Administrative Assistant II must have knowledge of customary office equipment to include personal computers, multi-line telephones, fax machines, and copiers.
Prefer experience with Microsoft Office to include MS Excel.
Must have good communication skills.

Duties include:
Receives inbound telephone inquiries and makes outbound calls to claimants, medical providers, school districts, and SSA field office staff members.
Receives, reviews, processes, and distributes documents received by mail or electronically.
Monitors office equipment for proper functioning.
Inputs and modifies data into various software applications.
Enters data and prepares correspondence accurately and in a timely manner.
DDS employees perform all business functions for SSA, using the federal SSA network and equipment. Homeland Security Presidential Directive (HSPD)-12 security clearance is required.

Knowledge, Skills, and Abilities:
Skilled in effective verbal and written communication.
Skilled in using a variety of computer software applications.

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Skilled in establishing and maintaining effective working relationships and interactions with other agency personnel as well as external contacts.

Work Hours: 8:00 AM to 5:00 PM
Work Days: Monday-Friday
Work Hours per Week: 40 Hrs.
Start Date: 09/01/2023
End Date: 08/31/2024

Health Human Services Commission
Mail Code: 3500
4900 N. Lamar Blvd.
Austin, TX 78751
Bill Code:3500
Medical Social Services Division

Department: DDO
Street Address (Report-to Worksite Location):
HHSC/DDS
6101 E. Oltorf Street
City/State/Zip: Austin, TX 78741
Bldg/Room#:
parking available? Y/N- yes

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751

Supplier Payee ID: 1741976051

CPA ID# 84202

Regional Contract: Mike Pierulla - South Texas Region
Phone: 512-834-8242 Cell: 512-699-0575
Email: mpierulla@workquesttx.com
CC: tempservicepo@workquesttx.com

Supervisor Name:
Name: Duane Anthony Flores
Phone: 512-437-5321
Email: duane.flores@ssa.gov

Additional/Alternate Contact Name: Donna Aleman
Phone: 512-437-8873
Email: donna.aleman@ssa.gov

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DDS Contact: Donna Aleman
Phone: 512-437-8873
Email: donna.aleman@ssa.gov
Invoice Address: DDS.TX.S49.ESO@ssa.gov

Final Destination: Ngan-Chi Doan
Email: DDS.TX.S49.AP@ssa.gov
Phone: 512-437-8641

Contract Specialist: Dana Sherrill
Email: Dana.Sherrill@hhs.texas.gov
Phone: 512-206-5647

Accounts Payable Contact Name: Gloria Rodriguez
Phone: 512-437-5021
Email: Gloria.rodriguez@ssa.gov

PCS contact: Wendlyn Augustus
Email address: wendlyn.augustus@hhs.texas.gov

Current/Previous reference PO #: HHSTX-3-0000295196

Confidential Information:
Award vendor will have access to confidential information.
Homeland Security Presidential Directive (HSPD)-12 security clearance is required

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.

1-1	9/1/2023-9/30/2023 Position DDS 410, Temp Services, Administrative Assistant II, Experienced	962-69	168.00	HR	35.49000	\$5,962.32	09/01/2023
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Schedule Total \$5,962.32

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Item Total for Line 1						\$5,962.32	
2-1	10/1/2023-8/31/2024 Position DDS 410, Temp Services, Administrative Assistant II, Experienced	962-69	552.00	HR	35.49000	\$19,590.48	10/01/2023
Schedule Total						\$19,590.48	
Item Total for Line 2						\$19,590.48	
Total PO Amount						\$25,552.80	

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 	08/12/2023
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