

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-4-0000325667
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 1873 - Austin:201 W Howard Ln DEPARTMENT OF STATE HEALTH SERVICES 201 W Howard Ln Ste 200 Austin TX 78753 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: Hanna, Mary Beth

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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1-1	FY24-Public Health Prevention Specialist II. Job Class 4074 District 14 entry 2 temps	962-69	1296.00	HR	39.84000	\$51,632.64	09/01/2023
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Schedule Total \$51,632.64

FY24 Funding
EX/0- TGC 2155.441 - Managed Term Contract 962-S3
Requisition 0000230819
PO Service Dates 09/01/2023 to 12/31/2023

Goods and/or services are to be delivered and invoiced after September 1, 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 08/31/2024 are automatically canceled.

Texas District: 14

Job classification: 4074
Job class title: Public Health Prevention Specialist II
Job skill level: Experienced
Temp: 2 Temp Staff Requested

Job classification 1783
Job class title: Training and Development Specialist III
Job skill level: Experienced
Temp: 2 Temp Staff Requested

Job classification: 1572
Job class title: Program Specialist III
Job skill level: Entry
Temp: 6 Temp Staff Requested

JOB DESCRIPTION: Staff will work with jurisdictions to ensure data entry of paper labs and provider reports are completed in a timely manner. Will complete data entry of labs, provider reports and congenital syphilis investigations for STD surveillance. Will assist with data quality activities for STD

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surveillance data including congenital syphilis. Will also perform deduplication activities in THISIS. Will work with STD surveillance team to assist with proofing and revising training materials for workforce development.

Knowledge, Skills, and Abilities: Knowledge of public health, data collection or data management
Skill with computer data entry. Ability to communicate via telephone or Microsoft teams.
Ability to work independently and self-motivate.

Service Period
Start date: 09/01/2023
End date: 12/31/2023

Hours: 8 a.m. to 5 p.m.
Days per week: Monday through Friday

Department: TB/HIV/STD Section
Street Address (Report-to Worksite Location): 201 W Howard Lane
City/State/Zip: Austin, TX 78753
Bldg/Room#: 201

Contract Manager: Darlene Winzenried
Phone: 512-776-6586
Email: Darlene.Winzenried@dshs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Garrett Wilson, Senior Branch Manager, GSG Talent Solutions
Phone: 512-637-7199
Email: garrett.wilson@gsgtalentsolutions.com
Contact: Karin Wilcox, State Account Coordinator
Phone: 737-209-7290
Email: karin.wilcox@gsgtalentsolutions.com
CC: tempservicepo@workquesttx.com

HHSC PCS Purchasing Contact
Mary Beth Hanna, CTCD, CTCM
512-406-2544
MaryBeth.Hanna@hhs.texas.gov

Reference FY23 PO 299961

**Per contract at no additional charge, we request a standard DPS criminal history check.

Item Total for Line 1 \$51,632.64

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2-1	FY24-Training and Development Specialist III, Job Class 1783, District 14 Entry 2 temp	962-69	1296.00	HR	44.66000	\$57,879.36	09/01/2023
Schedule Total						\$57,879.36	
Item Total for Line 2						\$57,879.36	
3-1	FY24 Program Specialist III job class 1572 Entry - 6 temps	962-69	5136.00	HR	47.50000	\$243,960.00	09/01/2023
Schedule Total						\$243,960.00	
Item Total for Line 3						\$243,960.00	
Total PO Amount						\$353,472.00	

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

Mary Beth Hanna, GCIS, CTEM

08/21/2023

