

# Department of State Health Services

## 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-4-0000325682</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> 09/01/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 5716 - San Antonio:7430 Louis Past DEPARTMENT OF STATE HEALTH SERVICES 7430 Louis Pasteur Dr San Antonio TX 78229 United States

**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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FY24 Funding  
EX/0- TGC 2155.441 - Managed Term Contract 962-S3  
Requisition 0000231186  
PO Service Dates 09/01/2023 to 5/31/2024

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: 13

Job classification: 4074  
Job class title: Public Health Prevention Specialist II  
Job skill level: Expert  
Temp: 1 Temp Staff Requested

Job classification: 1573  
Job class title: Program Specialist IV  
Job skill level: Expert  
Temp: 1 Temp Staff Requested

**JOB DESCRIPTION:** Under supervision of the Region 8 Community Health Improvement Manager (PHR 8 CHI) and with guidance from PHR 8 Health Disparity Coordinator and CHI PS V, the PS IV performs advanced consultative services and technical assistance to address health disparities in Calhoun County in collaboration with community stakeholders and partners using community engagement and participatory learning and action strategies. Uses a variety of methods, data collection and analysis to assess for health disparities around public health emergency preparedness, response, and related impacts, including pandemics such as COVID-19. Provides leadership to Calhoun health disparity team and works closely with PHR 8 Healthy Disparity Oversight Committee. Helps team plan, implement, and evaluate action plans and programs to address the disparities in their service area. Identifies training needs around working with health disparate populations and provides guidance to and coordinates training for staff and community groups. Conducts public hearings and group discussions related to public health programs or proposals. Prepares administrative reports and studies, and performs specialized research projects. During public health emergencies, including pandemic responses such as COVID-19, all PHR 8 employees are expected to provide related public health or emergency response services. This may include response, recovery or Continuity of Operations (COOP) activities. This participation may require a change in shift, location and/or supervisor. Works under minimal supervision, with considerable latitude for use of initiative and independent judgment.

**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.

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			<b>Page</b> 2

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Service Period  
Start date: 09/01/2023  
End date: 5/31/2024

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

Department: RLHO, PHR 8, Community Health Improvement  
Street Address (Report-to Worksite Location): 436 Highway 35 TX  
City/State/Zip: Port Lavaca, TX, 77979  
Bldg/Room#: DSHS, #110, 113, and 116

Contract Manager: Katherine Serna Velasquez  
Phone: 210-232-0428  
Email: Katherine.Velasquez@dshs.texas.gov

Additional/Alternate Contact Name: Tina Castellanos  
Phone: 210-464-1864  
Email: Tina.Castellanos@dshs.texas.gov

Contact (if not the Supervisor for Time card approval): Tina Castellanos

Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
Mike Pierulla  
Regional Representative  
1011 East 53 Street  
Austin, TX 78751  
Office (512) 451-8145  
Fax (512) 450-5519  
Mobile (512) 699-0575  
Email: mpierulla@workquesttx.com  
CC: tempservicepo@workquesttx.com

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

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

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	FY24 DSHS86-PHR 8 Health Disparities (948) 1573 Program Specialist IV, Expert in Region 8; District 13; location: 468 TX-35, Port Lavaca Texas 77979; Position is from 6/1/2023 to 5/31/2024. This requisition is for 9/1/2023 through 5/31/2024	962-69	1496.00	HR	53.25000	\$79,662.00	09/01/2023
<b>Schedule Total</b>						\$79,662.00	
<b>Item Total for Line 1</b>						\$79,662.00	
2-1	FY24 DSHS86 - PHR 8 Health Disparities (948) 407 4 PHP Specialist II, Expert in Region 8; District 13; Location-468 TX-35, Port Lavaca Texas 77979; position is from 6/1/2023 to 5/31/2024 This requisition is for 9/1/2023 through 5/31/2024	962-69	1496.00	HR	41.32000	\$61,814.72	09/01/2023
<b>Schedule Total</b>						\$61,814.72	
<b>Item Total for Line 2</b>						\$61,814.72	
3-1	FY24 DSHS86-PHR 8 Travel as needed; payable at the State of Texas published rate; 6/1/2023 to 5/31/2024; mileage, rental car, hotel and peridium. This requisition is for 9/1/2023 through 5/31/2024	962-69	1.00	LOT	600.00000	\$600.00	09/01/2023
<b>Schedule Total</b>						\$600.00	
<b>Item Total for Line 3</b>						\$600.00	

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**Total PO Amount** \$142,076.72

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.

<b>Authorized By</b> <i>Mary Beth Hanna, GCIS, CCM</i>	<b>08/21/2023</b>
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