

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-4-0000337305
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 01/25/24
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 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

Exempt Reason: WORKQUEST MANAGED CP

Purchaser: Coleman,Rosetta V 512/406-2677

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 0000252510

PO Service Dates 01/25/2024 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/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 08-31-2024 are automatically canceled.

Texas District: 8
Job classification: 1325
Job class title: Inspector V
Job skill level: Experienced
Temp: 1
Hours per week: 40
Estimated hours: 480

JOB DESCRIPTION:

Inspector V

In this front-line field position, the Inspector V investigates reports of abuse, neglect, and exploitation of adults and children with mental illness or intellectual, developmental, and physical disabilities in State Hospitals, Managed Care, and Community Intellectual and Developmental Disability (IDD) services. Investigations occur in various settings such as facilities and private residences. Investigations are completed in accordance with Texas Administrative Code and Provider Investigations policy. Occasionally might need to testify at hearings or in court proceedings to provide information regarding policy/procedures, history, findings, or activities.

- Knowledge of Provider Investigations agency policies, procedures, and standards.
- Knowledge of Texas laws relating to Provider Investigations and protective services.
- Knowledge of the population Provider Investigations serves adults and children with mental health issues and intellectual, developmental, and physical disabilities.
- Knowledge of crisis intervention techniques and skills.
- Knowledge of differing cultures/ethnic groups and values.
- Skill in establishing and maintaining effective working relationships.
- Skill in effective verbal and written communication.
- Ability to work in a potentially emotion-filled environment.
- Ability to operate a computer, tablet, laptop device, smartphone, and various software packages, including Microsoft Office.
- Ability to operate standard office equipment, including fax and copy machines.
- Ability to conduct interviews in various locations, including private residences, day habilitation facilities, group homes, and state-operated facilities.

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			Page 2

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Ability to work in environments where violent and dangerous individuals may be present.

Service Period
Start date: 2/2/2024
End date:05/31/2024

Hours: _8_:00_AM to _5_:00__PM

Days per week: M-F as needed

Department: Regulatory Services
Street Address of Work Location: Full Time Telework
City/State/Zip: Austin,
Bldg/Room#:

Supervisor Contact (Time card approval/resume reviewer/interviewer): Jeremy Sobotka
Email: Jeremy.sobotka@hhs.texas.gov

Additional/Alternate Contact Name: Jennifer Crowson
Email: jennifer.crowson@hhs.texas.gov

Agency Contact :Ariana Williams
Phone: (512) 696-3784
Email: Ariana.Williams@hhs.texas.gov

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

Contact: Taylor Jordan
Phone:817-232-8881
Email:tempservicepo@workquesttx.com; tjordan@workquesttx.com

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

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1-1	FY24 Temporary Staff - 1 Position (Inspector V-Experienced) - Abilene 02/01/2024-05/31/2024	962-69	480.00	HR	40.44000	\$19,411.20	01/31/2024
Schedule Total						\$19,411.20	
Item Total for Line 1						\$19,411.20	
2-1	FY24 Travel - As Needed Payable at published State of Texas Rates - 02/01/2024-05/31/2024	993-10	1.00	LOT	400.00000	\$400.00	01/31/2024
Schedule Total						\$400.00	
Item Total for Line 2						\$400.00	
Total PO Amount						\$19,811.20	

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

Rosetta Coleman, CTCM, CTCO

01/25/2024

