

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-4-0000340911
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 03/15/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4554 - Austin:4616 W Howard Ln HEALTH & HUMAN SERVICES COMMISSION 4616 W Howard Ln Ste 275 Austin TX 78728 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 0000257120

PO Service Dates
03-15-24 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: 14
Job classification: 1080
Job class title: Financial Analyst I
Job skill level: Experienced
Temp: 1 Crisel Martinez
Hours per week: 40
Estimated hours: 08:00 a.m.-5:00p.m

JOB DESCRIPTION:
Under the direction of the Program Services Director serves as contract liaison for the WIC funds management team which involves financial analysis and regulatory work including the application of state and federal regulations. Develops and implements program policy and procedure regarding funds management. Responsible for billing, tracking, monitoring, and reporting for contracted local agencies to support WIC activities. Participates in program planning, and serves as program expert regarding funds management, service delivery system methods, outputs, budgeting, and allowable program costs. Prepares reports regarding funds distribution, application of program policy and procedure, local agency monthly participation, incentive funding, and historical financial data, analyzes these reports, and recommends change regarding budgeted amounts, contractors, and program policy and procedure. Serves as financial liaison for local agency directors, vendor contractors and provides guidance and technical assistance on program services and the availability and use of earned administrative surplus funds (asset and liability tracking/analysis). Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

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Essential Job Functions Description:
 Develops and implements program policy and procedure regarding funds management. Responsible for billing, tracking, monitoring, and reporting for contracted local agencies to support WIC activities and other WIC vendors. Performs detailed review, preparation, processing, and approval for payment of voucher/claims submitted by contractors. Responsible for the reconciliation of approved vouchers/claims to the CAPPs PeopleSoft system and ensuring compliance with established procedures, requirements, laws, and regulations; completeness of data; and presence of adequate documentation. (40%)
 Assist in managing and administering the program budget/financial operations for the WIC Program. Serves as a consultant on budget/financial aspects of program strategic planning. Makes recommendations on the allocation and utilization of funds. Strategizes with section and program staff regarding program policies, operations, funding requirements, federal and state requirements, directives and constraints. Provides budget/fiscal impact analyses and recommendations on proposed state and federal regulations, legislation, rules and riders. Develops documents and improves operating procedures and controls. Develops financial objectives and strategies. Serves as subject matter expert (SME) on the CAPPs Financial system and provides technical assistance to staff as needed. Confers with program staff on budget/financial concerns/problems and offers technical assistance and solutions. (30%)
 Monitors and coordinates third-party (USDA) financial reviews, including the accumulation of data, financial modeling, reporting, and monitoring of responses. Performs technical assistance to implement oversight activities to ensure effective contracted outcomes and adherence to compliance requirements. Works with contractors and internal agency staff in the resolution of technical problems and develops programmatic solutions to complex issues and concerns. (20%)
 Interfaces with local, state, and federal officials on contractor guidelines, activities and issues. Represents Performance Management Unit at planning sessions, committees, workgroups and meetings. (5%)
 Other duties as assigned include but are not limited to actively participating and/or serving in a supporting role to meet the agency's obligations for disaster response and/or recovery or Continuity of Operations (COOP) activation. Such participation may require an alternate shift pattern assignment and/or location. (5%)
 Licensure, Certification or Registration Description:
 Experience in financial analysis and regulatory work. Graduation from an accredited four-year college or university with major coursework in accounting, business administration, finance, economics, or a related field is generally preferred. Experience and education may be substituted for one

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another.
 Knowledge, Skills, and Abilities (Please copy and paste here if on another document): Knowledge of HHSC state and federal regulations applicable to client service contracting.
 Knowledge of planning, evaluation and implementation of client service contracts.
 Knowledge of budgeting, RFPs and writing and reviewing contracts.
 Knowledge of program monitoring and evaluation.
 Knowledge of financial analyses and examination procedures for regulated entities.
 Knowledge of financial and industry terminology and practices.
 Knowledge of statistical analysis.
 Skill in the use of a computer and applicable software. (Microsoft Word, Excel, Access).
 Skills in analyzing information and data modeling.
 Skill in providing training and technical assistance activities for providers of health care services.
 Skill in identifying problems, evaluating alternatives and implementing solutions.
 Skill in verbal and written communication.
 Ability to communicate clearly and effectively in verbal and written form.
 Ability to develop, evaluate and interpret policies and procedures.
 Ability to analyze, evaluate, and summarize financial and management records for accuracy and conformance to procedures, rules, and regulations;
 Ability to gather, assemble, correlate and analyze facts and devise solutions to operational problems.
 Ability to prepare reports and correspondence regarding findings;
 Ability to exercise independent judgment in the performance of job assignments under general supervision.
 Ability to work well within a large multi-disciplinary team and act as a team lead for key projects.
 Ability to establish effective working relationships with staff at all levels of an organization, agencies, providers, stakeholders and elected officials.
 Ability to think creatively and support creative thinking in others.
 Ability to analyze data and reports and communicate appropriate actions based on analysis.

Service Period
 Start date: 3-15-2024
 End date: 08-31-2024
 Hours: _8_:00_AM to _5_:00 p.m. generally but some evening or weekend hours may be needed
 Days per week: M-F

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Department: TexasWIC
Street Address 4616 W. Howard Lane, Suite 275
City/State/Zip: Austin, TX 78728
Bldg/Room#:2

Supervisor Contact (Time card approval/resume reviewer/interviewer): Leigh Maclean
Phone: 512-380-4316
Email: leigh.maclean@hhs.texas.gov

Additional/Alternate Contact Name: Natalia Kobidze
Phone: 512-341-4527
Email: Natalia.Kobidze1@hhs.texas.gov

Agency Contact: Lisa Rogge
Phone: (512) 341-4523
Email: Lisa.Rogge@hhs.texas.gov

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

Contact: Paige O'Boyle
Phone: 512-730-3162
Email: tempservicepo@workquesttx.com; paige.oboyle@peakperformeers.org

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

Accounts Payable Contact Name: Melissa Anderson
Phone: 512-341-4512
Email: melissa.anderson@hhs.texas.gov
Invoice Address: Health and Human Services Commission
4601 W Guadalupe St
Austin, Texas 78751

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All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 5
		Ship To:	4554 - Austin:4616 W Howard Ln HEALTH & HUMAN SERVICES COMMISSION 4616 W Howard Ln Ste 275 Austin TX 78728 United States

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(for HHS Accounts payable use only): WIC PROGRAM INVOICE APPROVER: MELISSA ANDERSON AT MELISSA.ANDERSON@hhs.texas.gov

1-1	Temporary Services, Financial Analyst I (Experienced), Job Class# 1080, Temp Name: Crisel Martinez (Peak Performers), Term: Date PO issued through 08/31/24	962-69	1080.00	HR	59.79000	\$64,573.20	03/15/2024
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Schedule Total _____ \$64,573.20
Item Total for Line 1 _____ \$64,573.20
Total PO Amount \$64,573.20

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 	03/15/2024
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