

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-5-0000342465
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 09/01/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1 - 4/3/2024
			Page 1
			Ship To: 5702 - Eagle Pass: 1593 S Veterans DEPARTMENT OF STATE HEALTH SERVICES 1593 S Veterans Blvd Eagle Pass TX 78852 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

Exempt Reason: WORKQUEST MANAGED CP

Purchaser: Remschel, Corie

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY25 funding
EX/0- TGC 2155.441 - Managed Term Contract 962-S3
Requisition 259586
PO Service Dates 09/01/2024 to 09/30/2024

Services are to be delivered and invoiced after September 1, 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 09/30/2024 are automatically canceled.

Texas District: 22

Job classification: 4074
Job class title: Public Health and Prevention Specialist II
Job skill level: Experienced
Temp: Adela Ponce, Blanca Garza
Hours per week: 40
Estimated hours: 312

JOB DESCRIPTION: Public Health and Prevention Specialist II works under the guidance of the Program Specialist V and management of the Office of Border Public Health (OBPH) Region 8 Manager. Activities include but are not limited to collecting data for planning and coordinating project activities for the Supplemental Nutrition Assistance Program Education (SNAP-Ed) initiative. Entering data into reporting system and preparing it for analyses. Assisting with implementation of project activities in the community and schools. Promoting and recruiting participants for project activities. Coordinating and planning meetings with 2 stakeholders. Providing nutrition education to partnering entities. Assisting with completing reports and budgets. Developing and updating bilingual (English/Spanish) supplemental materials. Planning and conducting training courses.

Service Period
Start date: 1/2/2023
End date: 9/30/2024

Hours: 8:00am - 5:00pm
Days per week: Monday - Friday

Department: RLHO
1593 S Veterans Blvd

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City/State/Zip: Eagle Pass, TX 78852

Supervisor Contact (Time card approval/resume reviewer/interviewer):
Rosy De Los Santos
Phone: (830) 758-4241
Email: rosy.delossantos@dshs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact:
Phone:
Email: tempservicepo@workquesttx.com (also add email address of representative from temp agency fulfilling this request)

PCS Purchasing contact
Corie Remschel
corie.remschel@hhs.texas.gov
Email address

1-1	FY24 SNAP Public Health and Prevention Specialist II (September 2024)	962-69	156.00	HR	29.04000	\$4,530.24	09/01/2024
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Schedule Total \$4,530.24

Documents attached: Approval Email, WorkQuest Staff CRC, Goodwill SNAP Ed PHPS II Temp Services, Workquest Cost Breakdown, Job Description, Staffing Agency Contractor Temporary Requests SNAP Ed September 2024.

Item Total for Line 1 \$4,530.24

2-1	FY24 DSHS-RLHO Travel As Needed (September 2024) Public Health and Prevention Specialist II Experienced Eagle Pass	993-10	1.00	LOT	200.00000	\$200.00	09/01/2024
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Schedule Total _____ \$200.00

Item Total for Line 2 _____ \$200.00

Total PO Amount \$4,730.24

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

Corie Renschel, CTCD

04/03/2024