

# Health and Human Services Commission

## 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-5-0000342544</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> 09/01/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States
			<b>Page</b> 1

**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:** Andrews, Kimberly 972/337-6254

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY25 -Services AFTER 09/01/2024  
CPA CONTRACT NO. 962-S3  
WORKQUEST TEMPORARY PERSONNEL  
FISCAL YEAR 2025  
SEPTEMBER 1, 2024 THROUGH AUGUST 31, 2025  
Req#0000257398  
PCC: EX/O  
NIGP Class/Item 962-69

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 08-31-2025 are automatically canceled.

Will resumes and/or interviews be required?  
If so, please state whom to send the resumes and who will be the contact for interviews.

1. Job Class #: 4437
2. Current/Previous reference PO # (if applicable): HHSTX-4-0000325684
3. Number of contractors requested: 1
4. District Number (see bottom of this document): 14
5. Job Title: Physician II (83405)
6. Rate (Entry Level, Experienced, Expert): Expert: \$229.63
7. Job Description (Please copy and paste here if on another document): A State Agency Medical Consultant (SAMC) is a licensed physician (medical or osteopathic doctor) in the State of Texas, hired by and reporting to the Social Security Administration (SSA) state Disability Determination Services (DDS) Medical Consultant Services Division. The SAMC is responsible for making accurate and timely physical and/or mental disability determinations on SSA disability claims based on SSA disability regulations. DDS employees perform all business functions for SSA, using the federal SSA network and equipment. Homeland Security Presidential Directive (HSPD)-12 security clearance is required.
8. Knowledge, Skills, and Abilities (Please copy and paste here if on another document):  
Must be licensed as a physician (medical or osteopathic doctor) by the State of Texas.  
Duties include: Performing highly advanced disability determination medical case reviews ensuring the Social Security disability case is fully documented; all significant facts are reflected in the determination; conflicting evidenced is reconciled; the conclusion reached is sound and rational; the weight given to the evidence is explained; the reasoning and thought process followed in evaluating the evidence are reflected; and the effect of the impairment(s) on the disability applicants work capacity is clearly indicated. Work is performed under limited supervision, with considerable latitude for the use of initiative and judgment.
9. Work Hours: 8:00 AM to 5:00 PM
10. Work Days: Monday-Friday
11. Work Hours per Week: 40 Hrs.
12. Start Date: 09/01/2024
13. End Date: 08/31/2025

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14. Department: MCS  
 15. Street Address (Report-to Worksite Location):  
 HHSC/DDS  
 6101 E. Oltorf Street  
 City/State/Zip: Austin, TX 78741  
 Bldg/Room#:  
 ALL LOCATIONS ARE REQUIRED TO BE LISTED - LIST THEM ALL HERE IF MORE THAN ONE LOCATION  
 Example: 1400 Barton Ridge, City, TX 7XXXX 1 temp  
 2801 Outlook Ave Ste 148, City, TX 7XXXX 2 temps  
 16. Is parking available? Y/N- yes  
 17. Supervisor Name (Time card approval/resume reviewer/interviewer):  
 Name: Elizabeth Castillo  
 Phone: 512-437-8135  
 Email: Elizabeth.Castillo@ssa.gov  
 18. Additional/Alternate Contact Name: Marlene Jaco  
 Phone: 512-437-8234  
 Email: marlene.jaco@ssa.gov  
 19. Contact (if not the Supervisor for Time card approval): Marlene Jaco  
 Phone: 512-437-8234  
 Email: marlene.jaco@ssa.gov  
 20. Name of Temp(s) (if known): Stephen Gerrish  
 21. Accounts Payable Contact Name: Gloria Rodriguez  
 Phone: 512-437-5021  
 Email: Gloria.rodriguez@ssa.gov  
 Invoice Address: DDS.TX.S49.ESO@ssa.gov

Per contract at no additional charge, we request a standard DPS criminal history check. However, criminal background checks, which utilize sources other than or in addition to DPS and for areas beyond Texas, are available upon request at an additional fee of \$25.00 for each personnel. This additional charge should be included on the purchase order as requested.

FY25 CWF Position 83405 (Physician II)

DDS Contact: Marlene Jaco  
 Email: marlene.jaco@ssa.gov  
 Phone: 512-437-8234

Please send all invoices to DDS.TX.S49.AP@ssa.gov for authorization.

Final Destination: Wesley Guerrero  
 Email: DDS.TX.S49.AP@ssa.gov  
 Phone: 512-437-8351

Contract Specialist: Tracy Griffith  
 Phone: (210) 646-2197

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Email: Tracy.griffith@hhs.texas.gov

Vendor: WorkQuest  
Address: 1011 E 53 1/2 St  
Austin, TX 78751  
Supplier/Payee ID: 1741976051  
CPA ID#: 84202  
Regional Contact: Mike Pierulla - South Texas Region  
Phone: 512-834-8242 Cell: 512-699-0575  
E-mail: mpierulla@workquesttx.com  
CC:tempervicepo@workquesttx.com

Confidential Information:  
Awarded vendor will have access to confidential information.  
Homeland Security Presidential Directive (HSPD)-12 security clearance is required.

CWF Name: Stephen Gerrish

Job Description:  
A State Agency Medical Consultant (SAMC) is a licensed physician (medical or osteopathic doctor) in the State of Texas, hired by and reporting to the Social Security Administration (SSA) state Disability Determination Services (DDS) Medical Consultant Services Division. The SAMC is responsible for making accurate and timely physical and/or mental disability determinations on SSA disability claims based on SSA disability regulations. DDS employees perform all business functions for SSA, using the federal SSA network and equipment. Homeland Security Presidential Directive (HSPD)-12 security clearance is required.

PCS Contact:  
Kimberly Andrews, CTCD, CTCM  
Purchaser VI- Services Department  
Procurement and Contracting Services (PCS)  
Office: 972-337-6254  
Kimberly.Andrews@hhs.texas.gov

1-1	09/01/2024-09/30/2024 Position 83405, Temp Services, Physician II, Expert	962-69	168.00	HR	229.63000	\$38,577.84	09/01/2024
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**Schedule Total**           \$38,577.84

**Item Total for Line 1**           \$38,577.84

2-1	10/01/2024-08/31/2025 Position 83405,	962-69	872.00	HR	229.63000	\$200,237.36	10/01/2024
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Temp Services, Physician II, Expert

**Schedule Total**           \$200,237.36

**Item Total for Line 2**           \$200,237.36

**Total PO Amount** \$238,815.20

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**

*Kimberly Andrews, CTED*

**04/03/2024**