

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-5-0000342564
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 Page 1
			Ship To: 4546 - Austin:1100 W 49th St (DBGL) DEPARTMENT OF STATE HEALTH SERVICES 1100 W 49th St (DBGL) PO Box 149347 Austin TX 78756 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: 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#0000263177
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 #: 4222
2. Current/Previous reference PO # (if applicable): HHSTX-4-0000317625 Lines 1-2
3. Number of contractors requested:1
4. District Number (see bottom of this document): 14
5. Job Title: Microbiologist II
6. Rate (Entry Level, Experienced, Expert): Experienced
7. Job Description (Please copy and paste here if on another document): Microbiologist II Experienced
8. Job Description: Under the general supervision of the Zoonotic Virology Group Manager and the technical guidance of the Rabies Identification Team Lead performs all aspects of complex rabies diagnostic work including but not limited to routine testing, microscopic examinations, typing rabies strains, isolation, identification of rabies and reagent preparation by following standard protocols. Assists in maintaining both the necropsy and general rabies laboratories. In addition, performs COVID-19 molecular diagnostic work and assists with other COVID-19 associated laboratory activities in the Viral Isolation Team. Duties are performed with moderate latitude to interpret standard protocol and with considerable use of scientific knowledge, initiative, independent judgement, and experience.

Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.

Assists the Viral Isolation Team as needed and performs COVID-19 testing using real-time molecular techniques to identify COVID-19. Assists with other COVID-19 and Virology Group activities including but not limited to check-in of specimens, Viral Isolation sequencing activities, external ship outs to CDC and other entities, preventative maintenance and inventory control for the Virology Group, and quality assurance/quality control (15%).

Performs testing on all rabies specimens daily by fluorescent antibody techniques with 100% accuracy including preparing slides, staining slides, and interpreting immunofluorescence for definitive diagnosis of rabies. Determines if repeat testing is needed. Enters and validates results in the laboratory

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information system. Performs work in the necropsy laboratory including checking in specimens, necropsying heads, removing brains, and dissecting brain material. Performs testing on weekends, holidays, and on an emergency basis as necessary. Responds to questions, problems, and emergency requests for rabies testing after routine business hours on an on-call basis. Verifies that all the specimens are processed within the time frame specified in the procedure manual (40%).

Performs additional procedures to type or confirm rabies diagnosis including typing rabies positive specimens by monoclonal antibody immunofluorescent staining and inoculating all appropriate specimens into neuroblastoma cell cultures. Prepares slides for rabies positive specimens for monoclonal typing either directly from the specimen or from an amplified culture. Identifies rabies strains by immunofluorescent monoclonal antibody typing including staining the slides and interpreting immunofluorescence typing of rabies strains. Determines if additional testing is needed and performs additional testing procedures. Propagates neuroblastoma cells for rabies isolation. Inoculates all appropriate specimens into neuroblastoma cell cultures. Tests cell cultures for rabies virus by fluorescent antibody procedures. Records all additional work on work logs and enters all results in the lab information system. (20%)

Prepares adequate supplies of high-quality reagents for routine rabies diagnostic work including preparation of conjugates, brain diluent suspensions, media, and buffers. Assists in maintaining all rabies laboratory areas including but not limited to restocking supplies, sharpening knives and autoclaving waste and tools. Performs and documents quality control testing on all new reagents including sensitivity and specificity for antibodies and conjugates. Arranges for shipments of reagents to affiliated laboratories within one week of request. Prepares shipments of infectious material to reference laboratories for confirmatory or other testing. Prepares specimens for use by other sections or organizations such as CDC or USDA as needed including packaging appropriate specimens for shipment. Calls out negative results and emails non-negative results to zoonosis if MIC III or Team Lead are unavailable (15%).

Provides training to co-workers and guest laboratorians. Assists other staff in their duties and provides additional support to maintain a high quality of work. Notifies supervisory personnel of equipment malfunctions or test failures immediately, providing an assessment of the failure and making recommendations to prevent additional failures in the future. Performs monthly preventive maintenance duties on equipment. Based on your work area, consistently comply with DSHS Laboratory, local, state and federal guidelines to ensure a safe functioning laboratory. Performs other tasks as assigned by the Group Manager. 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 (10%).

Licensure, Certification or Registration Required:

Bachelors, masters, or doctoral degree in a chemical, physical, biological or clinical laboratory science or medical technology from an accredited institution; OR
Associates degree in a chemical, physical, biological or clinical laboratory science or medical laboratory technology from an accredited institution. Experience and education may be substituted as defined by the Clinical Laboratory Improvement Amendments of 1988 (CLIA 88) Standards. Must possess a valid Class C Texas drivers license, or equivalent license from another state.

9. Knowledge, Skills, and Abilities (Please copy and paste here if on another document): Knowledge, Skills and Abilities:

10. Knowledge of medical virology principles and practices including laboratory safety, aseptic technique, and handling of pathogenic organisms. Knowledge of microscopy, immunological techniques, and cell culture techniques. Knowledge of rabies testing procedures and the ability to communicate that knowledge to submitters in an understandable manner. Ability to organize daily workload and set priorities to routine work. Ability to maintain accurate records and evaluate problem situations and determine appropriate actions. Ability to recall details on specimens submitted. Ability to perform all procedures in rabies diagnosis. Ability to lift heavy equipment. Ability to work with sharp and dangerous tools including electric saws which

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weighs 6 and 10.5 pounds. Ability to manifest a high degree of dexterity (with saws as well as knives) while performing moderately complex tasks. Ability to tolerate unpleasant odors, sights, and conditions. Ability to follow laboratory procedures accurately, concentrate on minute details over an extended period of time, maintain work efficiency under heavy stress. Ability to communicate effectively in oral and written form and to follow written and verbal instructions. Ability to use various items of laboratory equipment, including a computer for word processing, spreadsheet and database analysis and results reporting. Ability to interact effectively with staff, work independently, work in harmony with other team members, and follow standard operating procedures and protocols. Skill in manipulating standard laboratory equipment with speed, accuracy and safety.

- 11. Work Hours: 7:00am-4:00pm (may vary depending on business needs)
- 12. Work Days: Monday-Friday (Days worked may include weekends; may vary depending on workload; not to exceed 40 hours per week)
- 13. Work Hours per Week: 40
- 14. Start Date: 9/1/24
- 15. End Date: 8/31/25
- 16. Department: J30000
- 17. Street Address (Report-to Worksite Location): 1100 WEST 49TH STREET
City/State/Zip: AUSTIN, TX 78756
Bldg/Room#: LAB, L-515
- 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
- 18. Is parking available? Y
- 19. Supervisor Name (Time card approval/resume reviewer/interviewer): Bethany Bolling
Phone: (512) 776-2442
Email: Bethany.Bolling@dshs.texas.gov
- 20. Additional/Alternate Contact Name: Crystal Van Cleave
Phone: (512) 776-7515
Email: Crystal.Vancleave@dshs.texas.gov
- 21. Contact (if not the Supervisor for Time card approval):
Phone:
Email:
- 22. Name of Temp(s) (if known): Ruchira Mazumdar
- 23. Accounts Payable Contact Name: Accounts Payable Contact Name: DSHS Fiscal Claims
Fax: 512-776-7442
Email: invoices@dshs.texas.gov
Invoice Address: PO Box 149347
Austin, TX 78714-9347

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.

BILL TO INFORMATION
DSHS
ATTN: FISCAL DIVISION/ACCOUNTS PAYABLE
1100 WEST 49TH STREET

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AUSTIN, TEXAS 78756
CODE # 4546

FOR DSHS INTERNAL DELIVERY INFO:
BUILDING: Laboratory Bldg L114
FLOOR: 5th
ROOM: L515
CONTACT: Nachea Qualls
PHONE: 512-776-7491

INFORMATION PROVIDED FOR THE BUDGET SECTION:
THE 3RD THRU 5TH DIGITS OF THE PROJECT GRANT CODE:
DEPARTMENT CODE ID: H41000
PROGRAM CODE:
INTERNAL DELIVERY CODE:
Requester Name: Nachea Qualls
Requester Phone Number/area code: 512-776-7491
Requester E-mail address: Nachea.Qualls@dshs.texas.gov

SCOR DIVISION: DSHS- PUBLIC HEALTH LABORATORY

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		962-69	2080.00	HR	53.61000	\$111,508.80	09/01/2024
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DISTRICT 14
JOB CLASS/TITLE:
4222/MICROBIOLOGIST II
JOB SKILL LEVEL: EXPERIENCED
POSITION NUMBER/NAME:
CT08/RUCHIRA MAZUMDAR

Schedule Total	\$111,508.80
Item Total for Line 1	\$111,508.80

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Total PO Amount						\$111,508.80	

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 <i>Kimberly Andrews, CTED</i>	04/03/2024
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