

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-5-0000342567
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#0000262524
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 #: 4214
2. Current/Previous reference PO # (if applicable): HHSTX-4-0000317625 Lines 3-4 and 7-10; KIMBERLY ANDREWS
3. Number of contractors requested:3
4. District Number (see bottom of this document): 14
5. Job Title: Molecular Biologist II
6. Rate (Entry Level, Experienced, Expert): Experienced
7. Job Description (Please copy and paste here if on another document):

Molecular Biologist II Experienced
JOB DESCRIPTION: Under general supervision of the Genetic Sequencing Branch Manager and under the technical guidance of the Microbial Genomics Team Lead, provides highly complex and highly specialized specimen handling and coordination activities following standard protocols. Performs activities in a manner that assures stringent quality, accuracy and efficiency. Coordinates COVID-19 positive specimen flow between the external submitters, the epidemiologists, the Centers for Disease Prevention and Control (CDC), and the DSHS Laboratory by staying in constant communication with all parties and providing customer support, training, and education to external submitters when needed. Organizes Next Generation Sequencing data and metadata from AMD results and CDC results, and prepares any data visualization, reports, and updates. Duties include sample preparation, testing, data analysis, data visualization, result entry in Laboratory Information Management System, insurance of proper quality control and accuracy of outgoing reports, organization of residual specimens, instrument maintenance, and technical training of DSHS employees and personnel from other laboratories. Duties are performed with moderate latitude for the use of scientific knowledge, initiative, and independent judgment.

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

Considerable knowledge of microbiology principles and practices including laboratory safety, aseptic technique, and handling of pathogenic organisms. Knowledge of molecular techniques. Ability to organize daily workloads 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 tolerate unpleasant odors,

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sights, and conditions. Ability to follow laboratory procedures accurately, concentrate on minute details over an extended period, maintain work efficiency under heavy stress. Ability to communicate effectively orally and in writing; 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. Ability to train employees. Skill in manipulating standard laboratory equipment with speed, accuracy and safety.

9. Work Hours: 7:30am-4:00pm or 7:30am-4:30pm

10. Work Days: Monday-Friday (Days worked may include weekends; may vary depending on workload; not to exceed 40 hours per week)

11. Work Hours per Week: 40

12. Start Date: 09/01/2024

13. End Date: 08/31/2025

14. Department: Genetic Sequencing Branch

15. Street Address (Report-to Worksite Location): 1100 WEST 49TH STREET

City/State/Zip: AUSTIN, TX 78756

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

17. Supervisor Name (Time card approval/resume reviewer/interviewer): YAN SUN

Phone: (512) 776-4256

Email: Yan.Sun@dshs.texas.gov

18. Additional/Alternate Contact Name: BONNIE OH

Phone: (512) 776-2432

Email: Bonnie.Oh@dshs.texas.gov

19. Contact (if not the Supervisor for Time card approval):

Phone:

Email:

20. Name of Temp(s) (if known): Laura Williams, Claudia Rincon, Krishna Ojha

21. 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

AUSTIN, TEXAS 78756

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CODE # 3063

FOR DSHS INTERNAL DELIVERY INFO:
BUILDING: Laboratory Bldg L114
FLOOR: 4th
ROOM: L432
CONTACT: Yan Sun
PHONE: 512-776-6510

INFORMATION PROVIDED FOR THE BUDGET SECTION:
THE 3RD THRU 5TH DIGITS OF THE PROJECT GRANT CODE:
DEPARTMENT CODE ID: J30000
PROGRAM CODE:
INTERNAL DELIVERY CODE:

Requester Name: Yan Sun
Requester Phone Number/area code: 512-776-6510
Requester E-mail: Yan.Sun@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	DISTRICT 14 JOB CLASS/TITLE: 4214/MOLECULAR BIOLOGIST II JOB SKILL LEVEL: EXPERIENCED POSITION NUMBER/NAME: CT05/LAURA WILLIAMS	962-69	2080.00	HR	53.61000	\$111,508.80	09/01/2024
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Schedule Total \$111,508.80
Item Total for Line 1 \$111,508.80

2-1		962-69	2080.00	HR	53.61000	\$111,508.80	09/01/2024
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Purchaser: Andrews, Kimberly 972/337-6254

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	DISTRICT 14 JOB CLASS/TITLE: 4214/MOLECULAR BIOLOGIST II JOB SKILL LEVEL: EXPERIENCED POSITION NUMBER/NAME: CT06/CLAUDIA RINCON						
					Schedule Total	\$111,508.80	
					Item Total for Line 2	\$111,508.80	
3-1	DISTRICT 14 JOB CLASS/TITLE: 4214/MOLECULAR BIOLOGIST II JOB SKILL LEVEL: EXPERIENCED POSITION NUMBER/NAME: CT07/KRISHNA OJHA	962-69	2080.00	HR	53.61000	\$111,508.80	09/01/2024
					Schedule Total	\$111,508.80	
					Item Total for Line 3	\$111,508.80	
Total PO Amount						\$334,526.40	

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