

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-4-0000342685
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 04/04/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States
			Page 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: Meza,Luis

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Please add all header verbiage to the P.O.

FY25 CWF Position 80179 (Administrative Assistant 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
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: Vacant

Job Description:
The VDM-AA performs routine (journey-level) administrative support or technical program assistance work to ensure continuous workflow in the unit. Work involves disseminating information, maintaining electronic filing systems, and performing internal administrative support work. Will interact with the Social Security Administration's national computer system. Will use the DDS case processing system for the majority of actions as well as other database systems to include, HHSAS, and TINS. The VDM Administrative Assistant trains others. The VDMAA performs other duties as assigned and required to maintain unit operations. 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.
If so, please state whom to send the resumes and who will be the contact for interviews.

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1. Job Class #: 0152
2. Current/Previous reference PO # (if applicable): HHSTX-4-0000325194
3. Number of contractors requested: 1
4. District Number (see bottom of this document): 14
5. Job Title: Administrative Assistant II(80179)
6. Rate (Entry Level, Experienced, Expert): \$35.49Experienced
7. Job Description (Please copy and paste here if on another document):
The VDM-AA performs routine (journey-level) administrative support or technical program assistance work to ensure continuous workflow in the unit. Work involves disseminating information, maintaining electronic filing systems, and performing internal administrative support work. Will interact with the Social Security Administration's national computer system. Will use the DDS case processing system for the majority of actions as well as other database systems to include, HHSAS, and TINS. The VDM Administrative Assistant trains others. The VDMAA performs other duties as assigned and required to maintain unit operations. 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):
Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned. Prepare, edit, and distribute correspondence to vendors to obtain Tax ID and related business information. Compile and submit Daily Production reports. Complete application for TX ID numbers and Payee Change Request forms relating to Medical Evidence of Record (MER) and Consultative Examination (CE) vendor payments. Document, review, edit or maintain electronic payment system and enter data in the DDS program or support software database on the Social Security Administrations national computer system as it relates to vendor payments. Establishes standards for customer-focused communication and coordination within areas of responsibility and with all internal and external associates and customers. Develop, coordinate, and maintain record keeping and filing systems. Prepare, interpret, and disseminate information concerning DDS program and procedures. Respond to inquiries and interprets rules, regulations, policies procedures. Assist in compiling and analyzing data, making calculations, and preparing VDM reports. May assist in training new staff.
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
14. Department:
15. Street Address (Report-to Worksite Location):
HHSC/DDS

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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: Luis Ubieta
Phone: 512-437-8079
Email: Luis.UbietaLorenzo@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): VACANT

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.

North Texas Region
District District Number
**Dallas 18
Fort Worth 02
Lubbock 05
San Angelo 07
Tyler 10
Waco 09

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South Texas Region
District District Number
**Austin 14
Beaumont 20
Corpus Christi 16
El Paso 24
**Houston 12
San Antonio 15

**WorkQuest (formerly TIBH) offers two CRPs (Providers) in these cities to better meet your orders. The TIBH representative will assign these CRPs as either Primary or Secondary

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Regional Contact: Mike Pierulla - South Texas Region
Phone: 512-834-8242 Cell: 512-699-0575
E-mail: mpierulla@workquesttx.com
CC:tempervicepo@workquesttx.com

PCS contact
Luis Meza
Luis.meza@hhs.texas.gov

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CVF Name: Vacant

Job Description:

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1-1	09/01/2024-09/30/2024 Position 80179, Temp Services, Administrative Assistant II, Experienced	962-69	168.00	HR	35.49000	\$5,962.32	09/01/2024
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Schedule Total \$5,962.32

Item Total for Line 1 \$5,962.32

2-1	10/01/2024-08/31/2025 Position 80179, Temp Services, Administrative Assistant II, Experienced	962-69	528.00	HR	35.49000	\$18,738.72	10/01/2024
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Schedule Total \$18,738.72

Item Total for Line 2 \$18,738.72

Total PO Amount \$24,701.04

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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



04/05/2024