

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-5-0000343209
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 - 4/10/2024
			Page 1
			Ship To: 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States

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: Daniels, Terrance

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY25 CWF Position 80155 (Administrative Assistant II)

FY25 funding
EX/0- TGC 2155.441 - Managed Term Contract 962-S3
Requisition 0000260574

PO Service Dates 03-21-2024 to 08-31-2025

Goods and/or 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 08-31-2025 are automatically canceled.

Texas District: 14
Job classification: 0152
Job class title: Administrative Assistant II (80155)
Job skill level: Expert: \$35.49
Temp: 1
Hours per week: 40
Estimated hours: 696

JOB DESCRIPTION:

The CESU Technician performs routine administrative and technical assistance work in the unit. Work involves responding to inquiries and interpreting and applying administrative policies and procedures, maintaining program records and files, conducting research to resolve work related issues; reviewing and evaluating Consultative Examination (CE) requests and making appropriate referrals when needed, contacting CE providers to schedule/cancel and confirm examination appointments; inputting data into the case management system to prepare appropriate paperwork; retrieving information from the system to respond to inquiries.

The CESU Technician performs other duties as assigned and required to maintain efficient operations. This position occasionally requires work during the weekends, holidays, and before or after normal business hours. 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.

Knowledge of office practices and administrative procedures. Skill in the use of standard office equipment and software. Skill in establishing and maintaining effective working relationships with co-workers, supervisors, managers, other DDS, HHSC, Social Security Administration (SSA) employees and the public. Ability to use Social Security Administration software system or a comparable system. Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; and to communicate effectively both orally and in writing.

Service Period
Start date: 09/01/2024
End date: 8/31/2025
Hours: _8_:00_AM to _5_:00_PM

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Days per week: M-F

Department: CESU
Street Address of Work Location: 6101 E. Oltorf Street
City/State/Zip: Austin, TX 78741
Bldg/Room#:

Supervisor Contact (Time card approval/resume reviewer/interviewer):
David Cruz
Phone: 512-437-8009
Email: David.X.Cruz@ssa.gov

Additional/Alternate Contact Name:
Marlene Jaco
Phone: 512-437-8234
Email: Marlene.Jaco@ssa.gov

Contact (if not the Supervisor for Time card approval): Marlene Jaco
Phone: 512-437-8234
Email: Marlene.Jaco@ssa.gov
Please send all invoices to DDS.TX.S49.AP@ssa.gov for authorization.

Agency Contact: 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

Accounts Payable Contact Name: Gloria Rodriguez
Phone: 512-437-5021
Email: Gloria.Rodriguez@ssa.gov
Invoice Address: DDS.TX.S49.ESO@ssa.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202

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

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CC:tempervicepo@workquesttx.com

PCS contact: Terrance Daniels, CTCD
Email address: terrance.daniels@hhs.texas.gov

1-1	09/01/2024-09/30/2024 Position 80155, 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 80155, 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

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.

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Authorized By
 , CTCO
04/10/2024