**IT STAFFING SERVICES SOLICITATION UNDER  
DEPARTMENT OF INFORMATION RESOURCES  
IT STAFF AUGMENTATION CONTRACT (ITSAC)  
RFO DIR-CPO-TMP-445**

**CANDIDATE REFERENCE**

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| Solicitation Number: 2024C0057 | Title/Level: Business Analyst 3 |
| Candidate Name: | Category: Applications/Software Development |

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| --- | --- | --- | --- |
| **Reference Name** (Required): |  | | |
| **Title:** |  | | |
| **Company Name** (Required): |  | | |
|  | |  | |
| **Phone Number** (Required include area code): | |  | |
| **E-mail Address:** |  | | |
| **Professional Relationship:** | | |  |

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|  | Peer |  | Co-Worker |  | Supervisor |

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|  | Customer |  | End-User |  | Subordinate |

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| **Reference Name** (Required)**:** |  | | |
| **Title:** |  | | |
| **Company Name** (Required)**:** |  | | |
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| **Phone Number** (Required include area code): | |  | |
| **E-mail Address:** |  | | |
| **Professional Relationship:** | | |  |

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|  | Peer |  | Co-Worker |  | Supervisor |

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|  | Customer |  | End-User |  | Subordinate |

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| **Phone Number** (Required include area code): | |  | |
| **E-mail Address:** |  | | |
| **Professional Relationship:** | | |  |

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|  | Peer |  | Co-Worker |  | Supervisor |

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|  | Customer |  | End-User |  | Subordinate |

**NOTE: ONLY INCLUDE THE INFORMATION REQUESTED ON THIS FORM. DO NOT INCLUDE ADDITIONAL INFORMATION.**

**CANDIDATE QUALIFICATIONS**

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| Solicitation Number: 2024C0057 | Title/Level: Business Analyst 3 |
| Candidate Name: | Category: Applications/Software Development |

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| **Minimum Requirements:** Candidates that do not meet or exceed the **minimum** stated requirements (skills/experience) will be displayed to customers but may not be chosen for this opportunity. | | | |
| Actual Years Experience | Years Experience Needed | Required/ Preferred | Skills/Experience |
|  | 8 | Required | Experience as a Business Analyst in an enterprise level environment |
|  | 8 | Required | Experience in Business Process Design concepts and techniques |
|  | 8 | Required | Development of documents summarizing analysis and key recommendations with a strong attention to detail |
|  | 8 | Required | Functional and technical requirements gathering, analysis, and documentation with a strong attention to detail. |
|  | 8 | Required | Experience with the Microsoft Suite of tools (Excel, Word, PowerPoint, Visio, MS Project and SharePoint) |
|  | 8 | Required | Facilitating meetings, requirements gathering sessions and conducting presentations with all levels of an organization to include direct delivery, senior, executive leadership, and external partners. |
|  | 8 | Required | Experience with analyzing and/or implementing systems meeting the requirements for SACWIS/CCWIS |
|  | 8 | Required | Developing and presenting project status updates and reporting on key performance indicators for project success |
|  | 8 | Required | Strong communication - verbal, written - skills with all levels of an organization to include direct delivery staff up to executive level leadership. |
|  | 8 | Required | Awareness and knowledge of systems and solutions that that promote efficiency, effectiveness, and enables direct delivery of services to clients. |
|  | 1 | Preferred | Awareness or knowledge of DFPS systems and programs. |

**CANDIDATE ACKNOWLEDGEMENT**

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| RFO: 445 Solicitation Number: 2024C0057 | Title/Level: Business Analyst 3 |
| Candidate Name: | Category: Applications/Software Development |

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| I hereby authorize **Innosoul, Inc. dba Innosoul Information Technologies, Inc.** to submit my resume in response to the temporary staffing Solicitation 2024C0057 for **Texas Department of Family and Protective Services**.  I understand that submission of my resume by multiple vendors may result in my disqualification from this opportunity. Customers reserve the right to hire a candidate submitted by multiple vendors.   Worker signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |