**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: 529400739R | Title/Level: Business Analyst 2 |
| Candidate Name: | Category: Applications/Software Development |

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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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| **Professional Relationship:** | | |  |

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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: 529400739R | Title/Level: Business Analyst 2 |
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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 |
|  | 6 | Required | High level interpersonal skills to work effectively with varied and challenging stakeholders while motivating agency staff to elicit work outputs on short deadlines. |
|  | 6 | Required | Demonstrated experience in building and tracking the Requirements Traceability Matrix using excel. |
|  | 6 | Required | Ability to analyze and document a variety of work processes, logical relationship and associated information flows using Excel, Visio, PowerPoint, and other tools. |
|  | 5 | Required | Demonstrated experience in business analysis, business process mapping, requirements gathering and requirements documentation using Lean methodologies |
|  | 5 | Required | Demonstrated experience in business analysis, business process mapping, requirements gathering and requirements documentation using principles and templates for complex enterprise systems involving multiple data center and infrastructu |
|  | 5 | Required | Experience with Software Asset Management systems/ processes, including server-side license compliance. |
|  | 5 | Required | Ability to review, comprehend and accurately interpret complex contractual obligations related to enterprise software asset management. |
|  | 5 | Required | Ability to craft reports regarding information to facilitate Software Asset Management efforts in completing periodic true-ups of enterprise server-side software assets. |
|  | 4 | Required | Knowledge and understanding of Software asset management discovery/repository tools, such as Snow License Manager, ServiceNow, Remedy. |
|  | 4 | Required | Ability to develop and maintain a training manual of all written/unwritten Software Asset Management roles and responsibilities, processes, and workflows, and procedures. |
|  | 4 | Required | Provide knowledge transfer sessions on software asset management processes and procedures to various stakeholders. |
|  | 4 | Required | Ability to craft reports regarding information to facilitate Software Asset Management on server-side software assets. |
|  | 7 | Preferred | High level interpersonal skills to work effectively with varied and challenging stakeholders while motivating agency staff to elicit work outputs on short deadlines. |
|  | 7 | Preferred | Demonstrated experience in building and tracking the Requirements Traceability Matrix using excel. |
|  | 7 | Preferred | Ability to analyze and document a variety of work processes, logical relationship and associated information flows using Excel, Visio, PowerPoint, and other tools. |
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**CANDIDATE ACKNOWLEDGEMENT**

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| RFO: 445 Solicitation Number: 529400739R | Title/Level: Business Analyst 2 |
| 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 529400739R for **Texas Health and Human Services Commission**.  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:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |