# FORM B – WORKER REFERENCE FORM

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| **Solicitation Number: 4779624TW2** | **NTE Rate: $73.94** |
| **ITSAC Level Description: Technical Writer** | **ITSAC Level Desired: 2**  |

**Worker Name** (Required):

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

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| Peer |  | Co-Worker |  | Supervisor |

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| Customer |  | End-User |  | Subordinate |

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

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| Peer |  | Co-Worker |  | Supervisor |

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| Customer |  | End-User |  | Subordinate |

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

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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.

**FORM C – WORKER REQUIREMENTS GRID SHEET**

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| **Solicitation Number: 4779624TW2** | **NTE Rate: $73.94** |
| **ITSAC Level Description: Technical Writer** | **ITSAC Level Desired: 2**  |

(This is Page 1 of the Worker Resume)

**Worker Name (Required):**

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| **Minimum Requirements:** Candidates that do not meet or exceed the **minimum** stated requirements (skills/experience) will not be considered for this opportunity and the resume will not be submitted to the customer. |
| **Years (Required, leave no****blanks)** | **Years** | **Skills/Experience** | **Vendor Comments (as****applicable)** |
|  | 4-7 | Producing high level documentation in a technology environment |  |
|  | 4-7 | Strong working knowledge of Microsoft Office Suite, (Word, Excel, Outlook, PowerPoint, Visio, and SharePoint) and Adobe Acrobat Pro |  |
|  | 4-7 | Knowledge of and familiarity with Cybersecurity concepts |  |
|  | 4-7 | Skill writing and/or editing technical or business documents |  |
|  | 4-7 | Skill communicating with professional staff to develop positive effective working relationships and establish credibility, trust and confidence |  |
|  | 4-7 | Experience conducting high-level research with significant independence |  |
|  | 4-7 | Ability to deliver high-quality documentation paying attention to detail |  |
|  | 4-7 | Ability to quickly grasp complex concepts and make them easier to understand in text and graphics integrity and profiling source data |  |
|  | 4-7 | Ability to produce appropriate documentation for the intended audience |  |
|  | 4-7 | Ability to write user friendly operating procedures |  |
|  | 4-7 | Ability to work under pressure and successfully manage multiple overlapping deadlines |  |
|  | 4-7 | Ability to be self-motivated, proactive, work independently, and effectively manage your time |  |
|  | 4-7 | Ability to communicate effectively orally, in writing and on the telephone |  |
|  | 4-7 | Skilled at building strong customer relationships with excellent customer service |  |
|  | 4-7 | Knowledge of Texas State Government structure and the Texas Legislative process |  |
|  | 4-7 | Writing in a standard writing style, such as APA, MLA, or CMS. |  |
|  | 4-7 | Writing for style preferences, such as gerunds, active voice, etc. |  |

**Preferred:**

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| **Years** | **Years** | **Skills/Experience** | **Vendor Comments** |
|  | 3-5 | Knowledge and familiarity with NIST SP 800-53 |  |
|  | 3-5 | Knowledge and familiarity with Texas Cybersecurity Framework, Texas Administrative Code 202, or the Texas Controls Standards Catalog |  |
|  |  | Graduation from an accredited four-year college or university with major course work in business, English, education, or a related field is required plus one year of full-time experience in technical writing, journalism, or communications work. One year of full-time qualifying experience may be substituted for each year (30 semester hours) of education. |  |

# NOTE: ONLY INCLUDE THE INFORMATION REQUESTED ON THIS FORM. DO NOT INCLUDE ADDITIONAL INFORMATION. DO NOT MODIFY THE INFORMATION IN THE SHADED AREAS.

**FORM D - WORKER RIGHT TO REPRESENT FORM**

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| **Solicitation Number: 4779624TW2** | **NTE Rate: $73.94** |
| **ITSAC Level Description: Technical Writer** | **ITSAC Level Desired: 2**  |

I, hereby authorize

 (Worker Printed Name) (Vendor Name)

to submit my resume in response to Solicitation **4779624TW2** for the TWC.

I understand that submission of my resume and Form D by multiple vendors will result in my disqualification from this opportunity.

Worker signature

Date