**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: 529501037 | Title/Level: Project Manager 3 |
| Candidate Name: | Category: Project Management |

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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)**:** |  | | |
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| **Company Name** (Required)**:** |  | | |
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| **Phone Number** (Required include area code): | |  | |
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| **Professional Relationship:** | | |  |

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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: 529501037 | Title/Level: Project Manager 3 |
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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 | IT project management experience. |
|  | 8 | Required | Work experience in the information technology industry with at least 5 years of experience involvement in data management solutions (i.e., data warehouses, data lakes, etc.), data analytics/business intelligence, web-based (J2EE) development |
|  | 8 | Required | Excellent communication skills, both verbal and written. |
|  | 8 | Required | Experience in developing clear, concise project documentation |
|  | 8 | Required | Team management through team meetings, task assignment, mentoring, facilitation and training. |
|  | 8 | Required | Progress monitoring to plan through effective use of risk management practices |
|  | 8 | Required | Keep leadership updated on project issues and progress |
|  | 8 | Required | Expert problem resolution skills |
|  | 8 | Required | Complete experience with the project management lifecycle (PMLC) and software development lifecycle (SDLC) required. |
|  | 8 | Required | Tracking full project budget and entering actual costs in project tracking tool |
|  | 8 | Required | Leading project sprints using Agile methodologies, including planning increments, backlog grooming, sprint planning, daily scrums and retrospective, and Kanban |
|  | 6 | Preferred | Prior experience in the Healthcare Industry, specifically public health. |
|  | 6 | Preferred | Work experience managing multi-agency or multi-IT department initiatives. |
|  | 6 | Preferred | Work experience within a Health and Human Services agency. |
|  | 5 | Preferred | Emphasis on managing relationship weekly activities of TSS Sprint Teams with the State of Texas. |
|  | 5 | Preferred | Effectively manage resources in a mixed functional and matrixed project environment |
|  | 5 | Preferred | The ability to develop, document and execute project management plans, work plans and quality plans |
|  | 5 | Preferred | Involved in the full lifecycle from analysis and planning to development and deployment |
|  | 5 | Preferred | Experience in building and managing IT project teams with emphasis on ability to motivate individuals to excel and exceed expectations. |
|  | 1 | Preferred | Experience with Family Health Services programs at HHSC |

**CANDIDATE ACKNOWLEDGEMENT**

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| RFO: 445 Solicitation Number: 529501037 | Title/Level: Project Manager 3 |
| Candidate Name: | Category: Project Management |

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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 529501037 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:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |