**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: RFR012FY24 | Title/Level: IT Contract Contracts Administrator/Technician 2  |
| Candidate Name: | Category: Information Technology Contracting and Procurement |

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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)**:** |  |
|  |  |
| **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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| --- | --- | --- | --- | --- | --- |
|  | 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: RFR012FY24 | Title/Level: IT Contract Contracts Administrator/Technician 2  |
| Candidate Name: | Category: Information Technology Contracting and Procurement |

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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. |
| ActualYearsExperience | YearsExperienceNeeded | Required/Preferred | Skills/Experience |
|   | 5 | Required | Provides technical assistance in the development and preparation of contracts and amendments |
|   | 5 | Required | Reviews contracts and related amendments and verifies that contract data meets legal and fiscal requirements. |
|   | 5 | Required | Reviews reports of statistical information and ensures that data accurately reflects the status of contract activity. |
|   | 5 | Required | Maintains and reviews contract files and reviews and/or verifies contract data included in contract management database. |
|   | 5 | Preferred | Ability to collect, analyze, and interpret technical information; to make tabulations; to identify problems and plan corrective actions; to understand and follow instructions; to gather specific data from documentation system |

**CANDIDATE ACKNOWLEDGEMENT**

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| RFO: 445 Solicitation Number: RFR012FY24 | Title/Level: IT Contract Contracts Administrator/Technician 2 |
| Candidate Name: | Category: Information Technology Contracting and Procurement |

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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 RFR012FY24 for **Texas Department of Information Resources**.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:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |