**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: 537401063 | Title/Level: Project Lead 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): | |  | |
| **E-mail Address:** |  | | |
| **Professional Relationship:** | | |  |

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| **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: 537401063 | Title/Level: Project Lead 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 |
|  | 10 | Required | Skilled in managing projects with implementations across large organizations. Experience should include developing and managing project plans; documenting risks, issues, and contingency plans; ensuring resolution of issues and removal of project barriers |
|  | 10 | Required | Ability to research, gather, assemble, correlate and analyze facts; to devise solutions to problems; and to prepare concise reports and/or to analyze and solve complex and difficult problems and prioritize information and issues. |
|  | 10 | Required | Skilled in effectively mapping business processes and identifying process improvements and skilled in planning and facilitating meetings and group problem solving |
|  | 10 | Required | Experience developing and maintaining strong relationships with multiple project sponsors and stakeholders. Must possess strong communication and presentation skills and strong teamwork skills. |
|  | 10 | Required | Ability to appropriately summarize and escalate issues and develop and present weekly status updates (written and verbal) and conduct regular project team status meetings. |
|  | 8 | Required | Experience overseeing the development of SDLC artifacts, ensure business requirements get translated into technical specifications, guide, and facilitate the SDLC process |
|  | 1 | Preferred | Experience implementing and using agile methodologies and best practices for 1 or more State of Texas Agencies |
|  | 1 | Preferred | Experience with HHSC Federal State processes and documentation, project documentation such as business case workbooks and project charters. |
|  | 1 | Preferred | PMP Certification |

**CANDIDATE ACKNOWLEDGEMENT**

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| RFO: 445 Solicitation Number: 537401063 | Title/Level: Project Lead 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 537401063 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:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |