**IT STAFFING SERVICES SOLICITATION UNDER  
DEPARTMENT OF INFORMATION RESOURCES  
IT STAFF AUGMENTATION CONTRACT (ITSAC)  
RFO DIR-CPO-TMP-445**

**CANDIDATE REFERENCE**

|  |  |
| --- | --- |
| Solicitation Number: 2025C0003 | Title/Level: Project Manager 2 |
| Candidate Name: | Category: Project Management |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Peer |  | Co-Worker |  | Supervisor |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Customer |  | End-User |  | Subordinate |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Peer |  | Co-Worker |  | Supervisor |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Customer |  | End-User |  | Subordinate |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Peer |  | Co-Worker |  | Supervisor |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Customer |  | End-User |  | Subordinate |

**NOTE: ONLY INCLUDE THE INFORMATION REQUESTED ON THIS FORM. DO NOT INCLUDE ADDITIONAL INFORMATION.**

**CANDIDATE QUALIFICATIONS**

|  |  |
| --- | --- |
| Solicitation Number: 2025C0003 | Title/Level: Project Manager 2 |
| Candidate Name: | Category: Project Management |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
|  | 7 | Required | Leading Information Technology software development projects |
|  | 7 | Required | Understanding of a variety of software development topics, such as requirements writing, development, software testing, and code promotion |
|  | 7 | Required | Working knowledge of Project Management Life Cycle processes |
|  | 7 | Required | Working knowledge of project documentation including charters, project plans, work breakdown structures, resource management, status reports, issues logs, action logs, and decision tracking documents |
|  | 7 | Required | Ability to analyze complex information and develop plans to address identified issues |
|  | 7 | Required | Ability to manage changes in project scope, resources, and budget |
|  | 7 | Required | Ability to communicate project progress and upcoming activities to project resources and all levels of project stakeholders |
|  | 5 | Required | Skill in interpersonal relationships, including working with people under pressure, negotiating among multiple parties, resolving conflicts, and maintaining effective working relationships |
|  | 5 | Required | Leading project teams to the successful completion of projects |
|  | 5 | Required | Advanced Microsoft Office skills, particularly with Word, Excel, PowerPoint, MS Project, Visio, and SharePoint |
|  | 4 | Preferred | Lead Project Manager on Major Information Resources Projects |
|  | 4 | Preferred | Knowledge of SACWIS (Statewide Automated Child Welfare Information Systems) Certification requirements |
|  | 4 | Preferred | Working knowledge of Texas Project Delivery Framework requirements for major Information Resources Projects |
|  | 4 | Preferred | Strong understanding of EIR Accessibility requirements and their technical specifications |
|  | 4 | Preferred | Experience managing SALESFORCE projects |
|  | 1 | Preferred | Working knowledge of the following DFPS systems/programs: IMPACT, PACES, ABCS, PEIRS, NEICE, e-Report, e-Travel, General Placement Search and Community Based Care |
|  | 1 | Preferred | Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) from the Project Management Institute |

**CANDIDATE ACKNOWLEDGEMENT**

|  |  |
| --- | --- |
| RFO: 445 Solicitation Number: 2025C0003 | Title/Level: Project Manager 2 |
| Candidate Name: | Category: Project Management |

|  |
| --- |
| I hereby authorize **Innosoul, Inc. dba Innosoul Information Technologies, Inc.** to submit my resume in response to the temporary staffing Solicitation 2025C0003 for **Texas Department of Family and Protective Services**.  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:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |