**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: 529501136 | Title/Level: Business Analyst 2 |
| Candidate Name: | Category: Applications/Software Development |

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

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

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

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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: 529501136 | Title/Level: Business Analyst 2 |
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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 |
|  | 5 | Required | Experience in performing complex business analysis and writing technical documentation. |
|  | 5 | Required | Experience reporting project status to management including risks, issues, and key decisions. |
|  | 5 | Required | Experience identifying project risks and issues; and developing/implementing mitigation strategies. |
|  | 5 | Required | Experience in effective general written/oral communication, including documenting requirements, deliverables, test scenarios and project status. |
|  | 5 | Required | Experience utilizing business analysis skills and interacting with business end users to gather, validate and document business requirements and translate into technical solutions to satisfy the business needs to technical staff. |
|  | 5 | Required | Experience performing review and approval processes of complex technical user and system requirements written by vendors. |
|  | 5 | Required | Experience with Microsoft Office products (e.g., Teams, Word, Excel, etc.). |
|  | 5 | Required | Experience coordinating and developing test plans/strategies, exit criteria and test scenarios. |
|  | 5 | Required | Experience executing detailed test cases within a complex software environment. |
|  | 5 | Required | Experience using testing management software. |
|  | 5 | Required | Experience with Microsoft Project or similar project management software. |
|  | 5 | Required | Experience utilizing the Agile software development methodology. |
|  | 5 | Required | Experience as Business Analyst. |
|  | 2 | Preferred | Experience with Texas Medicaid system and processes. |
|  | 2 | Preferred | Experience in claims processing. |
|  | 2 | Preferred | Experience as a Product Owner for an agile team including working with agile/scrum teams of software contracted vendors to implement system changes. |

**CANDIDATE ACKNOWLEDGEMENT**

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| RFO: 445 Solicitation Number: 529501136 | Title/Level: Business Analyst 2 |
| Candidate Name: | Category: Applications/Software Development |

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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 529501136 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:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |