**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: 529501169 | Title/Level: Instructor Trainer 3  |
| Candidate Name: | Category: Technical Services, Help Desk and Operations |

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

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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: 529501169 | Title/Level: Instructor Trainer 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. |
| ActualYearsExperience | YearsExperienceNeeded | Required/Preferred | Skills/Experience |
|   | 8 | Required | Developing training curricula for ERP systems |
|   | 8 | Required | Conducting training sessions in person and remotely |
|   | 8 | Required | (At least 4 years) Experience with Microsoft O365 applications (Word, Excel, PowerPoint, Teams, Visio) |
|   | 8 | Required | (At least 4 years) Experience with PeopleSoft FSCM 9.2 ERP system |
|   | 2 | Preferred | Using SoftChalk to develop training |
|   | 2 | Preferred | Using Camtasia to edit recordings |
|   | 2 | Preferred | Experience working with a public sector organization (Federal, State, or Local Government) |
|   | 2 | Preferred | Experience working with the Comptroller of Public Accounts (CPA) CAPPS Financials |
|   | 2 | Preferred | Experience with SharePoint |
|   | 1 | Preferred | Experience with Jira |
|   | 1 | Preferred | Experience working with the Scrum framework |

**CANDIDATE ACKNOWLEDGEMENT**

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| RFO: 445 Solicitation Number: 529501169 | Title/Level: Instructor Trainer 3 |
| Candidate Name: | Category: Technical Services, Help Desk and Operations |

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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 529501169 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:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |