**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: 551002500774702 | Title/Level: Business Analyst 3 |
| 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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| **Company 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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| **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: 551002500774702 | Title/Level: Business Analyst 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 |
|  | 8 | Required | relies on experience and judgment to plan and accomplish goals |
|  | 8 | Required | independently performs a variety of complicated tasks, a wide degree of creativity and latitude is expected |
|  | 8 | Required | Coordinate with outside vendors and contractors to complete projects and service requests; and defines, assigns, and evaluates their work |
|  | 8 | Required | Develop training curricula and conduct formal training sessions covering assigned systems modules |
|  | 8 | Required | Identify opportunities to improve business processes through automation and help prepare proposals to develop new systems |
|  | 8 | Required | Review complex project deliverables such as charters, design documentation, test plans, and risk assessment plans; and provide comments and suggestions to document owners |
|  | 8 | Required | Develop the design and/or review of test cases; processes change requests |
|  | 8 | Required | Provide complex quality assurance consultation to, or oversight of, projects, assignments, or special initiatives |
|  | 5 | Required | served as a liaison between the Business community and Customer IT Teams (i.e., Architecture, Project Delivery, Application Sustain, etc. |
|  | 5 | Required | Consult on the analysis of an application, troubleshoots system problems, and implements solutions |
|  | 5 | Preferred | work experience with Agile methodology and user story analysis |
|  | 1 | Preferred | Strong experience as a Data Analyst in analyzing raw data, and as a Business Analyst in requirements gathering, understanding technology, and any project management experience with PMP |

**CANDIDATE ACKNOWLEDGEMENT**

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| RFO: 445 Solicitation Number: 551002500774702 | Title/Level: Business Analyst 3 |
| 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 551002500774702 for **Texas Department of Agriculture**.  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:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |