**FORM A**

**Worker Minimum Requirements**

As stated in Section 11 Response Format, complete the number of years for the candidate’s skill/experience for each requirement and ensure to merge the Worker resume after Form A.

|  |  |  |  |
| --- | --- | --- | --- |
| **Minimum Requirements:** Candidates that do not meet or exceed the **minimum** stated requirements  (skills/experience) will not be considered for this opportunity. | | | |
| **Years**  **(Required, leave no blanks)** | **Years** | **Skills/Experience** | **Vendor** |
|  |  | **Comments (as applicable)** |
|  | 7 | Experience implementing/upgrading/maintaining PeopleSoft ERP  systems |  |
|  | 5 | Technical support to implement, upgrade or maintain PeopleSoft, including Application, Data Mover Scripts Engine, Component Interface, Unix, BI Publisher, Events and Notifications, and SQR |  |
|  | 5 | Proven ability to work successfully with technical and non-technical groups and manage multiple responsibilities |  |
|  | 5 | Communication, analytical and interpersonal skills at all levels |  |
|  | 5 | Implementing/upgrading or maintaining a State of Texas PeopleSoft  Finance system: Workforce Reporting, Accounting, and  Procurement System (WRAPS) at the Texas Workforce Commission,  or Centralized Accounting and Payroll/Personnel System (CAPPS) at  the Comptroller of Public Accounts |  |
|  | 4 | Configuration of Centralized Accounting and Payroll/Personnel  System for Texas (CAPPS) Travel & Expense (T&E) module |  |
|  | 2 | Strong technical writing skills |  |
|  | 2 | Experience collecting technical requirements and designing appropriate software solutions |  |

**Preferred:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Years**  **(Required, leave no blanks)** | **Years** | **Skills/Experience** | **Vendor** |
|  |  | **Comments (as applicable)** |
|  | 2 | Create, Maintain and Update System and Configuration Specific documentation like Environment Diagrams, Security, and Integration Mappings |  |

**FORM B Worker References**

**Worker Name**: Reference #1

|  |  |
| --- | --- |
| **Name** |  |
| **Company/Organization** |  |
| **Phone Number** |  |
| **Email Address** |  |
| **Professional Relationship** | **See options below** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Co-worker |  | Customer |  | End User |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Peer |  | Subordinate |  | Supervisor |

Reference #2

|  |  |
| --- | --- |
| **Name** |  |
| **Company/Organization** |  |
| **Phone Number** |  |
| **Email Address** |  |
| **Professional Relationship** | **See options below** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Co-worker |  | Customer |  | End User |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Peer |  | Subordinate |  | Supervisor |

Reference #3

|  |  |
| --- | --- |
| **Name** |  |
| **Company/Organization** |  |
| **Phone Number** |  |
| **Email Address** |  |
| **Professional Relationship** | **See options below** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Co-worker |  | Customer |  | End User |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Peer |  | Subordinate |  | Supervisor |

**NOTE:** Only include the information requested on this form. Please do not include additional information.

**Special Instructions**

**Qualified Vendor**

The Vendor and/or its subcontractors, if any, shall certify that they are not suspended or debarred from doing business with the federal government as listed in the Excluded Parties List System (EPLS) maintained by the General Services Administration, and as of the effective date of the Contract, are not listed in the prohibited vendors list authorized by Executive Order #13224, "Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism”, published by the United States Department of the Treasury, Office of Foreign Assets Control. DIR will verify EPLS status via the Texas Comptroller of Public Accounts, Statewide Procurement Division (SPD) web site at https://comptroller.texas.gov/purchasing/. Vendors listed on the prohibited vendors list will result in disqualification of the entire response.

**TWC Terms and Conditions**

To the extent applicable in this Request for Resume, the Vendor shall comply with the terms available in TWC Terms and Conditions.

**Right to represent**

I, (Worker) hereby authorize

(Vendor) to submit my resume in response to Solicitation

4906525ERPS for Texas Workforce Commission.

**Acceptance of Purchase Order**

Vendor hereby acknowledges that it has read and understands this Request for Resume and all attachments included or referenced herein. Vendor agrees to abide by all terms and conditions specified herein should a Contract be awarded and certifies that the information provided to TWC is true and correct in all respects to best of its knowledge and belief. Acceptance of any PO issued under this solicitation shall serve as Vendor's agreement to comply with the solicitation requirements and the Terms and Conditions