**IT STAFFING SERVICES SOLICITATION UNDER  
DEPARTMENT OF INFORMATION RESOURCES  
IT STAFF AUGMENTATION CONTRACT (ITSAC)**

**CANDIDATE REFERENCE**

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| Solicitation Number: 55100008238BA | 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)**:** |  | | |
| **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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| **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: 55100008238BA | 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 | Performs highly complex (senior-level) business analysis work |
|  | 8 | Required | Develop and oversee project deliverables such as charters, design documentation, test plans, and risk assessment plans; and provide comments and suggestions to document owners |
|  | 6 | Required | Consult on the analysis of an application, troubleshoots system problems, document occurrences, and oversees implementation of solution |
|  | 6 | Required | Provide complex quality assurance consultation to, or oversight of, projects, assignments, or special initiatives |
|  | 6 | Required | Using Agile and Scrum methodologies lead an assigned application change SDLC from start to finish. |
|  | 5 | Required | Identify opportunities to improve business processes through automation and help prepare proposals to develop new systems |
|  | 5 | Required | Develop training curricula and conduct formal training sessions covering assigned system modules |
|  | 5 | Required | Develop the design and/or review of test cases; processes change requests |
|  | 3 | Required | Written and Verbal communication with executive leadership |
|  | 2 | Preferred | Prior State or Federal government work experience |
|  | 2 | Preferred | CSM or ITIL certification |

**CANDIDATE ACKNOWLEDGEMENT**

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| RFO: 445 Solicitation Number: 55100008238BA | Title/Level: Business Analyst 3 |
| Candidate Name: | Category: Applications/Software Development |

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| I hereby authorize **innosoul, Inc.** to submit my resume in response to the temporary staffing Solicitation 55100008238BA 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:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |