**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 ( leave noblanks) | Years | Skills/Experience | Vendor Comments (asapplicable) |
|  | 8 | Full-time experience in IT Project Management work, business analysis, or project administration. Experience managing complex projects throughout all development phases |  |
|  | 8 | Experience in structured design and development process, scope control, project estimation, risk mitigation, and preventive and corrective actions for overruns |  |
|  | 8 | Experience managing project activities; establishing project goals and objectives; exercising sound judgment in making critical decisions; analyzing complex information and developing plans to address identified issues; demonstrate negotiation and facilitation skills; identify project risks and gaps; prepare reports; and communicate effectively |  |
|  | 8 | Experience reviewing, analyzing, and evaluating business systems and user and stakeholder needs |  |
|  | 8 | Experience facilitating and documenting business process mapping and business process reengineering and identifying new applications of technology to business problems that make a business more effective  |  |
|  | 5 | Experience documenting detailed requirements for information technology solutions that will meet program and user needs |  |
|  | 3 | Experience simultaneously collecting requirements across multiple program areas or organizations that are geographically dispersed and that have varying business needs |  |

**Preferred:**

|  |  |  |  |
| --- | --- | --- | --- |
| Years ( leave noblanks) | Years | Skills/Experience | Vendor Comments (asapplicable) |
|  | 5 | Knowledge of IT Project Management theories and practices applicable to projects that are complex in scope; of systems and procedures used to evaluate a third-party vendor’s performance; and of local, state, and federal laws and regulations relevant to the administration of the project undertaken |  |
|  | 5 | Experience in structured design and development process, scope control, project estimation, risk mitigation, and preventive and corrective actions for overruns |  |
|  | 5 | Experience presenting to program and IT management, project Sponsors, and Executive leadership |  |
|  | N/A | Project Management Professional (PMP) certification |  |

**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.

**FORM D**

**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 5012525PM3 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