**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) |
|  | 4-7 | Bachelor’s degree in computer-related field and four years’ experience as a systems administrator or eight years’ experience as a systems administrator. |  |
|  | 4-7 | Supporting patching and configuring Windows and Linux operating systems and third-party applications |  |
|  | 4-7 | Advanced system administration skills in Linux/UNIX Servers. |  |
|  | 4-7 | Microsoft Windows server implementation and administration to include Active Directory |  |
|  | 4-7 | Network firewall, wireless network, routing, and switch network design, implementation, and administration. |  |
|  | 4-7 | Evaluating and interpreting NESSUS vulnerability reports, building deployment packages using Microsoft Endpoint Configuration Manager, Microsoft Intune, Microsoft System Center Configuration Manager, and Windows server and workstation administration. |  |
|  | 4-7 | Microsoft Windows Certifications including MCSA Windows Server |  |
|  | 4-7 | Microsoft Windows Exams related to Windows Server, Security, and Networking |  |
|  | 4-7 | Microsoft O365 Tenant level administration and security |  |
|  | 4-7 | Strong written and verbal communication skills to serve as a technical consultant to peers, clearly and accurately document relevant issues, and prepare accurate, concise, reliable reports. |  |
|  | 4-7 | Advanced skill in solving problems; in scheduling, testing, installing, and implementing programs; and in trouble shooting computer software systems |  |
|  | 4-7 | Ability to handle multiple priorities while meeting strict deadlines. |  |

**Preferred:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Years | Skills/Experience | Vendor Comment (asapplicable) |
|  |  | Texas Workforce Commission experience |  |

**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 5112425NSA2 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