**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 no  blanks) | Years | Skills/Experience | Vendor Comments (as  applicable) |
|  | 4-7 | Experience in gathering and analyzing business requirements, and developing software specifications |  |
|  | 4-7 | Experience documenting detailed requirements for information technology solutions that will meet program and user needs. |  |
|  | 4-7 | Experience in various documentation techniques such as Requirements Traceability Matrix, Software Design Document, Software Requirements Specification User Stories, Use Cases, Data Flow Diagrams, User Interface Designs |  |
|  | 4-7 | Demonstrated ability in working with stakeholders and development team. Experience facilitating productive meetings to formulate business requirements and communicate stakeholder needs to technical staff |  |
|  | 4-7 | Experience in creating test plans and complex test scenarios in cooperation with business and technical groups |  |
|  | 4-7 | Experience executing test plans, assisting team members in performing and completing test activities; Coordinate, monitor, and perform testing, and facilitate user acceptance testing |  |
|  | 4-7 | Experience identifying, analyzing and documenting software defects; assists developers in analyzing and resolving defects |  |
|  | 4-7 | Experience writing and executing SQL statements to verify test results |  |
|  | 4-7 | Thorough knowledge of software development life cycle methodologies |  |
|  | 4-7 | Excellent written and verbal communication skills to effectively collaborate with business stakeholders and IT team and function as a liaison between the two groups |  |

**Preferred:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Years | | Skills/Experience | Vendor Comment (as  applicable) |
|  | | 4-7 | Experience working as a Test Lead for an IT implementation project |  |
|  | | 2-6 | Experience with JAVA services and JAVA applications |  |
|  | | 2 | State of Texas 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 5133125SA2 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