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

**CANDIDATE REFERENCE**

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| Solicitation Number: 529501111R2 | Title/Level: Project Manager 3 |
| Candidate Name: | Category: Project Management |

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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)**:** |  | | |
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| **Company Name** (Required)**:** |  | | |
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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 |

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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: 529501111R2 | Title/Level: Project Manager 3 |
| Candidate Name: | Category: Project Management |

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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 |
|  | 10 | Required | Experience in managing multiple projects. Experience in implementing E HR application or similar large application across large organizations. to include developing and managing project plans and documenting risks, issues, and contingency plans. |
|  | 10 | Required | Knowledge of database like InterSystems Caché Database, Oracle, Microsoft SQL Server. Skill in using MS Project, EXCEL, Word, Visio, Jira and other project management tools. |
|  | 10 | Required | Ability to research, gather, assemble, correlate and analyze facts; to devise solutions to problems; and to prepare concise reports and/or to analyze and solve complex and difficult problems and prioritize information and issues. |
|  | 10 | Required | Develop Migration and implementation strategy. Work with business owners, IT to oversee vendor. |
|  | 10 | Required | Experience in EHR application domain, application migration, workflow analysis, design, development of SDLC artifacts, support using software engineering practices. |
|  | 10 | Required | Manage existing staff in developing data migration activities. Manage application implementation and mediate between business owners and EHR vendor. |
|  | 10 | Required | Ability to appropriately summarize and escalate issues and develop and present weekly status updates (written and verbal) and conduct regular project team status meetings. |
|  | 10 | Required | Experience in Communicating with all stakeholders, vendors, staff, team and leadership on day-to-day activities and also facilitate ownership and understand of project goals and objectives. |
|  | 10 | Required | Experience in EHR application domain, workflow analysis, design, development of SDLC artifacts, support using software engineering practices. |
|  | 10 | Required | Strong interpersonal abilities to lead diverse teams and inspire high productivity and collaboration among team members. |
|  | 10 | Required | Provide regular updates on the migration progress to all project stakeholders including immediate managers, leadership, system analysts. Use ticketing systems for information sharing and problem resolution. |
|  | 10 | Required | Experience in managing application migration, data mapping, data cleaning efforts. |
|  | 10 | Required | Conduct meetings with Business subject matter experts and work with system analysts to document business workflow for existing systems. Address any questions that vendor has and act as liaison between IT, Business, and vendor, |
|  | 5 | Preferred | Prior experience with SaaS model EHR systems and cloud data migrations. |
|  | 2 | Preferred | Experience with HHSC Federal State processes and documentation, project documentation such as business case workbooks and project charters. |
|  | 2 | Preferred | PMP Certification |
|  | 2 | Preferred | Familiarity with the existing and planned software technology and the global, regional, and local software architecture and infrastructure components |

**CANDIDATE ACKNOWLEDGEMENT**

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| RFO: 445 Solicitation Number: 529501111R2 | Title/Level: Project Manager 3 |
| Candidate Name: | Category: Project Management |

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| I hereby authorize **Innosoul, Inc. dba Innosoul Information Technologies, Inc.** to submit my resume in response to the temporary staffing Solicitation 529501111R2 for **Texas Health and Human Services Commission**.  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:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |