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

**CANDIDATE REFERENCE**

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| Solicitation Number: 306250094NA | Title/Level: Network Administrator 1 |
| Candidate Name: | Category: Networking/Telecommunications |

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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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| --- | --- | --- | --- |
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| **Phone Number** (Required include area code): | |  | |
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| **Professional Relationship:** | | |  |

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|  | Peer |  | Co-Worker |  | Supervisor |

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|  | Customer |  | End-User |  | Subordinate |

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| **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: 306250094NA | Title/Level: Network Administrator 1 |
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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 |
|  | 3 | Required | Network Administration or Support Roles |
|  | 3 | Required | Strong knowledge of Microsoft server environments, Microsoft 365, and virtualization platforms (eg., VMware, Hyper-V). |
|  | 3 | Required | Hands-on experience with Cisco and Meraki network equipment and VoIP systems |
|  | 3 | Preferred | Documenting and supporting compliance-driven IT environments |
|  | 3 | Preferred | Administering and managing Windows Server environments (2012 or later) within an Active Directory domain |
|  | 3 | Preferred | Managing access control lists, Group Policy Objects (GPOs), file and print services, and automation systems. Support imaging/document management systems. Provide operational support for VoIP-based phone systems |
|  | 3 | Preferred | Configuring and supporting core TCP/IP services such as LDAP, DHCP, DNS, SMTP |
|  | 3 | Preferred | Working within virtualized environments (e.g., VMware, Hyper-V) to support system uptime and scalability |
|  | 3 | Preferred | Administering Cisco networking equipment including routers, switches, firewalls, and VPN infrastructure |
|  | 3 | Preferred | Supporting internal LAN/WAN infrastructure, wireless access points, and all telecommunications systems |
|  | 3 | Preferred | Administering and troubleshooting Meraki wireless infrastructure. Monitor and analyze network performance using tools such as PRTG, MRGT, and ManageEngine |
|  | 3 | Preferred | Performing software and hardware updates, upgrades, and proactive troubleshooting to minimize downtime |
|  | 3 | Preferred | Providing documentation and reporting as required for audits, compliance, and internal use |
|  | 3 | Preferred | Maintaining Microsoft 365 services including user account provisioning, mailbox management, Teams, and SharePoint |

**CANDIDATE ACKNOWLEDGEMENT**

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| RFO: 445 Solicitation Number: 306250094NA | Title/Level: Network Administrator 1 |
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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 306250094NA for **Texas State Library and Archives 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:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |