**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) |
|  | 1-3 | Experience in executing major components of audits, including critical technology functions, cloud-based infrastructure, cybersecurity, risk management, application, and third-party management. |  |
|  | 1-3 | Experience in performing risk assessments of business units and technology operations, design and execute audit procedures to verify the effectiveness of existing controls, identify and define issues, review and analyze evidence, and document client processes and procedures. |  |
|  | 1-3 | Experience in establishing and maintaining good client relations during engagements. Communicating or assisting in communicating the results of some audit projects to management via written reports and oral presentations. |  |
|  | 1-3 | Experience in effectively communicating information, issues and audit progress to teammates, clients and auditor-in-charge. |  |
|  | 1-3 | Experience with preparing clear, organized and complete documentation to support work performed. |  |
|  | 1-3 | Experience in identifying expectations of the client and take actions to support the client experience. |  |
|  | 1-3 | Experience in understanding the broader context and implications (e.g., financial, legal, reputational, etc.) of the various types of risk affecting the business and critical technology functions. |  |
|  | 1-3 | Experience in self-prioritizing and effectively plan own work activities managing multiple priorities and tasks across the team to deliver quality results. |  |
|  | 1-3 | Perform various aspects of engagement administration, including hours and budget tracking. |  |

**Preferred:**

|  |  |  |  |
| --- | --- | --- | --- |
| Years (as applicable) | Years | Skills/Experience | Vendor Comment (as  applicable) |
|  | 1-3 | Being self-motivated, proactive, work independently, and effectively manage your time. |  |
|  | 1-3 | Experience in conducting system-level risk assessments, including identifying threats and vulnerabilities, and evaluating the likelihood and impact of harm and unauthorized access to systems. |  |
|  | 1-3 | Experience in developing, analyzing, and maintaining System Security Plans (SSPs) responses. |  |
|  | 1-3 | Experience in managing multiple risk and compliance deliverables, tracking updates, deadlines, and documentation across the audit lifecycle. |  |

**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 5396126ITA1 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