

**HBITS Form 2:
Candidate Response Form**

Date:				
Task Order #:				
Contractor Name:				
Should an individual other than the Contract Administrator/ Secondary Contact be contacted about this Candidate?				
If Yes, please provide the Contact Name for this Response:				
Contractor Phone #:				
Contractor E-mail:				
Is the proposed Candidate a US Citizen?				
If Yes, please list the full first name as depicted on the State Driver's license or governmental identification:				
If Yes, please list the full last name as depicted on the Driver's license or governmental identification:				
If No, please list the full first name as depicted on the Visa/ Passport. *No abbreviations or other derivations are allowed.				
If No, please list the full last name as depicted on the Visa/ Passport. *No abbreviations or other derivations are allowed.				
Visa #				
Type of Visa (e.g., L-1, H1-B)				
Candidate Full Name:				
Was a pre-interview of the candidate conducted in accordance with Section 6.3.4 of the HBITS Contract? <i>*Failure to Perform Pre-Interview of Candidate will result in automatic rejection of Candidate.</i>				
If Yes, what date was the Pre-Interview conducted?				
Does the Candidate anticipate any absences during the engagement (See Section 6.3.8 of the HBITS contract)?				
If Yes, please list the start and end dates of each absence?				
Proposed Interview dates (Cannot be earlier than 7 business days after due date of requisition)				
Project:				
Service Group :				
Job Title(s) Category:				
Skill Level:				
Skill Demand Required:				
Home Based Region:				
Employment Status of Consultant:				
Identify any and all subcontractors involved with the placement of the Candidate below:				
Name	Address	Is subcontractor an M/WBE? (link to ESDC database)	Is subcontractor an SBE? (link to show definition of SBE)	Is this subcontractor paying Hourly Wage Rate for Candidate?

APPENDIX F – FORM 2 (Revised June 30, 2016)

Mandatory Qualification	Pre-Defined: (Insert Text From Contract for Position Title and Skill Level)	Pass/Fail
Provide a detailed description of how the proposed Candidate meets the mandatory qualification. Include name(s) of previous employer(s), start and end dates of engagement(s), reference, and any additional applicable information.		Leave This Cell Blank (Vendors Do Not Score)
<u>Qualification Number</u>	<u>Requested Qualifications:</u>	<u>Max Points Assigned</u>
1.	Sample: X Months of Experience in Y doing Z	10
Provide a detailed description of how the proposed Candidate meets the requested qualification. Include name(s) of previous employer(s), start and end dates of engagement(s), reference, and any additional applicable information.		Leave This Cell Blank
2.	Sample: X Months of Experience in Y doing Z	10
Provide a detailed description of how the proposed Candidate meets the requested qualification. Include name(s) of previous employer(s), start and end dates of engagement(s), reference, and any additional applicable information.		Leave This Cell Blank
3.	Sample: X Months of Experience in Y doing Z	10
Provide a detailed description of how the proposed Candidate meets the requested qualification. Include name(s) of previous employer(s), start and end dates of engagement(s), reference, and any additional applicable information.		Leave This Cell Blank
4.	Sample: X Months of Experience in Y doing Z	10
Provide a detailed description of how the proposed Candidate meets the requested qualification. Include name(s) of previous employer(s), start and end dates of engagement(s), reference, and any additional applicable information.		Leave This Cell Blank
5.	Sample: X Months of Experience in Y doing Z	10
Provide a detailed description of how the proposed Candidate meets the requested qualification. Include name(s) of previous employer(s), start and end dates of engagement(s), reference, and any additional applicable information.		Leave This Cell Blank
6.	Sample: X Months of Experience in Y doing Z	10
Provide a detailed description of how the proposed Candidate meets the requested qualification. Include name(s) of previous employer(s), start and end dates of engagement(s), reference, and any additional applicable information.		Leave This Cell Blank
7.	Sample: X Months of Experience in Y doing Z	5
Provide a detailed description of how the proposed Candidate meets the requested qualification. Include name(s) of previous employer(s), start and end dates of engagement(s), reference, and any additional applicable information.		Leave This Cell Blank
8.	Sample: X Months of Experience in Y doing Z	5
Provide a detailed description of how the proposed Candidate meets the requested qualification. Include name(s) of previous employer(s), start and end dates of engagement(s), reference, and any additional applicable information.		Leave This Cell Blank
9.	Sample: Bachelor's Degree	5
Provide a detailed description of how the proposed Candidate meets the requested qualification. Include name(s) of previous employer(s), start and end dates of engagement(s), reference, and any additional applicable information.		Leave This Cell Blank
10.	Sample: Project Management Professional (PMP)	5
Provide a detailed description of how the proposed Candidate meets the requested qualification. Include name(s) of previous employer(s), start and end dates of engagement(s), reference, and any additional applicable information.		Leave This Cell Blank
Requested Qualifications Must Total		80
Interview Must Total		20
Total Score		100

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REFERENCES (Optional)				
	Name	Company	Phone	E-Mail
Reference #1 (Optional)				
Reference #2 (Optional)				
Reference #3 (Optional)				

Additional Information Requests:	
Can the proposed Candidate(s) meet the additional Security Requirements requested (Note All That Apply)?	
If Other is Selected, please provide relevant information:	
Can the proposed Candidate(s) meet the additional training possibly required during the Engagement?	
Can the Candidate meet the request type and manner of knowledge transfer requested during the engagement?	
Can the Candidate(s) meet the travel anticipated during the Engagement?	

*Resumes can be attached, in addition to the completed form.

**If education credentials were requested, Contractor must attached proof of degree equivalency as required by Section 6.3.3 of the HBITS contract

*** The Contractor's agreement to comply with the provisions of this form is a material representation of fact upon which reliance was placed when the Authorized User determined to enter into an engagement with the Contractor.

Contractor Certification:

By submission of this Candidate, the Contractor has verified the previous employment of the Candidate and agrees that this information may be verified by the Managed Service Provider (MSP) through randomly selected validation with the Contractor.