

APPENDIX F – FORM 2

**HBITS Form 2:
Candidate Response Form**

Date:	Date submitting to HBITS TEAM
Task Order #:	HBITS-01-00### Please do not alter or shorten it.
Contractor Name:	Contract Holder Legal Business Name
Should an individual other than the Contract Administrator/ Secondary Contact be contacted about this Candidate?	Response required
If Yes, please provide the Contact Name for this Response:	Only fill out if YES to answer above
Contractor Phone #:	Only fill out if YES to answer above
Contractor E-mail:	Only fill out if YES to answer above
Is the proposed Candidate a US Citizen?	YES OR NO response
If Yes, please list the full first name as depicted on the State Driver's license or governmental identification:	IF US CITIZEN, response required. If Not, NA
If Yes, please list the full last name as depicted on the Driver's license or governmental identification:	IF US CITIZEN, response required. If Not, NA
If No, please list the full first name as depicted on the Visa/ Passport. *No abbreviations or other derivations are allowed.	IF not a US Citizen, response required, if Not, NA.
If No, please list the full last name as depicted on the Visa/ Passport. *No abbreviations or other derivations are allowed.	IF not a US Citizen, response required, if Not, NA.
Visa #	IF not a US Citizen, response required, if Not, NA.
Type of Visa (e.g., L-1, H1-B)	IF not a US Citizen, response required, if Not, NA.
Candidate Full Name:	RESPONSE REQUIRED
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>	YES OR NO
If Yes, what date was the Pre-Interview conducted?	DATE
Does the Candidate anticipate any absences during the engagement (See Section 6.3.8 of the HBITS contract)?	YES or NO
If Yes, please list the start and end dates of each absence?	IF YES, response required
Proposed Interview dates (Cannot be earlier than 7 business days after due date of requisition)	Response Required
Project:	N/A
Service Group :	1 – Standard Titles
Job Title(s) Category:	Specialist
Skill Level:	Senior
Skill Demand Required:	High
Home Based Region:	1
Employment Status of Consultant:	
<u>Identify any and all subcontractors involved with the placement of the Candidate below:</u>	

Comment [d1]: RESPONSE REQUIRED. Review section (6.3.5 Employment Status) of the Contract for allowable responses. (Direct Employee, Subcontractor, or Independent Contractor)

Comment [d2]: IF no subcontractors involved, please enter NA in each row.

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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?
Mandatory Qualification	<ul style="list-style-type: none"> 60-84 Months: Candidate is able to work without assistance and can provide leadership for others; may have advanced education Experience in the usage and support of a collection of development platforms, technical architectures, or business applications and products that run on those platforms, beyond that of a Programmer. Do not alter this field 			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.	48 months of CA SiteMinder Do not alter this field			40
	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.	24 months of MS SQL Server - stored procedure, function, package, trigger and view development 11.25 Do not alter this field			15
	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.	24 months of MS SQL Server Database Administration Do not alter this field			15
	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.	12 months experience with SiteMinder Walker Do not alter this field			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
Requested Qualifications Must Total				80
Interview Must Total				20
Total Score				100
<u>REFERENCES (Optional)</u>				
	<u>Name</u>	<u>Company</u>	<u>Phone</u>	<u>E-Mail</u>
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				

Comment [d3]: FOR ANY REFERENCE TO TIME PERIODS, reference total number of months in addition to the start/ end dates. (i.e. 32 Months (Oct 2005 – May 2008). If you're stating "6 years of experience", it should be "72 Months of experience"

Comment [d4]: This TEXT from the Sample form should be deleted on a Contractors response. Contractor **must** fill this in and provide a detailed explanation of how the candidate meets or exceeds the Mandatory Qualifications. If this field is blank, incomplete, or just a "cut and paste" from the resume, your candidate will FAIL the Mandatory and released from consideration.

Comment [d5]: Same as comment d3 & d4

Comment [d6]: Same as comment d3 & d4

Comment [d7]: Same as comment d3 & d4

Comment [d8]: Same as comment d3 & d4

Comment [d9]: This section is optional for any references.

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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?	Yes/No Response
Can the Candidate(s) meet the travel anticipated during the Engagement?	

Comment [d10]: If there are NO additional security requirements, response should be NA. IF there are, then a YES or NO response.

Comment [d11]: If there are NO training requirements, response should be NA. IF there are, then a YES or NO response.

Comment [d12]: If there are NO travel requirements, response should be NA. If there are requirements, response would be YES or NO.

*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.