

Department of Information Resources IT STAFFING SERVICES REQUEST Form

Customer Name (Required): _____

Customer Contact (Required): _____

E-mail address (Required): _____

Telephone Number (Required include area code): _____

Number of Workers requested (Required): _____

Number of estimated hours (Required): _____

Solicitation Reference Number (Required): **[Three digit Agency Number] - [Two digit Fiscal Year] – [Customer defined requisition number]**

Working Title (Required): _____

ITSAC Level Description (Required): _____

ITSAC Technology Type (Legacy, Core, Emerging) (Required): _____

DESCRIPTION OF SERVICES: (Required)

The Department of Information Resources (DIR) requires the services of [quantity] [Working Title] hereafter referred to as Worker, who meets the general qualification of [ITSAC Level] [ITSAC Technology Type] and the specifications outlined in this document for [Customer Name].

[Customer – specific description]

WORKER SKILLS AND QUALIFICATIONS (Required)

Minimum (Required): *insert specific minimum skills for this Contract Position) Recommend itemizing minimum skills in accordance with importance (most important to least importance)*

Years	Skills/Experience

Preferred (Optional): *insert specific preferred skills for this Contract Position)*

Years	Skills/Experience

TERM OF SERVICE (Required): *insert Work Order term and number of estimated hours for this Contract Position)*
[Term of service required by customer]

WORK HOURS AND LOCATION (Required): *insert preferred work hours and work location for this Contract Position)*
[Hours and location defined by customer]

Other Special Requirements (Optional):

Terms and Conditions:

[Additional terms and conditions required by customer]

E-Mail work order to:

Joan Scott, Contract Manager

Joan.scott@dir.texas.gov