The Pre-Solicitation Internal Routing Template can be used by DIR Customers that plan to issue a solicitation on the IT Staff Augmentation Contract (ITSAC). This form will help expedite the information necessary to complete the Competitive Bid Solicitation Request on the ITSAC Portal.

For assistance with the ISTAC Portal, contact [DIRStaffAugmentation@dir.texas.gov](mailto:DIRStaffAugmentation@dir.texas.gov). For questions regarding the ITSAC, contact the Contract Manager listed at <https://dir.texas.gov>.

**Requestor Information (For Internal Customer Use):**

|  |  |
| --- | --- |
| Requestor Name: |  |
| Requestor Email: |  |
| Requestor Telephone # |  |

**Solicitation Details:**

Provide the information below for expedited entry into the ITSAC Portal application.

|  |  |
| --- | --- |
| Solicitation Reference Number\* |  |
| Working Title |  |
| Estimated Start Date |  |
| Estimated End Date |  |
| Total Number of Positions Available |  |
| Number of Estimated Hours per Worker |  |
|  | |
| Title (per Contract) |  |
| Contract Level (per Contract) |  |
| Technology Type (per Contract) |  |
|  | |
| Max Hourly Rate per Worker\*\* |  |
| Number of Resumes Allowed per Vendor |  |
| Work Location (Address Line, City, State, Zip) |  |
| Work Hours Start/End (ex. 8:00AM – 5:00PM) |  |
| Full Time or Part Time |  |
|  | |
| Deadline Date (3-15 Days from submission) |  |

\* Must be unique. Typically, a combination of the Customer Name, PO Number and/or Date can be used.

\*\* Determined by the combination of Title, Contract Level, and Technology Type. If no preference, enter Max.

**Description of Job Duties:**

|  |
| --- |
|  |

**Other Special Requirements:**

|  |
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|  |

**Additional Terms and Conditions:**

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|  |

**Required Skills** (No minimum):

Number of years must meet or exceed the minimum number of years according to the contract

|  |  |
| --- | --- |
| Required # of Years: | Required Skills/Experience: |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Preferred Skills (Optional):**

|  |  |
| --- | --- |
| Preferred # of Years: | Preferred Skills/Experience: |
|  |  |
|  |  |
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