

Solicitation Number: ***EMPLOYER***JobID 090420-1	Working Title: Citrix System Administrator
ITSAC Level Description: Technical Support 2	ITSAC Technology Type: Core

I. DESCRIPTION OF SERVICES

The Department of Information Resources (DIR) requires the services of one Citrix System Administrator, hereafter referred to as Worker, who meets the general qualification of **ITSAC Technical Support, Level 2, Core Technology Type** and the specifications outlined in this document for ***EMPLOYER***, Information Technology Services Department (***EMPLOYER***).

All work products resulting from the project shall be considered “works made for hire” and are the property of the ***EMPLOYER***. ***EMPLOYER*** may include pre-selection requirements that potential Vendors (and their Workers) submit to and satisfy criminal background checks as authorized by the Texas law. ***EMPLOYER*** will pay no fees for interviews or discussions, which occur during the process of selecting a Worker.

EMPLOYER Information Technology Services Department is in need of a consultant to maintain our 50+ server Citrix farm.

We are looking for an experienced Citrix system administrator to maintain our Citrix baseline and to provide knowledge transfer to a permanent employee. The consultant must be able to support Citrix Presentation Server version 4.5 RO1/XenApp Server 5.0. The consultant must be available during core business hours of 7:45 a.m. to 4:30 p.m., and also be able to provide support during evenings, weekends, and holidays as required to implement changes or fixes.

The position will report to the Information Services Manager managing the Citrix System Administration function.

Other Special Requirements: Must be able to provide support during evenings, weekends, and holidays as required to implement changes or fixes.

II. WORKER SKILLS AND QUALIFICATIONS

Minimum Requirements:

Years	Skills/Experience
4+	Systems administration experience in Citrix Metaframe / Presentation Server
3+	Experience with Citrix Web Interface/Secure Gateway/NFuse
2+	Experience in mentoring and training other Citrix system administrators
2+	Experience in dealing successfully with business partners, customers, peers, management, and vendors
2+	Ability to capture knowledge and document it using organized methodologies.
2+	Experience developing, communicating, and implementing projects of any scope.
Strong	Excellent verbal and written communication skills

Preferences:

Years	Skills/Experience
2+	Experience network topologies and troubleshooting network-related issues
2+	Experience with Windows Server 2003
2+	Experience with Microsoft Active Directory
2+	Experience with Microsoft SharePoint 2003
2+	Government experience

III. TERM OF SERVICE

Services are expected to start as soon as possible and go through approximately September 15, 2009. Total estimated Worker hours shall not exceed 720 hours. This service may be amended, renewed and/or extended providing both parties agree in writing to do so.

IV. WORK HOURS AND LOCATION

- A. Services shall be provided during normal business hours unless otherwise coordinated through the ***EMPLOYER***. Normal business hours are Monday through Friday from 8:30 AM through 4:30 PM, excluding State holidays when the agency is closed.
- B. The primary work location(s) will be at the ***EMPLOYER*** facility, located at ***PRIVATE***. Any and all travel, per diem, parking, and/or living expenses shall be at the Worker's and/or Vendor's expense.
- C. ***EMPLOYER*** will provide pre-approved, written authorization for travel for any services to be performed away from the primary work location(s). Pre-approved travel expenses are limited to the rates and comply with the rules prescribed by the State of Texas for travel by its classified employees, including any requirement for original receipts.
- D. The Worker(s) may be required to work outside the normal business hours on weekends, evenings and holidays, as requested. Payment for work over 40 hours will be at the hourly rate quoted and must be coordinated and pre-approved through ***EMPLOYER***.