

Contractor Capability and Availability Profile

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Information-gathering only. This worksheet is not an offer, contract, Statement of Work, NDA, DPA, BAA, authorization, or commitment. DSE review is not acceptance. Do not include PHI, credentials, secrets, production logs, controlled data, or personal consumer or patient data.

Use this profile to introduce relevant capabilities and availability for a potential DSE contractor relationship.

Section	Information to provide
For	Independent professionals and prospective contractors interested in supporting DSE client delivery or internal work.
Use	Share work capability, relevant portfolio links, and availability for an initial discussion.
Not for	An employment application, background check, payroll onboarding, offer, contract, or authorization to begin work.

1. Professional profile

Share professional and business information only. Do not include an SSN, date of birth, home address, banking details, background-check information, or protected-class information.

Professional name and business contact

Name, professional email, public portfolio or LinkedIn link, and general location or time zone.

Primary capability areas

Technical, cybersecurity, data, AI, delivery, operations, or advisory capability areas.

Relevant portfolio links or public work examples

Public URLs only. Do not attach client-confidential work or credentials.

2. Engagement fit

Describe how you prefer to contribute. This does not create a contractor relationship.

Relevant project experience

High-level experience, industries, outcomes, and technologies without confidential client information.

Availability and engagement preferences

Approximate weekly capacity, start window, remote or onsite preference, and expected engagement shape.

Collaboration requirements or constraints

Access needs, conflicts to disclose at a high level, or other practical constraints.

3. Next conversation

Keep the request simple and factual.

Work you are interested in discussing

The type of DSE work or collaboration you would like to explore.

Best next step

Introductory conversation, portfolio review, capability discussion, or another limited next action.

Next step

DSE will review the profile for a potential fit. Any work requires a separate contractor agreement, confidentiality and intellectual-property terms, and a written engagement authorization before it begins.

Use a DSE-provided controlled channel for any completed workbook. Do not send sensitive material or PHI through this worksheet, the public website, or an initial inquiry.