



STATE OF MARYLAND
DEPARTMENT OF INFORMATION TECHNOLOGY

What you need to know about... Request for Resumes (RFRs)

THE BENEFITS

- ADD STAFF IN 5 WEEKS
- MULTIPLE AWARDS ALLOWED (up to 5)
- MULTIPLE LABOR CATEGORIES ALLOWED ON ONE RFR
- STREAMLINED PAPERWORK

THE FINE PRINT

- 6 MONTH DURATION MAXIMUM*
- CANNOT EXTEND UNDER ANY CIRCUMSTANCES (not for great resources, not with creative packaging of RFRs, not by recompeting the same labor category)
- CATS+ LABOR CATEGORIES ONLY
- DISCUSS MULTI-AWARDS WITH DOIT IN ADVANCE

*RFRs with the Project Manager Labor Category for MITDPs have up to a five year duration.

What Is It?

DoIT created RFRs in response to agencies' needs for short term staffing. As a subset of the CATS+ Master Contract, RFRs deliver needed IT resources with minimal time and paperwork. Using DoIT's RFR template, an agency can quickly populate the necessary fields for up to 5 IT resources, resulting in staffing in as few as five weeks from release.

An agency may staff IT resources up to 6 months for any labor category listed in the CATS+ Master Contract Request for Proposals. A project manager assigned to a Major IT Development Project (MITDP) may be staffed up to 5 years.

How it Works

1. Start with the RFR template closest to the desired job position. *Tip: Always start with the latest template.* Templates are located at: <http://doit.maryland.gov/contracts/Pages/CATSplusServiceCenter.aspx>.
2. Follow the instructions in the template to complete all required fields, inserting as few as one and up to five positions for the RFR (although DoIT requests advance notice for a multi-award RFR).
3. Complete the MBE & VSBE goal paperwork following your agency's policy.
4. Submit the RFR and signed MBE justification paperwork to ITPO.DoIT@Maryland.gov.

BE ADVISED

The RFR 6 month policy* is governed by State ethics laws and staffing regulations. **The Agency CANNOT guarantee continued coverage by the same resource after the term of the RFR.**

If your agency needs a resource greater than 6 months, you may not recomplete the RFR or otherwise extend the period of performance. The agency must instead:

- Use a different procurement vehicle to obtain resources (avoiding the RFR)
- Concurrent to the RFR, author a solicitation to secure IT resources for a period longer than 6 months.

*6 months for all labor categories except a PM for an MITDP

Q&A

(See Reverse)



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Why Staff an MITDP PM Through an RFR?

- Get your PM on board quickly to help with other recruiting, procurements, and project planning
- Often, the best staffing company doesn't have the best PM. An RFR allows you to pick the best PM

Will I get good resources?

- Master Contractors bidding on RFRs almost always hire via W-2s.
- Even if you need someone with domain-specific experience, you'll still get a good selection of candidates to choose from.

Q&A

Q: I hired a GREAT resource through an RFR but the 6 months is almost up. Can I keep him/her through creative use of another RFR?

A: Under no circumstances can a 6-month resource be extended through the RFR process. This includes: releasing a second RFR for the same labor category and re-releasing an RFR for a different labor category to capture the same resource. The RFR process is intended to help provide **short-term, stop-gap** IT support. **If the Agency anticipates needing a resource longer than 6 months, it should secure resources using another procurement or recruiting mechanism.**

Q: How can I keep my resource after the RFR expires?

A: See answer above. The resource may contact a Bidder (contract not yet awarded) or Contractor (after award) on a longer-term mechanism for IT services only after the resource is no longer providing services to the State. The resource is prohibited from contacting a potential Bidder for a potential award if the resource was in any way involved in the authoring of the solicitation.

Q: I really like the staffing company that supplied the resource under the RFR. Can the staffing agency bid on the longer-term contract?

A: A staffing company may only bid on a solicitation if no employees or subcontractors were involved in the preparation of the solicitation.

Q: I need a resource that doesn't match any of the labor categories on the CATS+ Master Contract. What do I do?

A: You must use a different procurement mechanism if none of the labor categories in the CATS+ Master Contract can be adapted to your use.

Q: I would like to change the minimum qualifications for a labor category. Can I do that?

A: You may add as many additional bullets as desired to the minimum qualifications to meet your agency's need. However, you may not amend in any way the minimum qualifications as defined in the CATS+ Master Contract for that Labor Category; those qualifications must stand as-written.

Q: How long must my RFR be open?

A: 21 days from the date of release

Q: I need to hire more than one person. Do I have to create two separate RFRs?

A: Yes, but you should contact DoIT first. You can create one RFR for up to 5 positions and award to one or more Master Contractors as long as they are all under the same Functional Area.

Q: Can I award to more than one Master Contractor?

A: Yes.

Q: One of the candidates can't make it. Can I perform a phone interview?

A: Only if all candidates are interviewed by phone.