

**Request for Resume (RFR)
CATS II Master Contract**

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	C81B3400005		
Functional Area (Enter One Only)	FA II – Web and Internet Systems		
Labor Category/s			
A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. A single award for a Major IT Development Project Manager may have tenure of one base year with up to two optional years, or through the end of the project within the Master Contract term. An RFR is limited to only labor categories defined in the CATS II RFP.			
Labor Category#11 for a Applications Development Expert			
Anticipated start date	April 2013		
Duration of assignment	Up to six (6) months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable			%
Issue Date: mm/dd/yyyy	03/26/2013	Due Date: mm/dd/yyyy	04/08/2013
		Time (EST): 00:00 am/pm	11:00AM
Place of Performance:	200 Saint Paul Place, Suite 1700, Baltimore, MD 21202. Work under this RFR may not be performed off-site. A computer with the necessary software will be provided to perform the duties assigned to this role.		
Special Instructions: (e.g. interview information, attachments, etc.)	OAG reserves the right to conduct interviews upon reviewing the resumes.		
Security Requirements (if applicable):			
Invoicing Instructions:	Weekly timesheets will be required to validate work hours and will be signed and approved by Director of IT, Scott Beckmann. Final invoice for work performed must be received no later than June 7, 2013.		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Office of the Attorney General		
Agency POC Name:	Jan Stratton	Agency POC Phone Number:	410-576-7938
Agency POC Email Address:	jstratton@oag.state.md.us	Agency POC Fax:	410-576-6447

**Request for Resume (RFR)
CATS II Master Contract**

All Master Contract Provisions Apply

Agency POC Mailing Address:	200 Saint Paul Place, Suite 1700, Baltimore, MD 21202
Section 3 – Scope of Work	
Background	
<p>The Consumer Protection Division is made up of multiple units; all units utilize an existing .NET web application tracking and maintenance.</p> <p>CPD's .NET web application has both a public facing (Internet) and an internal (Intranet LAN) interface. For Internet users, there are pages which need to be redesigned aesthetically, but also must maintain their existing functionality in order to pass inputted data to the internal database for insertion. The internal web application cannot be altered in any way and must maintain current functionality. Some of the information is passed via Metadata; other data is passed directly from the ASPX page and SQL LINQ queries do the database insertions.</p> <p>The object of this Request for Resume (RFR) is to acquire the short-term services of a Senior .NET Software Developer to enhance and integrate these systems mostly using a SharePoint infrastructure.</p>	
Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
<p>1. Applications Development Expert</p>	<p>SharePoint Development/Design</p> <p>Migrate/Import existing SharePoint template and transition the layout and data from an existing website into a SharePoint architecture design.</p> <p>Online Data Collection</p> <p>Enhance existing data collection forms by incorporating data validation and business logic based on SharePoint as the foundation.</p> <p>Create new data collection forms and reports as business needs dictate. The user will need the ability to provide a "wet" or legally acceptable signature which is required for such forms as the Medical Authorization form (One of the documents that they will be uploading).</p> <p>Create secure file upload/transfer framework built on SharePoint as the foundation. The user must have the ability to UPLOAD documents and store them in an internal folder associated with the complaint being entered. These documents will then be attached to the</p>

**Request for Resume (RFR)
CATS II Master Contract**

All Master Contract Provisions Apply

	<p>internal complaint once it is stored in the SQL database via an Intake process that the HEAU staff will do.</p> <p>Interface forms and file upload framework with existing internal applications/databases as required.</p> <p>Pages facing the public must have the ability to accept input for describing a consumer's complaint. Name, address, personal details. These pages must be secured via SSL and function the same way they do now in order to save the data to the SQL database.</p>
<p align="center">Minimum Qualifications</p> <p>For minimum qualifications, see the labor category description in the CATS II RFP for the subject RFR labor category. In addition, qualified candidates <u>must</u> meet the minimum qualifications specified below.</p>	
<p align="center">Labor Category/s (From Section 1 Above)</p>	<p align="center">Minimum Experience/Knowledge/Skill</p>
<p>1. Applications Development Expert</p>	<p>Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.</p> <p>General Experience: Must have eight (8) years of programming experience in software development or maintenance.</p> <p>Specialized Experience: At least five (5) years of experience in IT systems analysis and programming</p> <ul style="list-style-type: none"> • Minimum five (5) years of Microsoft SharePoint development and administration. • Minimum five (5) years of Microsoft SharePoint integration with other applications including but not limited to Microsoft Exchange and Microsoft SQL. • Minimum five (5) years in administering SQL server. • Minimum three (3) years of experience designing, developing, and deploying web sites and/or web applications using the latest technologies from Microsoft. • Minimum three (3) years of experience in Technologies that must include SharePoint 2010/2013, SQL 2008/2012, .NET 3.5/4.0 Frameworks, Visual Studio 2010/2012.

**Request for Resume (RFR)
CATS II Master Contract**

All Master Contract Provisions Apply

Section 4 - Required Submissions

NOTE:

- o TO Contractors may propose only one candidate for each position requested.
- o TO Contractors electing not to propose in response to the RFR must submit a "Master Contractor Feedback Form" via the "Master Contractor Login" on the CATS II web site.
- o **Master Contractors proposing in response to this RFR must submit the documents below as separate files contained in two separate emails for each position as follows:**

Email 1 with the "Technical Response"

TO Contractor, RFR Number, Position Functional Name, Labor Category & Candidate Name" in the subject line

1. Resume for the labor category described in the RFR (Attachment 1)
2. Three recent reference contact names, telephone numbers and email addresses for use in verifying the experience provided in response to Minimum Qualifications.

Email 2 with "Financial Response"

TO Contractor, RFR Number, Position Functional Name, Labor Category & Candidate Name" in the subject line

1. Price Proposal (Attachment 2)
2. Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
3. Living Wage Affidavit (Attachment I in the CATS II RFP)

- o **Any documents listed below as required by the hiring agency**

Section 5 – Evaluation Criteria –

(Provide a list of evaluation criteria in descending order of importance)

1. Technical Expertise with above requirements and qualifications.
2. Work Experience.
3. Price

Basis for award Recommendation

RFRs will be awarded in accordance with the competitive Sealed Proposals process under COMAR 21.05.03. The agency POC will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. The agency POC will initiate and deliver a RFR Agreement to the selected Master Contractor. **Master Contractors should be aware that if selected, State law regarding conflict of interest may prevent future participation in procurements related to the RFR Scope of Work, depending upon specific circumstances.**

**Request for Resume (RFR)
CATS II Master Contract**

All Master Contract Provisions Apply

ATTACHMENT 1 – RFR RESUME FORM

RFR # **ADPICS REFERENCE BPO NUMBER**

Instructions: Insert resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category described in Section 1 of the RFR. If the RFR requests multiple Labor Categories, use a separate resume form for each proposed candidate.

Candidate Name:	Labor Category (from Section 1 of the RFR):
Master Contractor:	

A. Education / Training

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

B. Relevant Work Experience

Describe work experience relevant to the Duties / Responsibilities and Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Start with the most recent experience first; do not include non-relevant experience.

[Organization]	Description of Work...
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person (Optional if current employer)]	
[Organization]	Description of Work...
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person]	

<add lines as needed>

C. Employment History

List employment history, starting with the most recent employment first

Start and End Dates	Job Title or Position	Organization Name	Reason for Leaving
<add lines as needed>			

D. References

List persons the State may contact as employment references

Reference Name	Job Title or Position	Organization Name	Telephone / Email
<add lines as needed>			

**Request for Resume (RFR)
CATS II Master Contract
ATTACHMENT 2**

RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # **ADPICS Reference BPO number**

(This form is to be filled out by Master Contractors)

Proposed Labor Category	Hourly Labor Rate	Total Hours (up to 6 months)	Labor Category Price (Labor Rate x Hours)
1.	\$	1040*	\$
Total RFR Price (Sum of Labor Category Prices):			\$

*Note: Hours are used for evaluation purposes only. Actual hours per resource for a labor category may be more or less.

Authorized Individual Name

Company Name

Title

Company Tax ID #

Proposed labor categories must be from those described in the CATS II Master Contract and must correspond to the resume/s provided. Support staff is limited to engagements of up to six months. The "Hourly Labor Rate" is the actual fully-loaded rate, all inclusive that the State will pay for services recorded in dollars and cents. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.