

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

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	D38B2400009		
<b>Functional Area (Enter One Only)</b>	Functional Area 2		
<b>Labor Category/s</b>			
Labor category #59. 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 59. Internet/Intranet Site Developer Senior			
<b>Anticipated start date</b>	01/10/2012		
<b>Duration of assignment</b>	Up to 4 months		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	No		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date:</b> mm/dd/yyyy	12/12/2011	<b>Due Date:</b> mm/dd/yyyy	1/03/2011
		<b>Time (EST):</b> 00:00 am/pm	3:00 p.m.
<b>Place of Performance:</b>	Maryland State Board of Elections 151 West Street, Suite 200 Annapolis, MD 21401		
<b>Special Instructions:</b> (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of 2 persons using a standardized set of interview questions.		
<b>Security Requirements (if applicable):</b>			
<b>Invoicing Instructions:</b>	Invoices will be submitted		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	Maryland State Board of Elections, Voter Registration Division		
<b>Agency POC Name:</b>	Whitney Faust	<b>Agency POC Phone Number:</b>	410-269-2863
<b>Agency POC Email Address:</b>	wfaust@elections.state.md.us	<b>Agency POC Fax:</b>	410-974-2019
<b>Agency POC Mailing Address:</b>	PO Box 6486 Annapolis, MD 21401-0486		
Section 3 – Scope of Work			

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<b>Background</b>	
<p>The purpose of this Request for Resume is to acquire the short term services of an Internet/Intranet Site Developer Senior for a special project for approximately 3 months.</p> <p><b>Also, the candidate must:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate all aspects of proper communication skills, both verbal and non-verbal.</li> <li>2. Articulate clear and concise responses to the interview questions.</li> <li>3. Possess good interpersonal communication skills and proper attire.</li> </ol> <p><b>Brief Technical Description:</b> ASP.NET MVC3 project written in VB.NET (4.0 Framework) with some JQuery. Uses both Oracle 11g and SQLite databases, using ADO.Net.</p>	
<b>Job Description/s</b>	
<b>Labor Category/s (From Section 1 Above)</b>	<b>Duties / Responsibilities</b>
59. Internet/Intranet Site Developer Senior	<p>The selected developer will</p> <ol style="list-style-type: none"> <li>1. Use VB.Net, ASP.Net, and JQuery, in the MVC3 framework, to create a web form wizard.</li> <li>2. The form wizard will read from an Oracle 11g database to determine what questions to ask and what the possible answers are.</li> <li>3. The answers will be used to fill out a pdf form and print a QR Barcode.</li> <li>4. Write an additional piece of software that will read the QR barcode, read from an SQLite Database to determine what PDF form to fill out with the data in the barcode, and will update the SQLite Database to indicate that the form has been printed.</li> <li>5. All development will be done with the in-house developer as an additional module to an existing project.</li> <li>6. If the time permits, developer may be asked to assist in other aspects of the web development, such as finding opportunities for performance and security enhancements.</li> <li>7. Must be available on-site at the Maryland State Board of Elections at 151 West Street, Suite 200 Annapolis, MD 21401 between January 3, 2012 – March 31, 2012.</li> </ol>
<b>Minimum Qualifications</b>	
<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>	
<b>Labor Category/s</b>	<b>Minimum Experience/Knowledge/Skill</b>

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<b>(From Section 1 Above)</b>	
<p>59. Internet/Intranet Site Developer Senior</p>	<p>For minimum requirements, see <u>CATS II Labor Category #59 for Internet/Intranet Site Developer Senior</u>.</p> <p><b>PREFERRED CANDIDATES WILL MEET THE FOLLOWING CRITERIA:</b></p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Must have five(5) years of web development experience using current Web development and graphic tools, as well as, Web Server and database administration</li> <li>3. At least three (3) years of experience designing, developing, and deploying Web sites and/or Web applications, including product selection, configuration, installation, maintenance, and site specific Web development languages and relational databases.</li> <li>4. Must have three (3) years experience in VB.NET or C#</li> <li>5. Must have three (3) years experience with ASP.NET.</li> <li>6. Must have experience in making websites using the MVC framework.</li> </ol>
<p align="center"><b>Section 4 - Required Submissions</b></p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>- Master Contractors may propose only one candidate for each position requested.</li> <li>- Master Contractors electing <u>not</u> 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.</li> <li>- Master Contractors proposing in response to the RFR <u>must</u> submit the following documents: <ul style="list-style-type: none"> <li>o Resume for each labor category described in the RFR (Attachment 1)</li> <li>o Price Proposal (Attachment 2 <u>or</u> 2A) – <b>This must be a separate file!!</b></li> <li>o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)</li> <li>o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)</li> <li>o Living Wage Affidavit (Attachment I in the CATS II RFP)</li> <li>o <b>Any documents listed below as required by the hiring agency</b></li> </ul> </li> </ul>	
<p align="center"><b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b></p>	
<p>1. Work Experience</p>	
<p>2. Training and Education</p>	
<p>3. Ability to answer interview questions</p>	
<p>4. Price</p>	

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**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.**

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**ATTACHMENT 1 – RFR RESUME FORM**

RFR # **D38B2400009**

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>			

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ATTACHMENT 2

**RFR PRICE PROPOSAL - SUPPORT STAFF**

RFR # D38B2400009

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

<b>Proposed Labor Category</b>	<b>Hourly Labor Rate</b>	<b>Total Hours (up to 6 months)</b>	<b>Labor Category Price (Labor Rate x Hours)</b>
<b>1.</b>	\$	<b>1020</b>	\$
<b>Total RFR Price (Sum of Labor Category Prices):</b>			\$

\_\_\_\_\_  
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 are limited to engagements of up to six months. The "Hourly Labor Rate" is the actual fully-loaded rate 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.