Request for Resume (RFR)
CATS II Master Contract

All Master Contract Provisions Apply

Section 1 –General Information	
RFR Number: (Reference BPO Number)	D80B1400005
Functional Area (Enter One Only)	FA2

Position Title/s or Service Type/s (Short term staff or PMP)	

1. **Software Engineering**

   (Each Master Contractor can only submit one candidate for this RFR)

Anticipated start date	1/10/2011
Duration of assignment	6 months
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No

MBE goal, if applicable		0%

Issue Date: mm/dd/yyyy	12/22/10	**Due Date:** mm/dd/yyyy	12/29/10
		Time (EST): 00:00 am/pm	3:00 PM
Place of Performance:	Maryland Insurance Administration 200 St. Paul Place Baltimore Md. 21202		
Special Instructions: (e.g. interview information, attachments, etc.)	Must be able to interview in person.		
Security Requirements (if applicable):	Selected personnel must pass background checks and obtain Md. State ID badges.		
Invoicing Instructions:	Invoices will be submitted with every fourth time sheet for the duration of the task order. Invoices comply with all requirements in Section 2.8 of the CATS II Master Contract RFP. Accounts Payable, Rhonda Green 200 St. Paul Place Baltimore Md. 21202		

Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Maryland Insurance Administration/MIS		
Agency POC Name:	Lucy Sager	**Agency POC Phone Number:**	410-468-2374

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Agency POC Email Address:	lsager@mdinsurance.state.md.us	Agency POC Fax:	410-468-2396
Agency POC Mailing Address:	200 St. Paul Place Baltimore Md. 21202		

<table>
<tr><td colspan="4" align="center">Section 3 – Scope of Work</td></tr>
<tr><td colspan="4" align="center">Background</td></tr>
<tr><td colspan="4">

The Maryland Insurance Administration (MIA) is an independent State agency that regulates Maryland's insurance industry and protects consumers by ensuring that insurance companies and health plans act in accordance with insurance laws.

More information about the agency can be located at:
http://www.mdinsurance.state.md.us/sa/jsp/Mia.jsp

The MIA is seeking a Web Developer II who will be responsible to architect and implement a web based financial application, which calculates annual and quarterly premium taxes, interest, penalties, and fines. This program will also perform audit, billing, payments, and correspondence functions. The application will also include reporting and ad hoc query functions.

The Web Developer II will need to convert user requirements to a technical implementation. The Web Developer II will also be responsible for the design, support and maintenance of existing applications, developing new features and applications and resolving production issues as they arise.

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Job Description/s	
Position Title/s or Service Type/s (From Section 1 Above)	**Duties / Responsibilities**
1. Web developer II/ Software Engineer	This position will require development of code using Java, Struts 1.3, AJAX, JavaScript and relevant coding standards.

Minimum Qualifications	
Position Title/s or Service Type/s (From Section 1 Above)	**Required Experience/Knowledge/Skill**
1. Web developer II/ Software Engineer	**For minimum requirements, see CATS II Labor Category for Software Engineer. Preferred candidates will meet the following criteria:** · 2 + years hands-on experience in Struts 1.3, AJAX, and J2EE environment. · 4 + years Java, JSP, servlets, JavaScript, JavaBeans, HTML, XHTML, CSS, SSL, web security, Apache Ant, and Apache web server. · EAServer, JBoss, and Windows shell scripting experience a plus. · Strong analytical, testing, problem solving, technical troubleshooting, and production diagnostic skills.

	Must be able to work in a fast paced team environment and demonstrate excellent communication skills with users and management. Must be a team player. · Familiarity with project management frameworks. · Experience with version control software such as CMS. The candidate will preferably have a SQL and relational database background, a basic understanding of the use of stored procedures for databases. **Education and Certifications**: Bachelors degree in IT, Computer Science, or a related field. Vendor Certifications in relevant fields may also apply.

Section 4 - Required Submissions

NOTE:
- Master Contractors electing <u>not</u> to propose in response to the RFR must submit a "CATS II Master Contractor Feedback Form" located under "Master Contractor Login" on the CATS II web site.
- Master Contractors proposing in response to the RFR <u>must</u> submit the following documents:
    o Resume for each position / service type described in the RFR (Attachment 1)
    o Price Proposal (Attachment 2 <u>or</u> 2A)
    o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
    o Living Wage Affidavit (Attachment I in the CATS II RFP)
    o **Documents listed below as required by the hiring agency**

1.Company references

Section 5 – Evaluation Criteria – **(Provide a list of evaluation criteria in descending order of importance)**
1. Experience levels programming with Struts 1.3, AJAX, and in a J2EE environment.
2. Experience levels programming Java, JSP, Servlets, JavaScript, JavaBeans, HTML, XHTML, CSS, SSL, web security, Apache Ant, and Apache web server.
3. Education and Certifications
4.Experience developing web based financial applications
5. We are unable to offer sponsorship. Preference will be given to local or commutable candidates.
6.Price

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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 # D80B1400005

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

Candidate Name:	Position Title or Service Type (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 Required Experience / Knowledge / Skill described in Section 3 of the RFR. Start with the most recent experience first; do not include non-relevant experience.

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

<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>			

ATTACHMENT 2

RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # D80B1400005

(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):			$

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.