

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

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	Q00B9200397		
<b>Functional Area (Enter One Only)</b>	Functional Area 5-Software Engineering		
Position Title/s or Service Type/s (Short term staff or PMP)			
1.Information Engineer			
<b>Anticipated start date</b>	12/15/2009		
<b>Duration of assignment</b>	400 hours		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	No		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date:</b>	11/17/09	<b>Due Date:</b>	12/02/09
		<b>Time (EST):</b>	12:00 P.M.
<b>Place of Performance:</b>	6776 Reisterstown Road Baltimore, MD 21215		
<b>Special Instructions: (e.g. interview information, attachments, etc.)</b>	Interviews will be held at 6776 Reisterstown Road, Suite 209, Baltimore, MD 21215		
<b>Security Requirements (if applicable):</b>	Applicants must undergo a State and Federal fingerprint background check.		
<b>Invoicing Instructions:</b>	All invoices are to be emailed to <a href="mailto:dtaylor@dpsc.state.md.us">dtaylor@dpsc.state.md.us</a>		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	Department of Public Safety and Correctional Services, ITCD		
<b>Agency POC Name:</b>	Victor Fooks	<b>Agency POC Phone Number:</b>	410.585.3813
<b>Procurement</b>	Martha Sullivan 410-585-3130		
<b>Agency POC Email Address:</b>	<a href="mailto:vfooks@dpsc.state.md.us">vfooks@dpsc.state.md.us</a>	<b>Agency POC Fax:</b>	410.318-6004
<b>Agency POC Mailing Address:</b>	DPSCS ITCD 6776 Reisterstown Road, Suite 209 Baltimore, MD 21215		



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1.
2.
3. (add or delete rows as needed)
<b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b>
1. Technical Expertise with above requirements and qualifications.
2. Pass State and Federal background checks
3. Hourly rate
<b>Basis for Award Recommendation</b>
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.

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**ATTACHMENT 1 – RFR RESUME FORM**

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

**ATTACHMENT 2A**

**RFR PRICE PROPOSAL - SUPPORT STAFF**

RFR # Q00B9200397

(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. Information Engineer</b>	\$	<b>400</b>	\$
<b>2.</b>	\$		\$
<b>3.</b>	\$		\$
<b>4.</b>	\$		\$
<b>5.</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.