

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	E00B2400044		
Functional Area (Enter One Only)	FA2 – Service Type: Web and Internet Services		
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.			
17. Advanced Technology Application Developer			
Anticipated start date	February 13, 2012		
Duration of assignment	Up to June 30, 2012		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	01/13/12	Due Date: mm/dd/yyyy	01/24/12
		Time (EST): 00:00 am/pm	3:00 PM
Place of Performance:	Comptroller of Maryland, Annapolis Data Center 108 Carroll Street, Annapolis, MD 21401		
Special Instructions: (e.g. interview information, attachments, etc.)	Must be able to interview in person.		
Security Requirements (if applicable):	Selected personnel must successfully undergo a comprehensive background investigation including a review of criminal, MVA and tax records; and a determination of legal authorization to work in the United States or under the United States Immigration Reform and Control Act of 1986. The selected candidate must sign a Non-Disclosure Confidentiality Agreement and security and system access forms stating that Criminal Law Article Title 7, Section 302, Title 8 Section 606 of the Annotated Code of Maryland, Statewide IT Security Standards and other laws as applicable shall be observed.		
Invoicing Instructions:	Invoices shall be submitted once each month on or before the fifteenth day of the month for the work performed the previous month. The invoice shall identify the Comptroller of Maryland as the Requesting Agency, associated State purchase order number, date of invoice, period of performance covered by the invoice,		

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	<p>and a Contractor point of contact with telephone number.</p> <p>The Contractor shall submit for payment the original of each invoice with copies of timesheets (signed by the Agency POC) for the previous month's time period to the Comptroller of Maryland at the following address:</p> <p style="text-align: center;">Information Technology Division P. O. Box 2367 Annapolis, MD 21404 – 2367 Attn: Fiscal Services</p>		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Comptroller of Maryland (COM) / Information Technology Division (ITD)		
Agency POC Name:	Lavinia Lee	Agency POC Phone Number:	410-260-7635
Agency POC Email Address:	RFRweb@comp.state.md.us	Agency POC Fax:	410-974-2762
Agency POC Mailing Address:	P. O. Box 2367, Annapolis, MD 21401-2367		
Section 3 – Scope of Work			
Background			
<p>The Comptroller of Maryland is seeking a qualified advanced technology application developer who will be responsible for developing new and enhancing existing web applications and client server applications for the Comptroller's Internet and Intranet websites using .NET, C#/VBScript, ASP, XML, XSLT and SQL Server. The developer will be responsible for development following the State's system development life cycle methodology. The selected candidate will work on-site at the Annapolis Data Center at the address noted above.</p> <p>More information on the responsibility of the Comptroller's office and examples of existing web applications may be found on the agency's website: www.marylandtaxes.com</p>			
Job Description/s			
Labor Category/s (From Section 1 Above)	Duties / Responsibilities		
1. Advanced Technology Application Developer	<ul style="list-style-type: none"> • Consults with systems users to plan, develop, evaluate and revise applications systems. • Collects and analyzes data concerning manual systems to determine the purpose of the system, work methods used, cause and effect of problems and improvements needed. • Prepares conceptual designs of proposed new or revised applications systems. • Prepares technical applications systems designs and project specifications detailing input, processes, output and controls using narrative reports and systems analysis tools such as system flowcharts, 		

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	<p>block diagrams and pseudo code.</p> <ul style="list-style-type: none"> • Codes programs using .NET, SQL and other web-based programming languages and compiles programs. • Uses specialty software to perform utility routines including debugging, editing and sorting functions. • Develops and assembles systems documentation to include job control language, job control procedures, operating instructions, program documentation and user documentation. • Performs emergency maintenance on applications systems and programs as required.
<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. Advanced Technology Application Developer</p>	<ul style="list-style-type: none"> • Must meet the education qualifications, and general and specialized experience of labor category 17. • At least two (2) years recent experience designing and developing web applications using Microsoft's .NET. • At least one (1) year recent experience with SQL/relational database, including experience with stored procedures. • At least one (1) year recent experience with analytical, testing, problem solving, and technical troubleshooting in a production environment. • At least six (6) months experience with the State's SDLC or a similar full project development life cycle methodology. • At least one (1) year experience with web development technologies, such as, JavaScript, C#/VBScript, ASP, XML, and XSLT. • Five (5) or more years experience designing and developing web applications using Microsoft .NET and a SQL/relational database are preferred. • Experience designing and developing Internet-based government applications that provide on-line services to citizens is preferred.

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Section 4 - Required Submissions
NOTE: <ul style="list-style-type: none">- Master Contractors may propose only one candidate for each position requested.- 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.- Master Contractors proposing in response to the RFR <u>must</u> submit the following documents:<ul style="list-style-type: none">o Resume for each labor category described in the RFR (Attachment 1)o Price Proposal (Attachment 2 <u>or</u> 2A) – This must be a separate file!!o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)o Living Wage Affidavit (Attachment I in the CATS II RFP)o Any documents listed below as required by the hiring agency
1. Unofficial copy of candidate's college transcript(s).
Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)
1. Resume demonstrates education and experience as defined by labor category 17 and as described in Section 3 above.
2. Candidate's qualifications and experience performing the duties specified in Section 3 above.
3. Candidate's ability during the in-person interview to communicate his or her qualifications and ability to perform the duties described in Section 3 above.
4. Candidate's employment references that validate candidate's qualifications and experience.
5. Price proposal.
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 # E00B2400044

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]	<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>			

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ATTACHMENT 2

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RFR PRICE PROPOSAL

Advanced Technical Application Developer – Labor Category 17

RFR # E00B2400044

(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)
Advanced Technical Application Developer	\$	1000	\$
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.