

Request for Resume (RFR) CATS II Master Contract

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	E00B3400052		
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.			
Labor Category #17. Advanced Technology Application Developer – One position			
Anticipated start date	March 4, 2013		
Duration of assignment	Up to six months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date:	02/01/2013	Due Date:	02/21/2013
		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):	<p>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.</p> <p>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.</p>		
Invoicing Instructions:	<p>Invoices shall be submitted once each month on or before the fifteenth day of the month for the work performed the previous month.</p> <p>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,</p>		

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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, Procurement Officer	Agency POC Phone Number:	410-260-7635
Agency POC Email Address:	RFRweb@comp.state.md.us Attn: Lavinia Lee	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 converting application databases from Microsoft SQL Server 2000 to Microsoft SQL Server 2008 including conversion of Data Transmission Services (DTS) packages to SQL Server Integration Services (SSIS) packages. The developer 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, 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"> • Convert MS SQL 2000 databases to MS SQL 2008 database including DTS packages to SSIS packages. • Develop new SSIS packages. • Convert Classic asp web application to ASP.NET 4.0 web applications. • Prepares conceptual designs of proposed new or revised applications systems. • Prepares technical systems designs and project specifications detailing input, processes, and output 		

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	<p>and systems analysis tools such as UML diagrams.</p> <ul style="list-style-type: none"> • Develops programs using ASP.NET, T-SQL, C# and other web-based programming languages. • Develops and executes test plan for newly created or modified web applications and/or SSIS packages. • Uses specialty software to perform utility routines including debugging, editing and sorting functions. • Develops and assembles systems documentation to include program documentation and user documentation. • Performs emergency maintenance on applications systems and programs as required.
Minimum Qualifications	
<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>	
Labor Category/s (From Section 1 Above)	Minimum Experience/Knowledge/Skill
<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 five (5) years of application development experience with expertise in DTS to SSIS conversions. • At least three (3) year recent experience with Microsoft SQL Server 2008, including experience with stored procedures and DTS to SSIS conversions. • At least two (2) years recent experience designing and developing web applications using Microsoft's .NET Framework 2.0/3.5/4.0. • 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, ASP.NET, JavaScript, C#/VBScript, web services, WCF, XML and XSLT.

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Section 4 - Required Submissions
NOTE: 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: Resume for each labor category described in the RFR (Attachment 1) Price Proposal (Attachment 2 <u>or</u> 2A) – This must be a separate file!! MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP) Conflict of Interest Affidavit (Attachment G in the CATS II RFP) Living Wage Affidavit (Attachment I in the CATS II RFP)
Any documents listed below as required by the hiring agency
Unofficial copy of candidate's college transcript(s).
Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)
Resume demonstrates education and experience as defined by labor category 17 and as described in Section 3 above.
Candidate's qualifications and experience performing the duties specified in Section 3 above.
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.
Candidate's employment references that validate candidate's qualifications and experience.
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 # E00B3400052

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

Advanced Technical Application Developer – Labor Category 17

RFR # E00B3400052

(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):			\$

*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.

MDOT Certified MBE Utilization and Fair Solicitation Affidavit

This document **MUST BE** included with the bid or offer. If the Bidder or Offeror fails to complete and submit this form with the bid or offer as required, the procurement officer shall deem the bid non-responsive or shall determine that the offer is not reasonably susceptible of being selected for award.

In conjunction with the bid or offer submitted in response to RFR **BPO # E00B3400052**, I affirm the following:

1. I acknowledge and intend to meet the overall certified Minority Business Enterprise (MBE) participation goal of ____ percent and, if specified in the solicitation, the following subgoals (complete for only those subgoals that apply):

____ percent African American ____ percent Asian American
____ percent Hispanic American ____ Woman-Owned

Therefore, I will not be seeking a waiver pursuant to COMAR 21.11.03.11.

OR

- I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee, I will submit all required waiver documentation in accordance with COMAR 21.11.03.11.
2. I understand that if I am notified that I am the apparent awardee, I must submit the following additional documentation within 10 working days of receiving notice of the potential award or from the date of conditional award (per COMAR 21.11.03.10), whichever is earlier.
- (a) Outreach Efforts Compliance Statement (Attachment D2)
 - (b) Subcontractor Project Participation Certification (Attachment D3)
 - (c) Any other documentation, including waiver documentation, if applicable, required by the Procurement Officer to ascertain bidder or offeror responsibility in connection with the certified MBE participation goal.

I understand that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.

3. In the solicitation of subcontract quotations or offers, MBE subcontractors were provided not less than the same information and amount of time to respond as were non-MBE subcontractors.
4. Set forth below are the (i) certified MBEs I intend to use and (ii) the percentage of the total contract amount allocated to each MBE for this project and the work activity(ies) each MBE will provide under the contract. I hereby affirm that the MBE firms are only providing those work activities for which they are MDOT certified.

Prime Contractor: (Firm Name, Address, Phone)	Project Description:
Project Number:	

List Information For Each Certified MBE Subcontractor On This Project

Minority Firm Name	MBE Certification Number
FEIN Identify the Applicable Certification Category (For Dually Certified Firms, Check Only One Category)	
<input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Woman-Owned <input type="checkbox"/> Other	
Percentage of Total Contract Value to be provided by this MBE _____%	
Description of Work to Be Performed:	
Minority Firm Name	MBE Certification Number
FEIN Identify the Applicable Certification Category (For Dually Certified Firms, Check Only One Category)	
<input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Woman-Owned <input type="checkbox"/> Other	
Percentage of Total Contract Value to be provided by this MBE _____%	
Description of Work to Be Performed:	
Minority Firm Name	MBE Certification Number
FEIN Identify the Applicable Certification Category (For Dually Certified Firms, Check Only One Category)	
<input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Woman-Owned <input type="checkbox"/> Other	
Percentage of Total Contract Value to be provided by this MBE _____%	
Description of Work to Be Performed:	
Minority Firm Name	MBE Certification Number
FEIN Identify the Applicable Certification Category (For Dually Certified Firms, Check Only One Category)	
<input type="checkbox"/> African American <input type="checkbox"/> Asian American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Woman-Owned <input type="checkbox"/> Other	
Percentage of Total Contract Value to be provided by this MBE _____%	
Description of Work to Be Performed:	

Continue on a separate page, if needed.

SUMMARY

Total <i>African-American</i> MBE Participation:	_____ %
Total <i>Asian American</i> MBE Participation:	_____ %
Total <i>Hispanic American</i> MBE Participation:	_____ %
Total Woman-Owned MBE Participation:	_____ %
Total <i>Other</i> Participation:	_____ %
Total <i>All MBE</i> Participation:	_____ %

I solemnly affirm under the penalties of perjury that the contents of this Affidavit are true to the best of my knowledge, information, and belief.

Bidder/Offeror Name

(PLEASE PRINT OR TYPE)

Signature of Affiant

Name: _____

Title: _____

Date: _____

SUBMIT THIS AFFIDAVIT WITH BID/PROPOSAL

Outreach Efforts Compliance Statement

Complete and submit this form within 10 working days of notification of apparent award or actual award, whichever is earlier.

In conjunction with the bid or offer submitted in response to RFR **BPO # E00B3400052**, Bidder/Offeror states the following:

1. Bidder/Offeror identified opportunities to subcontract in these specific work categories.
2. Attached to this form are copies of written solicitations (with bidding instructions) used to solicit MDOT certified MBEs for these subcontract opportunities.
3. Bidder/Offeror made the following attempts to contact personally the solicited MDOT certified MBEs.
4. Select ONE of the following:
 - a. This project does not involve bonding requirements.

OR

 - b. Bidder/Offeror assisted MDOT certified MBEs to fulfill or seek waiver of bonding requirements (*describe efforts*).
5. Select ONE of the following:
 - a. Bidder/Offeror did/did not attend the pre-bid/proposal conference.

OR

 - b. No pre-bid/proposal conference was held.

Bidder/Offeror Printed Name

By: _____
Signature

Address: _____

ATTACHMENT G – CONFLICT OF INTEREST AFFIDAVIT/DISCLOSURE
BPO # E00B3400052

- A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.
- B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, Offeror, Contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.
- C. THE BIDDER OR OFFEROR HEREBY WARRANTS THAT, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.
- D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):

- E. The bidder or Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or Offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____ By: _____
(Authorized Representative and Affiant)

ATTACHMENT I – LIVING WAGE AFFIDAVIT OF AGREEMENT – BPO# E00B3400052

Contract No. _____
Name of Contractor _____
Address _____
City _____ State _____ Zip Code _____

If the Contract is Exempt from the Living Wage Law

The Undersigned, being an authorized representative of the above named Contractor, hereby affirms that the Contract is exempt from Maryland’s Living Wage Law for the following reasons: (check all that apply)

- Bidder/Offeror is a nonprofit organization
- Bidder/Offeror is a public service company
- Bidder/Offeror employs 10 or fewer employees and the proposed contract value is less than \$500,000
- Bidder/Offeror employs more than 10 employees and the proposed contract value is less than \$100,000

If the Contract is a Living Wage Contract

A. The Undersigned, being an authorized representative of the above named Contractor, hereby affirms our commitment to comply with Title 18, State Finance and Procurement Article, Annotated Code of Maryland and, if required, to submit all payroll reports to the Commissioner of Labor and Industry with regard to the above stated contract. The Bidder/Offeror agrees to pay covered employees who are subject to living wage at least the living wage rate in effect at the time service is provided for hours spent on State contract activities, and to ensure that its Subcontractors who are not exempt also pay the required living wage rate to their covered employees who are subject to the living wage for hours spent on a State contract for services. The Contractor agrees to comply with, and ensure its Subcontractors comply with, the rate requirements during the initial term of the contract and all subsequent renewal periods, including any increases in the wage rate established by the Commissioner of Labor and Industry, automatically upon the effective date of the revised wage rate.

B. _____ (initial here if applicable) The Bidder/Offeror affirms it has no covered employees for the following reasons: (check all that apply)

- All employee(s) proposed to work on the State contract will spend less than one-half of the employee’s time during every work week on the State contract;
- All employee(s) proposed to work on the State contract will be 17 years of age or younger during the duration of the State contract; or
- All employee(s) proposed to work on the State contract will work less than 13 consecutive weeks on the State contract.

The Commissioner of Labor and Industry reserves the right to request payroll records and other data that the Commissioner deems sufficient to confirm these affirmations at any time.

Name of Authorized Representative: _____
Signature of Authorized Representative: _____
Date: _____ Title: _____
Witness Name (Typed or Printed): _____
Witness Signature & Date: _____