



**CONSULTING AND TECHNICAL SERVICES II (CATS II)
TASK ORDER REQUEST FOR PROPOSALS (TORFP)**

**OPERATIONS AND MAINTENANCE SERVICES FOR THE
MARYLAND STATE TREASURER'S OFFICE
DISBURSEMENT, RECONCILIATION, INVESTMENTS AND
INSURANCE APPLICATIONS**

CATS II TORFP #E20R1400004

ISSUED BY:

Maryland State Treasurer's Office

ISSUE DATE:

SEPTEMBER 21, 2011

TABLE OF CONTENTS

Key Information Summary Sheet	4
Notice to Master Contractors	5
Pre-Proposal Conference Intent to Attend	6
Section I – Administrative Information	
1.1 Responsibility for TORPF and TO Agreement	7
1.2 TO Agreement	7
1.3 TO Proposal Submission	7
1.4 Oral Presentations/Interviews.....	7
1.5 Conflict of Interest.....	7
1.6 Non-Disclosure.....	8
1.7 Limitation of Liability Ceiling	8
1.8 Contract Management Oversight Activities	8
1.9 No Guarantee of Work	8
Section 2 – Scope of Work	
2.1 Purpose	9
2.2 Requesting Agency Background	9
2.3 Position Classifications and Roles.....	9
2.4 Minimum Qualifications	10
2.5 Personnel Duties and Responsibilities.....	11
2.6 Performance Evaluation	17
2.7 Performance Problem Mitigation	17
2.8 Substitution of Personnel.....	18
2.9 Data Management.....	18
2.10 Required Policies, Guidelines and Methodologies.....	18
2.11 Invoicing	18
2.12 Change Orders	19
2.13 Term of Contract	19
Section 3 – Task Order Proposal Format and Submission Requirements	
3.1 Required Response	20
3.2 Format – Technical Proposal.....	20
3.3 Financial Response.....	21
Section 4 – Task Order Award Process	
4.1 Overview	22
4.2 Technical Proposal Evaluation Criteria.....	22
4.3 Selection Procedures	22
4.4 Commencement Of Work Under A TO Agreement.....	22

Attachments

Attachment 1 – Price Proposal	23
Attachment 2 – Task Order Agreement	24
Attachment 3 – Conflict of Interest Affidavit And Disclosure	27
Attachment 4 – Labor Classification Personnel Resume Summary.....	28
Attachment 5 – Directions To The Pre-TO Proposal Conference.....	30
Attachment 6 – Notice To Proceed	31
Attachment 7 – Non-Disclosure Agreement (Offeror).....	32
Attachment 8 – Non-Disclosure Agreement (TO Contractor)	33
Attachment 9 – TO Contractor Self-Reporting Checklist	35
Attachment 10 – Living Wage Affidavit Of Agreement.....	38
Attachment 11 – Agency Acceptance of Deliverable Form.....	39
Attachment 12 – Change Management Procedures.....	42
Attachment 13 – Programming Standards.....	44

Exhibits

Exhibit A – Access To The Confidential Information	49
Exhibit B – Functional Area Five – Software Engineering	50
Exhibit C – CATS II Labor Category	51

KEY INFORMATION SUMMARY SHEET

This Consulting and Technical Services II (CATS II) Task Order Request for Proposals (TORFP) is issued to obtain the services necessary to satisfy the requirements defined in Section 2 - Scope of Work. All CATS II Master Contractors approved to perform work in the functional area under which this TORFP is released are invited to submit a Task Order (TO) Proposal to this TORFP. Master Contractors choosing not to submit a proposal must submit a Master Contractor Feedback form. The form is accessible via your CATS II Master Contractor login screen and clicking on TORFP Feedback Response Form from the menu. In addition to the requirements of this TORFP, the Master Contractors are subject to all terms and conditions contained in the CATS II RFP issued by the Maryland Department of Information Technology and subsequent Master Contract Project Number 060B9800035, including any amendments.

TORFP Title:	OPERATIONS AND MAINTENANCE SERVICES FOR THE MARYLAND STATE TREASURER'S OFFICE DISBURSEMENT, RECONCILIATION, INVESTMENTS AND INSURANCE APPLICATIONS
Functional Area:	Functional Area 5 – Software Engineering
TORFP Issue Date:	Wednesday, September 21, 2011
Closing Date and Time:	FRIDAY, OCTOBER 28, 2011 NO LATER THAN 2:00 PM
Send Proposals To:	procurement@treasurer.state.md.us
TORFP Issuing Agency:	MARYLAND STATE TREASURER'S OFFICE
Questions Due:	Questions due no later than Friday, September 30, 2011.
Send Questions To:	procurement@treasurer.state.md.us
TO Pre-proposal Conference:	Thursday, October 13, 2011 at 11:00 a.m. Maryland State Treasurer's Office 80 Calvert Street, 4 th Floor Banking Conference Room Annapolis, MD 21401 See Attachment 5 for directions.
TO Procurement Officer:	Anne Jewell, Procurement Officer Maryland State Treasurer's Office 80 Calvert Street, Room 109 Annapolis, MD 21401 Telephone: 410-260-7903; Fax: 410-974-3530 email: procurement@treasurer.state.md.us
TO Manager:	Scott Wrzesien, Director of IT Maryland State Treasurer's Office 80 Calvert Street, Room 109 Annapolis, MD 21401 Telephone: 410-260-7099; Fax: 410-260-6207 email: swrzesien@treasurer.state.md.us
TO Project Number:	E20R1400004
TO Type:	Time and Material
Period of Performance:	18 Months with a One-Year Renewal Option
MBE Goal:	0 Percent
Small Business Reserve (SBR):	Yes
Primary Place of Performance:	Maryland State Treasurer's Office 80 Calvert Street, Room 103 Annapolis, MD 21401

NOTICE TO MASTER CONTRACTORS

All CATS II Master Contractors approved to perform work in the functional area under which this TORFP is released are invited to submit a Task Order (TO) Proposal to this TORFP. Those Master Contractors deciding not to submit a TO Proposal are required to submit the reason(s) why per Section 3.1 of the TORFP. If you have chosen not to propose to this TORFP, you must complete and email this notice to the TO Procurement Officer. If you are submitting a TO Proposal, we also ask that you take a few minutes and provide comments and suggestions regarding the enclosed TORFP.

TORFP Title: OPERATIONS AND MAINTENANCE SERVICES FOR THE MARYLAND STATE TREASURER'S OFFICE DISBURSEMENT, RECONCILIATION, INVESTMENTS AND INSURANCE APPLICATIONS

TORFP No.: E20R1400004

1. If you have responded with a "not submitting TO Proposal", please indicate the reason(s) below:
 - () Other commitments preclude our participation at this time.
 - () The subject of the TORFP is not something we ordinarily provide.
 - () We are inexperienced in the services required.
 - () Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
 - () The scope of work is beyond our present capacity.
 - () Doing business with the State of Maryland is too complicated. (Explain in REMARKS section.)
 - () We cannot be competitive. (Explain in REMARKS section.)
 - () Time allotted for completion of a TO Proposal is insufficient.
 - () Start-up time is insufficient.
 - () Bonding/Insurance requirements are too restrictive. (Explain in REMARKS section.)
 - () TORFP requirements (other than specifications) are unreasonable or too risky. (Explain in REMARKS section.)
 - () Prior State of Maryland contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)
 - () Payment schedule too slow.
 - () Other: _____.

2. If you have submitted a TO Proposal, but wish to offer suggestions or express concerns, please use the Remarks section below.

Remarks:

Master Contractor Name: _____ Date: _____

Contact Person: _____ Phone _____ email _____

**OPERATIONS AND MAINTENANCE SERVICES FOR THE MARYLAND STATE
TREASURER'S OFFICE DISBURSEMENT, RECONCILIATION, INVESTMENTS
AND INSURANCE APPLICATIONS**

TORFP #E20R1400004

**PRE-PROPOSAL CONFERENCE INTENT TO ATTEND
Print or Type**

NAME OF COMPANY:

ADDRESS OF COMPANY:

FAX NUMBER:

E-MAIL ADDRESS:

EXPECTED NUMBER OF ATTENDEES:

NAME OF PRIMARY CONTACT FOR

PURPOSES OF SENDING INFORMATION:

If you are unable to attend the Pre-Proposal conference scheduled on Thursday, October 13, 2011 at 11:00 a.m., or submit a proposal, for this project, please fill out the bottom portion of this letter and return to:

**Maryland State Treasurer's Office
Attention: Anne Jewell, Procurement Officer
80 Calvert Street, Room 109
Annapolis, Maryland 21401**

I ___ will ___ will not attend the pre-proposal conference

I ___ will ___ will not submit a proposal for this project. If not, please explain:

___ Too busy at this time

___ Not engaged in this type of work

___ Site location too distant

___ Project too large/small (circle one)

___ Other (specify)

Do you wish to receive solicitations for similar/other projects in the future? ___ Yes ___ No

Signature _____ Company Name _____

Date _____ Telephone No. _____

Insert RFP# _____ Fax No. _____

Are you a member of the Small Business Reserve Program? _____ Yes _____ No

Are you a MBE Yes _____ No _____

SECTION 1 -ADMINISTRATIVE INFORMATION

1.1 RESPONSIBILITY FOR TORFP AND TO AGREEMENT

The TO Procurement Officer has the primary responsibility for the management of the TORFP process, for the resolution of TO Agreement (TOA) scope issues, and for authorizing any changes to the TOA.

The TO Manager has the primary responsibility for the management of the work performed under the TOA; administration functions, including issuing written directions; ensuring compliance with the terms and conditions of the CATS II Master Contract; and, in conjunction with the selected Master Contractor, achieving on budget/on time/on target (e.g., within scope) completion of the Scope of Work.

1.2 TO AGREEMENT

Based upon an evaluation of the TO Proposal responses, a Master Contractor will be selected to conduct the work defined in Section 2 - Scope of Work. A specific TOA, Attachment 2, will then be entered into between the State and the selected Master Contractor, which will bind the selected Master Contractor (TO Contractor) to the contents of its TO Proposal, including the price proposal.

1.3 TO PROPOSAL SUBMISSIONS

The TO Procurement Officer will not accept submissions after the date and exact time stated in the Key Information Summary Sheet above. The date and time of submission is determined by the date and time of arrival in the TO Procurement Officer's e-mail box. The TO Proposal is to be submitted via e-mail as two attachments in Adobe .PDF format. **Please note that the Treasurer's email system has a 16 MB limit on email transmission.** The "subject" line in the e-mail submission shall state the TORFP # E20R1400004. The first file will be the TO Proposal technical response to this TORFP and titled, "CATS II TORFP # E20R1400004- Technical". The second file will be the financial response to this CATS II TORFP and titled, "CATS II TORFP # E20R1400004-Financial". The following proposal documents must be submitted with required signatures as Adobe .PDF files with signatures clearly visible:

- Attachment 1 – Price Proposal
- Attachment 3 - Conflict of Interest Disclosure and Affidavit
- Attachment 4 – Labor Classification Personnel Resume Summary
- Attachment 10 – Living Wage Affidavit of Agreement

1.4 ORAL PRESENTATIONS/INTERVIEWS

All Master Contractors and proposed staff will be required to make an oral presentation, either in person or by phone, to State representatives. Significant representations made by a Master Contractor during the oral presentation shall be submitted in writing. All such representations will become part of the Master Contractor's proposal and are binding, if the Contract is awarded. The Procurement Officer will notify Master Contractors of the time and place of oral presentations.

1.5 CONFLICT OF INTEREST

The TO Contractor awarded the TOA shall provide IT technical and/or programming services and must do so impartially and without any conflicts of interest. Each Master Contractor shall complete and include a Conflict of Interest Affidavit in the form included as Attachment 3 to this TORFP with its TO Proposal. If the TO Procurement Officer makes a determination that facts or circumstances exist that give rise to or could in the future give rise to a conflict of interest within the meaning of COMAR 21.05.08.08A, the TO Procurement Officer may reject a Master Contractor's TO Proposal under COMAR 21.06.02.03B.

Master Contractors should be aware that the State Ethics Law, State Government Article, §15-508, might limit the selected Master Contractor's ability to participate in future related procurements, depending upon specific circumstances.

1.6 NON-DISCLOSURE AGREEMENT

Certain system documentation may be available for potential Offerors to review at a reading room at the State Treasurer's Office (STO). Offerors who review such documentation will be required to sign a Non-Disclosure Agreement in the form of Attachment 7. Please contact the TO Procurement Officer of this TORFP to schedule an appointment.

In addition, certain documentation may be required by the TO Contractor awarded the TOA in order to fulfill the requirements of the TOA. The TO Contractor, employees and agents who review such documents will be required to sign, including but not limited to, a Non-Disclosure Agreement in the form of Attachment 8.

1.7 LIMITATION OF LIABILITY CEILING

Pursuant to Section 27 (C) of the CATS II Master Contract, the limitation of liability per claim under this TORFP shall not exceed the total TOA amount.

1.8 CONTRACT MANAGEMENT OVERSIGHT ACTIVITIES

Department of Information Technology (DoIT) is responsible for contract management oversight on the CATS II Master Contract. As part of that oversight, DoIT has implemented a process for self-reporting contract management activities of CATS II TO. This process shall typically apply to active TOs for operations and maintenance services valued at \$1 million or greater, but all CATS II TOs are subject to review.

Attachment 9 is a sample of the TO Contractor Self-Reporting Checklist. DoIT will send initial checklists out to applicable TO Contractors approximately three months after the award date for a TO. The TO Contractor shall complete and return the checklist as instructed on the checklist. Subsequently, at six month intervals from the due date on the initial checklist, the TO Contractor shall update and resend the checklist to DoIT.

1.9 NO GUARANTEE OF WORK

The STO intends to contract for the personnel and services described in Section 2 of this TORFP. However, the TO Contractor is not guaranteed any minimum amount of work or compensation.

SECTION 2 - SCOPE OF WORK

2.1 PURPOSE

The purpose of this TORFP is to acquire the services of one (1) Senior Report Program Generator (RPG) Computer Programmer and one (1) RPG Applications Programmer to provide Operations and Maintenance (O&M) support to 14+ year old application programs written in RPG II and Operational Control Language (OCL). These programs and procedures, using flat data files, are present in our in-house written applications. O&M support must also be provided for programs written in RPG III, RPG IV, and Control Language (CL) that run in completely native job streams or in job streams that contain embedded OCL procedures running RPG II programs. Any program maintenance to these processes must be thoroughly analyzed for impact to the daily operations or agency applications. This analysis requires the programmer to have a strong knowledge of RPG II, RPG III, RPG IV, OCL and CL source code hosted on an IBM i5 running OS/400 in the System 36 environment.

2.2 REQUESTING AGENCY BACKGROUND

The Treasurer is the principal custodian of the State's cash deposits, monies from bond sales, and other securities and collateral and directs the investments of those assets. The STO organization includes an Executive Office and seven Divisions: Administration, Banking Services, Information Technology, Debt Management, Insurance, Investments, and Legal.

The STO Information Technology (IT) Division's Operations support the STO's disbursement, receipts and reconciliation of monies of the State, as defined in Article VI, Section 3, of the State Constitution. The IT Division Operations disbursements exceed \$130 billion per year. The IT Division also processes over 20 million receipt transactions that total over \$130 billion per year.

The IT Division utilizes an IBM i5 midrange system as the host system for in-house developed, menu driven applications that support the financial operations of the STO. The system's operations include electronic funds transfer, check printing, positive pay and account reconciliation process services for the Comptroller's Office's: General Accounting Division, Revenue Administration Division and Central Payroll Bureau, the Maryland State Retirement System, as well as the Department of Human Resources' Child Support & Client Automated Resources Eligibility System (CARES).

The i5 System is also the host system for the State's Bank Accounts Reconciliations, Deposit processing interface to R*STARS, the Insurance Division's Claim Management System, Administration's Budget Management and Accounting, Revenue Administration's Check Stop Payment and Reissue Processing, Investment Division's Interest Allocation Application, and Central Payroll's Check Status Inquiries.

2.3 POSITION CLASSIFICATIONS AND ROLES

2.3.1 POSITION CLASSIFICATIONS

The functional area associated with these positions in the CATS II Master Contract is Functional Area Five - Software Engineering (see Exhibit B). The two positions required are:

Senior RPG Computer Programmer - The typical CATS II labor category that most closely meets the requirements of this position is the #14 – Senior Computer Programmer description (see Exhibit C). The CATS II Master Contract description for the Senior Computer Programmer should be used as a guide and does not replace the skills or experience required for this position described in Section 2.3.2.

RPG Applications Programmer - The typical CATS II labor category that most closely meets the requirements of this position is described in the #10 – Applications Programmer description (see Exhibit

C). The CATS II Master Contract description for the Applications Programmer should be used as a guide and does not replace the skills or experience required for this position as listed in Section 2.3.2.

2.3.2 ROLES

Senior RPG Computer Programmer

The role of the TO Contractor's Senior RPG Computer Programmer is to work as part of the STO IT team to provide maintenance of RPG II, RPG III, RPG IV, OCL and CL code to support the daily financial disbursement/deposit operations or to accommodate requests for minor enhancements and software corrections. Any maintenance on existing processes must be thoroughly analyzed for impact to the daily operations or agency applications. This analysis requires the programmer to have an advanced knowledge of RPG II, RPG III, RPG IV, OCL and CL source code hosted on the IBM i5 running OS/400 in the System 36 environment, financial institution transaction file formats such as National Automated Clearing House Association (NACHA) and Bank Administration Institute (BAI) files, Connect: Direct data transmission software, disbursement operations, deposit matching to accounting tables and an understanding of a program's role to predecessor or downstream operations programs.

The TO Contractor's Senior RPG Computer Programmer, in this classification, functions as a supervisor and assigns, reviews and approves the work of the RPG Applications Programmer. Some programming projects may require the STO Programmer Analyst Supervisor to function as the supervisor of the RPG Applications Programmer, as well as the Senior RPG Computer Programmer. When this occurs, the Senior RPG Computer Programmer will be informed of these programming projects prior to their commencement. The TO Contractor's Senior RPG Computer Programmer will research any problems that occur during daily operations production and assist through the resolution process. The TO Contractor's Senior RPG Computer Programmer will also serve in the role of backup to the STO's Computer Operator II and the Functional Analyst II in their absence. The position supports in-house developed applications for the Banking, Budget and Administration, Investment and Insurance Divisions of the STO.

RPG Applications Programmer

The role of the RPG Applications Programmer is to work as part of the STO IT team to provide maintenance of RPG II, RPG III, RPG IV, OCL and CL code to support the daily financial disbursement/deposit operations or to accommodate requests for minor enhancements and software corrections. Any maintenance on existing processes must be analyzed for impact to the daily operations or agency applications. The programmer in this position requires advanced knowledge of RPG II, III, IV and OCL / CL languages hosted on the IBM i5 running OS/400 in the System 36 environment. The position supports in-house developed applications for the Banking, Budget and Administration, Investment and Insurance Divisions of the STO.

2.4 TO CONTRACTOR PERSONNEL MINIMUM QUALIFICATIONS

The following minimum requirements are mandatory for the personnel assigned to this TO by the Master Contractor:

1. **Senior RPG Computer Programmer** - The individual must have, at a minimum, a total of eight (8) years experience in a combination of RPG II, RPG III, RPG IV, OCL and CL programming on a system running OS/400 in the System 36 environment. The Senior RPG Computer Programmer shall meet this requirement by having experience as follows:
 - a) Three (3) years RPG II and OCL programming experience within the past five (5) years.
 - b) Three (3) years RPG III or RPG IV and CL programming experience within the past ten (10) years.
 - c) Three (3) years supervisory experience at a Senior Programmer level using RPG II, RPG III, RPG IV, OCL and CL programs within the past ten (10) years.

- d) Minimum of two (2) years experience in defining and preparing system requirements.
- e) One (1) year experience maintaining programs that process inbound/outbound transaction files to financial institutions, in a production environment, within the past ten (10) years.
- f) One (1) year experience working with a program change management process.

2. **RPG Applications Programmer** - The individual must have a minimum of five (5) years experience in a combination of RPG II, RPG III, RPG IV, OCL and CL programming on a system running OS/400 in the System 36 environment. The RPG Applications Programmer shall meet this requirement by having experience as follows:

- a) Two (2) years RPG II and OCL programming experience within the past five (5) years.
- b) Two (2) years RPG III or RPG IV and CL programming experience within the past ten (10) years.
- c) Minimum of one (1) year experience maintaining programs that process inbound/outbound transaction files to financial institutions in a production environment.

2.5 TO CONTRACTOR PERSONNEL DUTIES AND RESPONSIBILITIES

SENIOR RPG COMPUTER PROGRAMMER RESPONSIBILITIES
2.5.1 Supervisory duties shall include:
2.5.1.1 Supervise/Lead contract RPG Applications Programmer working on tasks associated with projects and operations under this position's control and track the status of all open and closed programming requests.
2.5.1.2 Coordinate schedules of contract RPG Applications Programmer to ensure that there is adequate coverage to support daily operations.
2.5.1.3 Address any performance or attendance issues or violations of STO policy, both written and implied, by the contract RPG Applications Programmer, and bring any issues to the attention of the STO Programmer Analyst Supervisor and the Director of IT.
2.5.2 Program Change Management duties shall include:
2.5.2.1 Analyze and discuss written and verbal requests from STO clients for new programming and/or maintenance programming requests.
2.5.2.2 Evaluate and suggest priority of new program requests based on current workload and assign tasks to the contract RPG Applications Programmer based on approval by the Director of IT.
2.5.2.3 Approve or modify the TO RPG Applications Programmer's analysis and design plan prior to coding.
2.5.2.4 Review and approve the TO RPG Applications Programmer's code to verify that program modifications follow the overall style of existing STO programs.
2.5.2.5 Review and approve the TO RPG Applications Programmer's Integration and User Test plans to ensure that the intended results will be achieved and will not negatively impact existing processes, including STO production.
2.5.2.6 Review source code files to ensure that the TO RPG Applications Programmer follows STO version control procedures when preparing program modifications for user testing. Verify that all program objects to be tested were created using the modified source code in the proper test libraries with the correct set of data files.

2.5.2.7 Review Integration Test results. Verify that testing achieved the intended results.
2.5.2.8 Verify that a library that contains new and modified source code and related objects for each of the items listed on the Move Sheet has been created (referred to as the Build Ready library). Review and approve program comparison listings for each source member verifying that programs were prepared correctly for installation on the production system. Verify that all original program objects were reset in order to allow continued functionality on test system during the installation process.
2.5.2.9 Perform Quality Assurance process. Restore Build Ready library to production system. Generate program comparison listings for each modified source member compared to current production source. Verify that the comparison listings from production system match the comparison listings that were generated on the test system.
2.5.2.10 Perform Install process. Execute version control procedure for source and objects by renaming old versions on production system. Move all new source and objects into correct libraries on production system. Make any required file changes. Coordinate with the STO's Functional Analyst II to ensure that all required profile and/or scheduled job changes occur on the production system.
2.5.2.11 Baseline changes on test system. Execute version control procedure for source and objects by renaming old versions. Install new source and objects into correct libraries on test system. Make any required file changes. Coordinate with the STO's Functional Analyst II to ensure that all required profile and/or scheduled job changes occur on the test system.
2.5.2.12 Develop and/or follow standards for program and application documentation to ensure that the TO RPG Applications Programmer comply with same.
2.5.3 Programming duties for Supervisor shall include:
2.5.3.1 Design and code new and modified programs written at an advanced level in RPG II, RPG III, RPG IV, OCL, and CL to run in the System 36 environment on an OS/400 based IBM i5. Program modifications should follow the overall style of existing STO programs..
2.5.3.2 Prepare and execute written Integration and User Test plans that will achieve the intended results and not negatively impact existing processes, including STO production.
2.5.3.3 Prepare program modifications for user testing following STO version control procedures. Create all program objects to be tested in the proper test libraries with the correct set of data files using modified source code.
2.5.3.4 Create Build Ready library that contains new and modified source code and related objects for each of the items listed on the Move Sheet. Generate program comparison listings for each source member. Reset current program objects in test libraries to allow continued functionality on test system.
2.5.3.5 Verify that all the Program Change Management process steps have been completed and the required information has been placed in the install packet for review and approval by the STO Programmer Analyst Supervisor.
2.5.3.6 Perform Validation process. Test with affected users to verify that program modifications are producing the desired results on the production system.
2.5.3.7 Create or update program and/or application documentation based on STO documentation standards.

2.5.4 Operational duties shall include:
2.5.4.1 Support IT Operations production. This includes researching any problems that occur during daily operations production and assisting through the resolution process.
2.5.4.2 Serve as backup to the STO's Computer Operator II and IT Functional Analyst II in their absence. The Senior RPG Computer Programmer's tasks in this role would include, but not be limited to, high volume check printing, file processing, warrant validation, data transmissions, and report distribution.

RPG APPLICATIONS PROGRAMMER RESPONSIBILITIES
2.5.5 Programming duties shall include:
2.5.5.1 Design and code new and modified programs written at an advanced level in RPG II, RPG III, RPG IV, OCL, and CL to run in the System 36 environment on an OS/400 based IBM i5. Program modifications should follow the overall style of existing STO programs..
2.5.5.2 Prepare and execute written Integration and User Test plans that will achieve the intended results and not negatively impact existing processes, including STO production.
2.5.5.3 Prepare program modifications for user testing following STO version control procedures. Create all program objects to be tested in the proper test libraries with the correct set of data files using modified source code.
2.5.5.4 Create Build Ready library that contains new and modified source code and related objects for each of the items listed on the Move Sheet. Generate program comparison listings for each source member. Reset current program objects in test libraries to allow continued functionality on test system.
2.5.5.5 Verify that all the Program Change Management process steps have been completed and the required information has been placed in the install packet for review and approval by the Senior RPG Computer Programmer.
2.5.5.6 Perform Validation process. Test with affected users to verify that program modifications are producing the desired results on the production system.
2.5.5.7 Create or update program and/or application documentation based on STO documentations standards.

2.5.6 WORK EXPERIENCE REQUIREMENTS

Programmers shall be fluent in the English language, both verbal and written. Both positions require two years verifiable experience working with end-users.

1. **Senior RPG Computer Programmer**
 - a) Prefer two (2) years of experience utilizing data transmission operations functions, with one (1) of those years including Connect: Direct software.
 - b) Prefer two (2) years of experience supporting programs that create NACHA files and accounting interface files.

- c) Prefer two (2) years of experience programming entry/updates programs using screen formats that contain subfiles.
- d) Experience working with printer files that contain overlays.

2. RPG Applications Programmer

- a) Experience utilizing data transmission operational functions.
- b) Prefer one (1) year experience supporting programs that process NACHA files and accounting Interface files.
- c) Prefer one (1) year experience programming entry/update programs using screen formats that contain subfiles.

2.5.7 DELIVERABLES

Deliverable Submission Process

The Senior RPG Computer Programmer shall receive a request from the TO Manager or the STO Programmer Analyst Supervisor for a programming change. The Senior RPG Programmer will review the request and will recommend if the change should be a new Engineering Change Request (ECR), Software Problem Request (SPR), or Action Item (AI). (See Attachment 11). The STO Programmer Analyst Supervisor will assign a due date to each AI, ECR, and SPR assigned to the Senior RPG Programmer or the RPG Application Programmer. All assignments of AI, ECR, and SPR will be reviewed and approved by the TO Manager. Due dates will be calculated, and may be adjusted, based upon priority and current workload.

Program requests will require an analysis effort to be conducted by the Senior RPG Computer Programmer or RPG Applications Programmer. This analysis may contain any or all of the following: operations impact analysis, predecessor/downstream relationships and workflow charts.

The TO Contractor's Personnel (Senior RPG Computer Programmer and/or RPG Application Programmer) shall complete each deliverable as defined by the STO Program Change Management process. The TO Contractor's Personnel shall also update the Configuration Control Board (CCB) Database throughout the programming process. The STO Programmer Analyst Supervisor will have the option to commence a review of the deliverable as required to validate the completeness and quality in meeting requirements using STO Change Management process. Upon completion of validation, the STO Programmer Analyst Supervisor will either signoff on the related CCB line item and update CCB database denoting acceptance or return the install packet to the Senior RPG Computer Programmer with a reason for rejection of the deliverable noting the required modification.

Upon completion of each new program request, the TO Contractor's Personnel shall also create and/or update program and/or application documentation.

The State required deliverables are defined below. Within each task, the TO Contractor's Personnel may suggest other subtasks or deliverables to improve the quality and success of the project.

Deliverable Description/Acceptance Criteria

Senior RPG Computer Programmer's Deliverables/Acceptance Criteria			
Deliverables Number	Deliverables Name	Deliverables Description	Acceptance Criteria
2.5.7.1	Standards for Program and Application Documentation	Document which describes standards for programming to be used by Senior RPG Computer Programmer and RPG Application Programmer which comply with STO's standards.	Programming has followed STO Microsoft Word Document that defines programming standards including naming convention, programming styles (comments, indentation, etc), and standard tools for use in development. See Attachment 13.
2.5.7.2	Program Comparison Listings	Documents that track changes of modifications to programming code.	Text listing that shows changes made to production code including original code and modified code. Listing shall be provided with each release to production.
2.5.7.3	Program Code	Code written at an advanced level in RPG II, RPG III, RPG IV, OCL, and CL to run in the System 36 environment on an OS/400 based IBM i5.	Code must be reviewed, verified, tested and versioned prior to each release.
2.5.7.4	Integration and User Test Plans	User Test Plan.	See Attachment 13-D.
2.5.7.5	Application Documentation	Application Documentation.	See Attachment 13-A, 13-B & 13-C.

RPG Applications Programmer's Deliverables/Acceptance Criteria			
Deliverables Number	Deliverables Name	Deliverables Description	Acceptance Criteria
2.5.7.6	Standards for Program and Application Documentation	Document which describes standards for programming to be used by RPG Computer Programmer which comply with STO's standards.	Programming has followed STO Microsoft Word Document that defines programming standards including naming convention, programming styles (comments, indentation, etc), and standard tools for use in development. See Attachment 13.
2.5.7.7	Program Comparison Listings	Documents that track changes of modifications to programming code.	Text listing that shows changes made to production code including original code and modified code. Listing shall be provided with each release to production.

Deliverables Number	Deliverables Name	Deliverables Description	Acceptance Criteria
2.5.7.8	Program Code	Code written in RPG II, RPG III, RPG IV, OCL, and CL to run in the System 36 environment on an OS/400 based IBM i5.	Code must be reviewed, verified, tested and versioned prior to each release.
2.5.7.9	Integration and User Test Plans	User Test Plan.	See Attachment 13-D.
2.5.7.10	Application Documentation	Application Documentation.	See Attachment 13-A, 13-B & 13-C.

2.5.8 WORK HOURS

- a) The TO Contractor's assigned personnel will work an eight-hour day (specific hours to be approved by the TO Manager), Monday through Friday except for State holidays. The TO Contractor's personnel shall be available via phone and/or email or in person if requested to receive and respond to requests and/or feedback during normal business hours.
- b) For purposes of estimating, assume that each individual would perform 2,080 hours of work over the course of one year. Please note that hours listed is an estimate only and shall not be construed as actual billable hours. TO Contractor's personnel are not to exceed 40 hours per week unless authorized in writing, in advance, by the TO Manager.

2.5.9 OTHER REQUIREMENTS

- a) The TO Contractor shall provide an experienced Senior RPG Computer Programmer and RPG Application Programmer to work with and under the direction of STO TO Manager.
- b) The TO Contractor's personnel assigned to this TO shall work on site at 80 Calvert St, Annapolis, MD 21401.
- c) The TO Contractor's personnel assigned to the TO shall adhere to STO policies regarding the use of telephone, internet, email and Human Resources Employment Policies.
- d) The STO will provide an on-site desktop with associated software tools for the TO Contractor's personnel to perform assigned tasks.
- e) The TO Contractor's personnel shall provide weekly and monthly, or as needed, reports on the status of all active assignments, and hours worked to include work accomplished and work planned.
- f) The STO's internal policies governing change management, documentation, maintenance, privacy and security, testing, training, disaster recovery, and data management will apply to all work under this TO. The TO Contractor's personnel assigned to this TO shall adhere to these policies as directed by STO Management.

2.5.10 BACKGROUND INVESTIGATION

The Senior RPG Computer Programmer and the RPG Applications Programmer of the selected TO Contractor shall be subject to a background investigation, to include criminal history and credit check. The STO reserves the right to reject proposed personnel based on an unsatisfactory Background Investigation.

2.5.11 SYSTEM ENVIRONMENT KNOWLEDGE

Knowledge and experience with the following:

IBM i5 Components	Component Description
Hardware Platforms	IBM i5
Operating System(s)	OS/400 V5R4
Databases	DB2 files Flat files
Communications	Connect Direct Secure FTP
Network	TCP/IP
Development tools	PDM SDA AFPU IDDU IBM Query NGS IQ

2.6 PERFORMANCE EVALUATION

The TO Contractor’s personnel will be evaluated by the TO Manager on a bi-weekly basis, or as needed, for each assignment performed during the two week period. The evaluation will be primarily based upon progress as reported in STO Change Management process. The TO Contractor’s personnel must maintain a “Meets Expectation” in work quality, work quantity, working relationships, and work habits. If prior to a scheduled evaluation, the TO Manager has determined there are issues with the performance of the TO Contractor’s personnel, the TO Manager will notify both the TO Contractor and the TO Contractor’s personnel by email, identifying the issue and the expected action(s) to correct the issue. Performance issues identified by the STO are subject to the mitigation process described in Sections 2.7 and 2.8 below.

2.7 PERFORMANCE PROBLEM MITIGATION

In the event the agency is not satisfied with the performance of TO Contractor’s personnel, the mitigation process is as follows:

- a) The TO Manager will notify the TO Contractor by phone and in writing describing the problem and delineating remediation requirements.
- b) The TO Contractor will have one business days to respond with a written remediation plan.
- c) The plan will be implemented immediately upon acceptance by the TO Manager. Should performance issues persist, the TO Manager may give written notice or request immediate removal of the individual whose performance is at issue.
- d) The TO Manager will determine the amount of time the TO Contractor has to provide a replacement.

2.8 SUBSTITUTION OF PERSONNEL

The substitution of personnel procedures is as follows:

- a) The TO Contractor may not substitute personnel without the prior approval of the STO.
- b) To replace any personnel, the TO Contractor shall submit within 3 business days resumes of the proposed personnel specifying their intended approved labor category.
- c) All proposed substitute personnel shall have qualifications equal to or better than those of the replaced personnel shall be subject to a Background Investigation, and must be approved by the TO Manager.
- d) The TO Manager shall have the option to interview the proposed substitute personnel. After the interview, the TO Manager shall notify the TO Contractor of acceptance or denial of the requested substitution.

2.9 DATA MANAGEMENT

All data related to STO's operations are confidential and may not be shared with anyone outside the STO project team. All work products done under this TOA will remain the intellectual property of STO. To ensure the safety of STO documents, the TO Contractor's Personnel are required to save and store all project information, files and data on the designated STO share drive and folder, such as, but not limited to programs, test plans, specifications, monthly status reports, weekly status reports, meeting minutes, and all other written documents relating to any assigned project or work.

2.10 REQUIRED POLICIES, GUIDELINES AND METHODOLOGIES

The TO Contractor shall be required to comply with all applicable laws, regulations, policies, standards and guidelines affecting information technology projects, which may be created or changed periodically. The TO Contractor shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards and guidelines affecting project execution. The following policies, guidelines and methodologies can be found at <http://doit.maryland.gov/policies/Pages/ContractPolicies.aspx> under "Policies and Guidance." These may include, but are not limited to:

- The State's System Development Life Cycle (SDLC) methodology
- The State Information Technology Security Policy and Standards
- The State Information Technology Project Oversight
- The State of Maryland Enterprise Architecture
- The TO Contractor shall follow the STO Program Change Management process.

2.11 INVOICING

Invoicing will be for TO Contractor's time. Payments will only be made after TO Manager's approved of the TO Contractor's invoice. Invoices must include daily work tasks and deliverables completed for the invoice period. Invoice payments to the TO Contractor shall be governed by the terms and conditions defined in the CATS II Master Contract. Proper invoices for payment shall contain the TO Contractor's Federal Tax Identification Number, as well as the information described below, and must be submitted to the TO Manager for payment approval.

The TO Contractor shall submit invoices for payment on a bi-weekly basis. This invoice submission procedure consists of the following requirements and steps:

- a) A proper invoice shall identify the Maryland State Treasurer's Office as the TO Requesting Agency, deliverable description, associated TOA number, date of invoice, period of performance covered by the invoice, and a TO Contractor point of contact with telephone number.
- b) The TO Contractor shall send the original of each invoice and supporting documentation (itemized billing reference for employees and any subcontractor) submitted for payment to:

Maryland State Treasurer's Office
Accounts Payable
Louis L. Goldstein Treasury Building
80 Calvert Street, Room 109
Annapolis, MD 21401

- c) Invoices for final payment shall be clearly marked as "FINAL" and submitted when all work requirements have been completed and no further charges are to be incurred under the TOA. In no event shall any invoice be submitted later than 60 calendar days from the TOA termination date.

2.12 CHANGE ORDERS

If the TO Contractor is required to perform additional work, or if there is a work reduction due to unforeseen scope changes, the TO Contractor and TO Manager shall negotiate a mutually acceptable price modification based on the TO Contractor's proposed rates in the Master Contract and Statement of Work (SOW) change. No SOW modifications shall be performed until a change order is executed by the TO Procurement Officer.

2.13 TERM OF TOA

The term of this TOA shall be for a base period of two (2) years with one (1) option to renew for one (1) year.

SECTION 3 - TASK ORDER PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

3.1 REQUIRED RESPONSE

Each Master Contractor receiving this CATS II TORFP must respond within the submission time designated in the Key Information Summary Sheet. Each Master Contractor is required to submit one of two possible responses: 1) a proposal; or 2) a completed Master Contractor Feedback Form. The feedback form helps the State understand for future contract development why Master Contractors did not submit proposals. The form is accessible via the CATS II Master Contractor login screen and clicking on TORFP Feedback Response Form from the menu.

3.2 FORMAT – TECHNICAL PROPOSAL

If a Master Contractor elects to submit a TO Proposal, the Master Contractor shall do so in conformance with the requirements of this CATS II TORFP. A TO Proposal shall contain the following sections in order:

1. Proposed Services
Executive Summary: A high level overview of the Master Contractor's understanding of the background, purpose, and scope of the TORFP.
2. Proposed Personnel
 - a) Identify and provide no more than two (2) resumes for all proposed personnel by labor category. The resume should feature prominently the proposed personnel's skills and experience as they relate to the Master Contractor's proposed solution and Section 2 – Scope of Work.
 - b) Certification that all proposed personnel meet the minimum required qualifications in Section 2.4, and agree to be subject to a Background Investigation in accordance to Section 2.5.10.
 - c) Prepare a one to two page summary of the candidate's key skills and experience that enables them to meet the Roles in Section 2.3.2, Responsibilities in Sections 2.5 and Work Experience Requirements in Section 2.5.6. This summary may be done in bullet point format.
 - d) Provide the names and titles of the Master Contractor's management staff who will supervise the personnel and quality of services rendered under this TOA.
 - e) Provide two (2) references for each personnel proposed that verifies their experience meets the requirements outlined in this TORFP.
 - f) Complete and provide, at the interview, Attachment 4 – Labor Classification Personnel Resume Summary.
3. Subcontractors, if any
Identify all proposed subcontractors, including MBEs, and their roles in the performance of Section 2 - Scope of Work.
4. Master Contractor and Subcontractor Experience and Capabilities
 - a) Provide up to three examples of projects or contracts the Master Contractor has completed that were similar to Section 2 - Scope of Work. Each example must include contact information for the client organization complete with the following:
 1. Name of organization.
 2. Point of contact name, title, and telephone number.
 3. Services provided as they relate to Section 2 - Scope of Work.

4. Start and end dates for each example project or contract. If the Master Contractor is no longer providing the services, explain why not.
- b) State of Maryland Experience: If applicable, the Master Contractor shall submit a list of all contracts it currently holds or has held within the past five years with any entity of the State of Maryland. (Note - State of Maryland experience is neither required nor given more weight in proposal evaluations). For each identified contract, the Master Contractor shall provide:
 1. Name of organization.
 2. Point of contact name, title, and telephone number
 3. Services provided as they relate to Section 2 - Scope of Work.
 4. Start and end dates for each example project or contract. If the Master Contractor is no longer providing the services, explain why not.
 5. Dollar value of the contract.
 6. Whether the contract was terminated before the original expiration date.
 7. Whether any renewal options were not exercised.
5. State Assistance
Provide an estimate of expectation concerning participation by State personnel.
6. Confidentiality
A Master Contractor should give specific attention to the identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Title 10, Subtitle 6, of the State Government Article of the Annotated Code of Maryland. Contractors are advised that, upon request for this information from a third party, the TO Procurement Officer will be required to make an independent determination regarding whether the information may be disclosed.

3.3 FINANCIAL RESPONSE

1. A description of any assumptions on which the Master Contractor's Financial Proposal is based (Assumptions shall not constitute conditions, contingencies, or exceptions to the price proposal);
2. Attachment 1 - Completed Financial Proposal with all rates fully loaded.

SECTION 4– TASK ORDER AWARD PROCESS

4.1 OVERVIEW

The TO Contractor will be selected from among all eligible Master Contractors within the appropriate functional area responding to the CATS II TORFP. In making the TOA award determination, the STO will consider all information submitted in accordance with Section 3.

4.2 TECHNICAL PROPOSAL EVALUATION CRITERIA

The following are technical criteria for evaluating a TO Proposal in descending order of importance.

1. Work experience listed on the resume that directly matches the role in Section 2.3.2 and the requirements and responsibilities in Sections 2.4 through 2.5.
2. References of the candidates to perform the roles and responsibilities listed in Sections 2.
3. Experience of the candidate to use the tools and technologies listed in Section 2.5.7. Deliverables and 2.5.11 System Environment Knowledge.

4.3 SELECTION PROCEDURES

1. TO Proposals will be assessed throughout the evaluation process for compliance with the minimum personnel qualifications and quality of the TORFP. Master Contractors and their proposed candidates will be required to conduct interviews with the STO. TO Proposals deemed technically qualified will have their financial proposal considered. All others will be deemed not reasonably susceptible to award and will receive e-mail notice from the TO Procurement Officer of not being selected to perform the work.
2. Qualified TO Proposal financial responses will be reviewed and ranked from lowest to highest price proposed.
3. The most advantageous TO Proposal offer considering technical and financial submission shall be selected for the work assignment. In making this selection, technical merit has greater weight.

4.4 COMMENCEMENT OF WORK UNDER A TO AGREEMENT

Commencement of work in response to a TOA shall be initiated only upon issuance of a fully executed TOA, a Non-Disclosure Agreement, a Purchase Order, and by a Notice to Proceed authorized by the TO Procurement Officer. See Attachment 6 - Notice to Proceed (sample).

ATTACHMENT 1 –PRICE PROPOSAL

PRICE PROPOSAL (TIME AND MATERIALS) FOR CATS II TORFP # E20R1400004

This Price Proposal Form shall be submitted as your financial response.

Labor Categories that could meet TORFP Requirements for Proposed Resource Functional Area 5		A	B	C
	TERM	Hourly Labor Rate	Maximum Estimated No. of Hours Per Year	Total Proposed CATS II TORFP Price
Senior Computer Programmer / #14	Base Period (NTP – 5/31/2012)		2080	
Senior Computer Programmer / #14	Base Period (6/1/2012 – 5/31/2013)		2080	
Senior Computer Programmer / #14	Renewal Opt Year 1 (6/1/2013 – 5/31/2014)		2080	
Total Evaluated Cost		\$		\$

Labor Categories that could meet TORFP Requirements for Proposed Resource Functional Area 5		A	B	C
	TERM	Hourly Labor Rate	Maximum Estimated No. of Hours	Total Proposed CATS II TORFP Price
Applications Programmer / #10	Base Period (NTP – 5/31/2012)		2080	
Applications Programmer / #10	Base Period (6/1/2012 – 5/31/2013)		2080	
Applications Programmer / #10	Renewal Opt Year 1 (6/1/2013 – 5/31/2014)		2080	
Total Evaluated Cost		\$		\$

*The Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents. The Hourly Labor Rate cannot exceed the Master Contract Rate, but may be lower.

Company Name

Authorized Individual Name

Telephone Number and Email Address

Title

Company Tax ID

Date

ATTACHMENT 2 – TASK ORDER AGREEMENT

CATS II TORFP# **ADPICS PO Number** OF MASTER CONTRACT #060B9800035

This Task Order Agreement (“TO Agreement”) is made this **day** of **Month**, 2011 by and between **Task Order Contractor** (TO Contractor) and the Maryland State Treasurer’s Office.

IN CONSIDERATION of the mutual premises and the covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Definitions. In this TO Agreement, the following words have the meanings indicated:
 - a. “Agency” means the Maryland State Treasurer’s Office, as identified in the CATS II TORFP # **ADPICS PO**.
 - b. “CATS II TORFP” means the Task Order Request for Proposals # **ADPICS PO**, dated **MONTH DAY, YEAR**, including any addenda.
 - c. “Master Contract” means the CATS II Master Contract between the Maryland Department of Information Technology and **TO Contractor** dated **MONTH DAY, YEAR**.
 - d. “TO Procurement Officer” means **TO Procurement Officer**. The Agency may change the TO Procurement Officer at any time by written notice to the TO Contractor.
 - e. “TO Agreement” means this signed TO Agreement between **TO Requesting Agency** and **TO Contractor**.
 - f. “TO Contractor” means the CATS II Master Contractor awarded this TO Agreement, whose principal business address is _____.
 - g. “TO Manager” means **TO Manager** of the Agency. The Agency may change the TO Manager at any time by written notice to the TO Contractor.
 - h. “TO Proposal - Technical” means the TO Contractor’s technical response to the CATS II TORFP dated **date of TO Proposal – Technical**.
 - i. “TO Proposal – Financial” means the TO Contractor’s financial response to the CATS II TORFP dated **date of TO Proposal - Financial**.
 - j. “TO Proposal” collectively refers to the TO Proposal – Technical and TO Proposal – Financial.
2. Scope of Work
 - 2.1 This TO Agreement incorporates all of the terms and conditions of the Master Contract and shall not in any way amend, conflict with or super-cede the Master Contract.
 - 2.2 The TO Contractor shall, in full satisfaction of the specific requirements of this TO Agreement, provide the services set forth in Section 2 of the CATS II TORFP. These services shall be provided in accordance with the Master Contract, this TO Agreement, and the following Exhibits, which are attached and incorporated herein by reference. If there is any conflict among the Master Contract, this TO Agreement, and these Exhibits, the terms of the Master Contract shall govern. If there is any conflict between this TO Agreement and any of these Exhibits, the following order of precedence shall determine the prevailing provision:
 - a. The TO Agreement,
 - b. Exhibit A – CATS II TORFP
 - c. Exhibit B – TO Proposal-Technical
 - d. Exhibit C – TO Proposal-Financial

2.3 The TO Procurement Officer may, at any time, by written order, make changes in the work within the general scope of the TO Agreement. No other order, statement or conduct of the TO Procurement Officer or any other person shall be treated as a change or entitle the TO Contractor to an equitable adjustment under this Section. Except as otherwise provided in this TO Agreement, if any change under this Section causes an increase or decrease in the TO Contractor's cost of, or the time required for, the performance of any part of the work, whether or not changed by the order, an equitable adjustment in the TO Agreement price shall be made and the TO Agreement modified in writing accordingly. The TO Contractor must assert in writing its right to an adjustment under this Section within thirty (30) days of receipt of written change order and shall include a written statement setting forth the nature and cost of such claim. No claim by the TO Contractor shall be allowed if asserted after final payment under this TO Agreement. Failure to agree to an adjustment under this Section shall be a dispute under the Disputes clause of the Master Contract. Nothing in this Section shall excuse the TO Contractor from proceeding with the TO Agreement as changed.

3. Time for Performance

Unless terminated earlier as provided in the Master Contract, the TO Contractor shall provide the services described in the TO Proposal and in accordance with the CATS II TORFP on receipt of a Notice to Proceed from the TO Manager. The term of this TO Agreement is for a period of _____, commencing on the date of Notice to Proceed and terminating on **Month Day, Year**.

4. Consideration and Payment

4.1 The consideration to be paid the TO Contractor shall be done so in accordance with the CATS II TORFP and shall not exceed \$_____. Any work performed by the TO Contractor in excess of the not-to-exceed ceiling amount of the TO Agreement without the prior written approval of the TO Manager is at the TO Contractor's risk of non-payment.

4.2 Payments to the TO Contractor shall be made as outlined Section 2 of the CATS II TORFP, but no later than thirty (30) days after the Agency's receipt of an invoice for services provided by the TO Contractor, acceptance by the Agency of services provided by the TO Contractor, and pursuant to the conditions outlined in Section 4 of this Agreement.

4.3 Each invoice for services rendered must include the TO Contractor's Federal Tax Identification Number which is _____. Charges for late payment of invoices other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, as from time-to-time amended, are prohibited. Invoices must be submitted to the Agency TO Manager unless otherwise specified herein.

4.4 In addition to any other available remedies, if, in the opinion of the TO Procurement Officer, the TO Contractor fails to perform in a satisfactory and timely manner, the TO Procurement Officer may refuse or limit approval of any invoice for payment, and may cause payments to the TO Contractor to be reduced or withheld until such time as the TO Contractor meets performance standards as established by the TO Procurement Officer.

IN WITNESS THEREOF, the parties have executed this TO Agreement as of the date hereinabove set forth.

TO Contractor Name

By: Type or Print TO Contractor POC

Date

Witness: _____

MARYLAND STATE TREASURER’S OFFICE

By: TO Procurement Officer

Date

Witness: _____

ATTACHMENT 3 – CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

- 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 sub-consultant 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 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)

SUBMIT AS A .PDF FILE WITH TO RESPONSE

ATTACHMENT 4 – LABOR CLASSIFICATION PERSONNEL RESUME SUMMARY

INSTRUCTIONS:

1. Master Contractors must comply with all personnel requirements under the Master Contract RFP 060B9800035.
2. Only labor categories proposed in the Master Contractors Financial Proposal may be proposed under the CATS II TORFP process.
3. For each person proposed in any of the labor categories, complete one Labor Category Personnel Resume Summary to document how the proposed person meets each of the minimum requirements. This summary is required at the time of the interview.

For example: If you propose John Smith, who is your subcontractor, and you believe he meets the requirements of the Group Facilitator, you will complete the top section of the form by entering John Smith's name and the subcontractor's company name. You will then complete the right side of the Group Facilitator form documenting how the individual meets each of the requirements. Where there is a time requirement such as three months experience, you must provide the dates from and to showing an amount of time that equals or exceeds mandatory time requirement; in this case, three months.

4. Each form also includes examples of duties to perform. The proposed person must be able to fulfill those duties.
5. For each subject matter expert, the State will identify the particular area of expertise and the Master Contractor shall provide proof the individual has qualifications within that area of expertise.
6. Additional information may be attached to each Labor Category Personnel Resume Summary that may assist a full and complete understanding of the individual being proposed.

ATTACHMENT 5 – DIRECTIONS
TO THE PRE-TO PROPOSAL CONFERENCE

The Pre-Proposal Conference will be held:

Thursday, October 13, 2011 @ 11:00 AM

Maryland State Treasurer's Office
80 Calvert Street
Annapolis, MD 21401
4th Floor, Banking Conference Room

From Baltimore Area:

- Take I-97 off the Baltimore Beltway heading south to Annapolis.
- I-97 will end and turn into Route 50 East.
- Take Rowe Blvd. exit 24A toward downtown Annapolis.

From the Eastern Shore or Route 2:

- Cross the Severn River Bridge and exit on Rowe Blvd.

From Either Direction:

- Stay right on exit ramp.
- Travel approximately 1 ½ miles on Rowe Blvd.
- After the bridge over College Creek, Rowe Blvd. will fork.
- You can see the Treasury Building at 80 Calvert Street in front of you (two flag poles in front, weather vane on top, and a bronze statue of Louis Goldstein to the left of the building).
- Stop and register with the Security Guard; you will be directed to the conference room.

Parking:

- Gott's Garage is the closest garage and is located at 25 Northwest Street. The garage has Northwest Street entrance and a Calvert Street entrance.
- Whitmore Garage is also nearby. It is next to 45 Calvert St., but must be entered from Clay St. This is the second right turn after turning onto Calvert St. Turn right onto Clay St. immediately after passing 45 Calvert St.
- There is also limited metered parking available on Calvert and surrounding streets.

ATTACHMENT 6 – NOTICE TO PROCEED

Month Day, Year

TO Contractor Name

TO Contractor Mailing Address

Re: CATS II Task Order Agreement #ADPICS PO

Dear TO Contractor Contact:

This letter is your official Notice to Proceed as of Month Day, Year, for the above-referenced Task Order Agreement. Mr. / Ms. _____ of _____ (Agency Name) will serve as the TO Manager and your contact person on this Task Order. He / She can be reached at telephone _____.

Enclosed is an original, fully executed Task Order Agreement and purchase order.

Sincerely,

TO Procurement Officer

Task Order Procurement Officer

Enclosures (2)

cc: TO Manager

Procurement Liaison Office, Department of Information Technology

Project Management Office, Department of Information Technology

ATTACHMENT 7 – NON-DISCLOSURE AGREEMENT (OFFEROR)

This Non- Disclosure Agreement (the “Agreement”) is made this ___ day of _____ 200_, by and between _____ (hereinafter referred to as "the OFFEROR ") and the State of Maryland (hereinafter referred to as " the State").

OFFEROR warrants and represents that it intends to submit a TO Proposal in response to CATS II TORFP #ADPICS PO for TORFP Project Name. In order for the OFFEROR to submit a TO Proposal, it will be necessary for the State to provide the OFFEROR with access to certain confidential information including, but not limited, to _____. All such information provided by the State shall be considered Confidential Information regardless of the form, format, or media upon which or in which such information is contained or provided, regardless of whether it is oral, written, electronic, or any other form, and regardless of whether the information is marked as “Confidential Information”. As a condition for its receipt and access to the Confidential Information described above, the OFFEROR agrees as follows:

1. OFFEROR will not copy, disclose, publish, release, transfer, disseminate or use for any purpose in any form any Confidential Information received, except in connection with the preparation of its TO Proposal.
2. Each employee or agent of the OFFEROR who receives or has access to the Confidential Information shall execute a copy of this Agreement and the OFFEROR shall provide originals of such executed Agreements to the State. Each employee or agent of the OFFEROR who signs this Agreement shall be subject to the same terms, conditions, requirements and liabilities set forth herein that are applicable to the OFFEROR.
3. OFFEROR shall return the Confidential Information to the State within five business days of the State’s Notice of recommended award. If the OFFEROR does not submit a Proposal, the OFFEROR shall return the Confidential Information to TO Procurement Officer, TO Requesting Agency on or before the due date for Proposals.
4. OFFEROR acknowledges that the disclosure of the Confidential Information may cause irreparable harm to the State and agrees that the State may obtain an injunction to prevent the disclosure, copying, or other impermissible use of the Confidential Information. The State’s rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and/or to seek damages for the OFFEROR’S failure to comply with the requirements of this Agreement. The OFFEROR consents to personal jurisdiction in the Maryland State Courts.
5. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys’ fees and disbursements) that are attributable, in whole or in part to any failure by the OFFEROR or any employee or agent of the OFFEROR to comply with the requirements of this Agreement, OFFEROR and such employees and agents of OFFEROR shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and/or costs.
6. This Agreement shall be governed by the laws of the State of Maryland.
7. OFFEROR acknowledges that pursuant to Section 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland, a person may not willfully make a false or fraudulent statement or representation of a material fact in connection with a procurement contract. Persons making such statements are guilty of a felony and on conviction subject to a fine of not more than \$20,000 and/or imprisonment not exceeding 5 years or both. OFFEROR further acknowledges that this Agreement is a statement made in connection with a procurement contract.
8. The individual signing below warrants and represents that they are fully authorized to bind the OFFEROR to the terms and conditions specified in this Agreement. If signed below by an individual employee or agent of the OFFEROR under Section 2 of this Agreement, such individual acknowledges that a failure to comply with the requirements specified in this Agreement may result in personal liability.

OFFEROR: _____ BY: _____
NAME: _____ TITLE: _____
ADDRESS: _____

SUBMIT AS REQUIRED IN SECTION 1.6 OF THE TORFP

ATTACHMENT 8 – NON-DISCLOSURE AGREEMENT (TO CONTRACTOR)

THIS NON-DISCLOSURE AGREEMENT (“Agreement”) is made as of this ____ day of _____, 200____, by and between the State of Maryland (“the State”), acting by and through its **TO Requesting Agency** (the “Department”), and _____ (“TO Contractor”), a corporation with its principal business office located at _____ and its principal office in Maryland located at _____.

RECITALS

WHEREAS, the TO Contractor has been awarded a Task Order Agreement (the “TO Agreement”) for **TORFP Title TORFP No. ADPICS PO** dated _____, (the “TORFP”) issued under the Consulting and Technical Services procurement issued by the Department, Project Number 060B9800035; and

WHEREAS, in order for the TO Contractor to perform the work required under the TO Agreement, it will be necessary for the State to provide the TO Contractor and the TO Contractor’s employees and agents (collectively the “TO Contractor’s Personnel”) with access to certain confidential information regarding _____ (the “Confidential Information”).

NOW, THEREFORE, in consideration of being given access to the Confidential Information in connection with the TORFP and the TO Agreement, and for other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties do hereby agree as follows:

1. Confidential Information means any and all information provided by or made available by the State to the TO Contractor in connection with the TO Agreement, regardless of the form, format, or media on or in which the Confidential Information is provided and regardless of whether any such Confidential Information is marked as such. Confidential Information includes, by way of example only, information that the TO Contractor views, takes notes from, copies (if the State agrees in writing to permit copying), possesses or is otherwise provided access to and use of by the State in relation to the TO Agreement.
2. TO Contractor shall not, without the State’s prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any Confidential Information provided by the State except for the sole and exclusive purpose of performing under the TO Agreement. TO Contractor shall limit access to the Confidential Information to the TO Contractor’s Personnel who have a demonstrable need to know such Confidential Information in order to perform under the TO Agreement and who have agreed in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information. The names of the TO Contractor’s Personnel are attached hereto and made a part hereof as Exhibit A. Each individual whose name appears on Exhibit A shall execute a copy of this Agreement and thereby be subject to the terms and conditions of this Agreement to the same extent as the TO Contractor. TO Contractor shall update Exhibit A by adding additional names as needed, from time to time.
3. If the TO Contractor intends to disseminate any portion of the Confidential Information to non-employee agents who are assisting in the TO Contractor’s performance of the TORFP or who will otherwise have a role in performing any aspect of the TORFP, the TO Contractor shall first obtain the written consent of the State to any such dissemination. The State may grant, deny, or condition any such consent, as it may deem appropriate in its sole and absolute subjective discretion.
4. TO Contractor hereby agrees to hold the Confidential Information in trust and in strictest confidence, to adopt or establish operating procedures and physical security measures, and to take all other measures necessary to protect the Confidential Information from inadvertent release or disclosure to unauthorized third parties and to prevent all or any portion of the Confidential Information from falling into the public domain or into the possession of persons not bound to maintain the confidentiality of the Confidential Information.
5. TO Contractor shall promptly advise the State in writing if it learns of any unauthorized use, misappropriation, or disclosure of the Confidential Information by any of the TO Contractor’s Personnel or the TO Contractor’s former Personnel. TO Contractor shall, at its own expense, cooperate with the State in seeking injunctive or other equitable relief against any such person(s).
6. TO Contractor shall, at its own expense, return to the Department, all copies of the Confidential Information in its care, custody, control or possession upon request of the Department or on termination of the TO Agreement.
7. A breach of this Agreement by the TO Contractor or by the TO Contractor’s Personnel shall constitute a breach of the TO Agreement between the TO Contractor and the State.

8. TO Contractor acknowledges that any failure by the TO Contractor or the TO Contractor's Personnel to abide by the terms and conditions of use of the Confidential Information may cause irreparable harm to the State and that monetary damages may be inadequate to compensate the State for such breach. Accordingly, the TO Contractor agrees that the State may obtain an injunction to prevent the disclosure, copying or improper use of the Confidential Information. The TO Contractor consents to personal jurisdiction in the Maryland State Courts. The State's rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and/or to seek damages from the TO Contractor and the TO Contractor's Personnel for a failure to comply with the requirements of this Agreement. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part to any failure by the TO Contractor or any of the TO Contractor's Personnel to comply with the requirements of this Agreement, the TO Contractor shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and/or costs.
9. TO Contractor and each of the TO Contractor's Personnel who receive or have access to any Confidential Information shall execute a copy of an agreement substantially similar to this Agreement and the TO Contractor shall provide originals of such executed Agreements to the State.
10. The parties further agree that:
 - a. This Agreement shall be governed by the laws of the State of Maryland;
 - b. The rights and obligations of the TO Contractor under this Agreement may not be assigned or delegated, by operation of law or otherwise, without the prior written consent of the State;
 - c. The State makes no representations or warranties as to the accuracy or completeness of any Confidential Information;
 - d. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement;
 - e. Signatures exchanged by facsimile are effective for all purposes hereunder to the same extent as original signatures; and
 - f. The Recitals are not merely prefatory but are an integral part hereof.

TO Contractor/TO Contractor's Personnel:

TO Requesting Agency:

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

SUBMIT AS REQUIRED IN SECTION 1.6 OF THE TORFP

ATTACHMENT 9 – TO CONTRACTOR SELF-REPORTING CHECKLIST

The purpose of this checklist is for CATS II Master Contractors to self-report on adherence to procedures for task orders (TO) awarded under the CATS II master contract. Requirements for TO management can be found in the CATS II master contract RFP and at the TORFP level. The Master Contractor is requested to complete and return this form by the **Checklist Due Date** below. Master Contractors may attach supporting documentation as needed. Please send the completed checklist and direct any related questions to contractoversight@doit.state.md.us with the TO number in the subject line.

Master Contractor:	
Master Contractor Contact / Phone:	
Procuring State Agency Name:	
TO Title:	
TO Number:	
TO Type (Fixed Price, T&M, or Both):	
Checklist Issue Date:	
Checklist Due Date:	
Section 1 – Task Orders with Invoices Linked to Deliverables	
<p>A) Was the original TORFP (Task Order Request for Proposals) structured to link invoice payments to distinct deliverables with specific acceptance criteria? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, skip to Section 2.)</p>	
<p>B) Do TO invoices match corresponding deliverable prices shown in the accepted Financial Proposal? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____</p>	
<p>C) Is the deliverable acceptance process being adhered to as defined in the TORFP? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____</p>	
Section 2 – Task Orders with Invoices Linked to Time, Labor Rates and Materials	
<p>A) If the TO involves material costs, are material costs passed to the agency without markup by the Master Contractor? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____</p>	
<p>B) Are labor rates the same or less than the rates proposed in the accepted Financial Proposal? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____</p>	
<p>C) Is the Master Contractor providing timesheets or other appropriate documentation to support invoices? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, explain why) _____</p>	

Section 3 – Substitution of Personnel

A) Has there been any substitution of personnel?

Yes No (If no, skip to Section 4.)

B) Did the Master Contractor request each personnel substitution in writing?

Yes No (If no, explain why) _____

C) Does each accepted substitution possess equivalent or better education, experience and qualifications than incumbent personnel?

Yes No (If no, explain why) _____

D) Was the substitute approved by the agency in writing?

Yes No (If no, explain why) _____

Section 4 – MBE Participation

A) What is the MBE goal as a percentage of the TO value? (If there is no MBE goal, skip to Section 5)

_____ %

B) Are MBE reports D-5 and D-6 submitted monthly?

Yes No (If no, explain why) _____

C) What is the actual MBE percentage to date? (divide the dollar amount paid to date to the MBE by the total amount paid to date on the TO)

_____ %

(Example - \$3,000 was paid to date to the MBE sub-contractor; \$10,000 was paid to date on the TO; the MBE percentage is 30% ($3,000 \div 10,000 = 0.30$))

D) Is this consistent with the planned MBE percentage at this stage of the project?

Yes No (If no, explain why) _____

E) Has the Master Contractor expressed difficulty with meeting the MBE goal?

Yes No

(If yes, explain the circumstances and any planned corrective actions)

Section 5 – TO Change Management

A) Is there a written change management procedure applicable to this TO?

Yes No (If no, explain why) _____

B) Does the change management procedure include the following?

Yes No Sections for change description, justification, and sign-off

Yes No Sections for impact on cost, scope, schedule, risk and quality (i.e., the impact of change on satisfying TO requirements)

Yes No A formal group charged with reviewing / approving / declining changes (e.g., change control board, steering committee, or management team)

C) Have any change orders been executed?

Yes No

(If yes, explain expected or actual impact on TO cost, scope, schedule, risk and quality)

D) Is the change management procedure being followed?

Yes No **(If no, explain why)** _____

ATTACHMENT 10 – LIVING WAGE AFFIDAVIT OF AGREEMENT

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: _____

ATTACHMENT 11 – REQUEST FORMS

State Treasurer's Office CCB Report Engineering Change Request

Routing
Originator: _____
Division Dir: _____
IT Director: _____
CCB: _____

Originator Submitted Due Priority CCB Status ECR Number

Originating Division Title

Description

Electronic Originating Document

Originating Documentation

Description Attachment

Originating Document Note

This ECR was initiated by:

Number

Title

Due Date

Assigned To:

Assigned By:

Date Assigned

Action Taken Attachment

Actions Taken

Progress Reports

<i>From Date</i>	<i>To Date</i>	<i>Progress</i>	<i>Reported By</i>	<i>Hours</i>	<i>Approved By</i>
		<i>Analysis</i>			
		<i>Design</i>			
		<i>Code</i>			
		<i>Integration Test</i>			
		<i>User Test</i>			
		<i>Passed User Test</i>			
		<i>Failed User Test</i>			
		<i>Rework</i>			
		<i>Build</i>			
		<i>Quality Assurance</i>			
		<i>Build Ready</i>			
		<i>Installed</i>			
		<i>Validation</i>			
		<i>Baseline Ready</i>			
		<i>Division Approval</i>			
		<i>CCB Approval</i>			

Completion Date

Date Closed

State Treasurer's Office CCB Report Software Problem Report

Routing
Originator: _____
Division Dir: _____
IT Director: _____
CCB: _____

<i>Originator</i>	<i>Submitted</i>	<i>Due</i>	<i>Priority</i>	<i>CCB Status</i>	<i>SPR Number</i>
<i>Originating Division</i>	<i>Title</i>				
<i>Description</i>					

Electronic Originating Document

Originating Documentation
 Description Attachment
Originating Document Note

This SPR was initiated by:

<i>Number</i>	<i>Title</i>	<i>Due Date</i>
---------------	--------------	-----------------

<i>Assigned To:</i>	<i>Assigned By:</i>	<i>Date Assigned</i>
<i>Actions Taken</i>		

<i>Progress Reports</i>					
<i>From Date</i>	<i>To Date</i>	<i>Progress</i>	<i>Reported By</i>	<i>Hours</i>	<i>Approved By</i>
		<i>Analysis</i>			
		<i>Design</i>			
		<i>Code</i>			
		<i>Integration Test</i>			
		<i>User Test</i>			
		<i>Passed UserTest</i>			
		<i>Failed User Test</i>			
		<i>Rework</i>			
		<i>Build</i>			
		<i>Quality Assurance</i>			
		<i>Build Ready</i>			
		<i>Installed</i>			
		<i>Validation</i>			
		<i>Baseline Ready</i>			
		<i>Division Approval</i>			
		<i>CCB Approval</i>			
			<i>Completion Date</i>	<i>Date Closed</i>	

State Treasurer's Office CCB Report Action Item

<i>Originator</i>	<i>Submitted</i>	<i>Due</i>	<i>Priority</i>	<i>CCB Status</i>	<i>AI Number</i>
<i>Originating Division</i>	<i>Title</i>				
<hr/>					
<i>Description</i>					
<i>Electronic Originating Document</i>			<input type="checkbox"/> <i>Originating Documentation</i> <input type="checkbox"/> <i>Description Attachment</i> <i>Originating Document Note</i>		
<i>This Action Item was initiated by:</i>					
<i>Number</i>	<i>Title</i>	<i>Due Date</i>			
<hr/>					
<i>Assigned To:</i>	<i>Assigned By:</i>	<i>Date Assigned</i>		<input type="checkbox"/> <i>Action Taken Attachment</i>	
<i>Actions Taken</i>					
<i>Key Words</i>			<i>Completion Date</i>	<i>Date Closed</i>	
Progress Reports					
<i>From Date</i>	<i>To Date</i>	<i>Progress</i>	<i>Reported By</i>	<i>Approved By</i>	<i>Hours</i>
<hr/>					
4/15/2011	AI Detail Progress Report (rev. A)				Page 1 of 1

ATTACHMENT 12 – CHANGE MANAGEMENT PROCEDURES

The management of programming requests will be executed via the STO Change Management process. All maintenance is classified as: Engineering Change Request (ECR), Software Problem Report (SPR) or an Action Item (AI). ECR's are significant changes to existing programs that impact daily operations processing or menu driven client applications. SPR's include programming changes that incorporate minor enhancements and software corrections to existing code. AI's are normally one time table or file maintenance that is necessary to keep the operations process on-schedule. The ECR and SPR change management process requires progress reports and signoffs to be made to STO Configuration Control Board (CCB) Database. A sample of each type can be provided upon request. Work assignments will be reviewed and adjusted on a daily/weekly basis by the STO Programmer Analyst Supervisor, and the Director of IT.

	PROGRESS STEP	REPORTED BY	APPROVED BY	NOTES
0	Request			Request should be emailed to CCB Manager for ECR/SPR with detailed description of project.
1	Analysis	Programmer	Supervisor	PROGRAMMER will: (1) Analyze issue or requested change. (2) Enter analysis steps, findings and dates in CCB database and obtain approval signature.
2	Design	Programmer	Supervisor	PROGRAMMER will: (1) Design new programs or changes to existing programs. (2) Enter design specs and dates in CCB database and obtain approval signature.
3	Code	Programmer	Supervisor	PROGRAMMER will: (1) Obtain current source, copy to programmer library, and start version control process in production libraries on test system. (2) In programmer library, modify/write programs and document program changes. (3) Create move sheet listing all modified/new/to be deleted source/objects. (4) Enter code changes and dates in CCB database and obtain approval signature.
4	Integration Test	Programmer	Supervisor	PROGRAMMER will: (1) Perform programmer testing on new/modified programs. Keep organized copies of screen prints, reports and test results with folder. (2) Enter testing notes and dates in CCB database and obtain approval signature.
5	Build	Programmer	Supervisor	PROGRAMMER will: (1) Perform version control procedures. Copy modified/new source to live library on test system and compile source to build the new objects. (2) Run final test in live libraries on test system. (3) Create User Test Plan. (4) Enter applicable notes and dates in CCB database and obtain approval signature.
6	User Test	User	User's Manager	PROGRAMMER will: (1) Have user perform user testing (with programmer present) on new/modified programs in live environment on test system. Keep organized copies of screen prints, reports and test results with folder. (2) Enter testing notes and dates in CCB database and obtain approval signature.
6A	Passed User Test	User	User's Manager	PROGRAMMER will: Enter applicable notes and dates in CCB database and obtain approval signature.
6B	Failed User Test	User	User's Manager	PROGRAMMER will: Enter reason, applicable notes and dates in CCB database and obtain approval signature.

6B1	Rework	Programmer	Supervisor	PROGRAMMER will: Enter applicable notes and dates in CCB database and obtain approval signature.
7	Build Ready	Programmer	Supervisor	PROGRAMMER will: (1) Create build ready library on test system. Copy modified source and move objects in live libraries on test system to build ready library. (2) Perform version control procedures. (3) Print comparison listings for modified source, complete program listings for new source and query definitions. (4) Enter applicable notes and dates in CCB database. Supervisor will: (1) Verify version control procedure was followed correctly. (2) Verify source/objects exist in the build ready library. (3) Review and approve listings & definitions.
8	Quality Assurance	Programmer	QA Manager	PROGRAMMER will: (1) Verify all documentation is in folder. (2) Enter applicable notes and dates in CCB database. QA MANAGER will: (1) Move build ready library to production system. (2) Print comparison listings for each source member. (3) Verify listings match those created in progress step 7. (4) Enter applicable notes and dates in CCB database.
9	Install	Control Manager	IT Director	CONTROL MANAGER will: (1) Perform version control procedures on production system. (2) Copy new source and objects into production. (3) Follow any special instructions on the move sheet. (4) Enter applicable notes and dates in CCB database and obtain approval signature.
10	Validation	User	User's Manager	PROGRAMMER will: (1) Have user validate the application works as expected in production without any issues. (2) Enter applicable notes and dates in CCB database and obtain approval signature.
11	Baseline Ready	Control Manager	IT Director	CONTROL MANAGER will: (1) Perform version control procedures on test system. (2) Copy new source and objects into production on test system. (3) Follow any special instructions on the move sheet. (4) Enter applicable notes and dates in CCB database and obtain approval signature.
12	Division Approval	User's Director	IT Director	PROGRAMMER will: (1) have User's Director sign off that the process is working as expected in production. (2) Enter applicable notes and dates in CCB database and obtain approval signature.
13	CCB Approval	CCB Manager	IT Director	CCB MANAGER will: (1) Verify all steps are complete. (2) Enter applicable notes and dates in CCB database. (3) Close ECR/SPR.

ATTACHMENT 13 – PROGRAMMING STANDARDS

Programs:

- Program names cannot be longer than 8 characters.
- All programs must contain a comment section that contains the ECR/SPR #, programmer name, program date, and a description of program. Additional comments must precede any logic that might require additional explanation.
- Main program logic that exceeds 100 lines should be broken down into subroutines.
- Subroutines should be clearly separated and contain a comments section describing the SR.
- Subroutines should be listed in process order with work SR's near the bottom and INZSR at the bottom.
- Dates should be calculated using date functions and date type fields.
- Work fields should be identified in the D specifications.
- The use of indicators and GOTO statements should be avoided, wherever possible.

Program modifications:

- All programs must contain a comment section that contains the ECR/SPR#, programmer name, modification date, and description of program modifications.
- Each line of code that is modified, added, or deleted must be identified with the ECR/SPR# in the margin.
- Each line of code that is no longer needed must be marked as deleted, not physically deleted from the program.

Files:

- Flat files must be prefixed with a letter and a period (eg 'X.')
- Externally described files must not contain a prefix and will reside in the related application library.
- File names should be no longer than 6 and consists of 2 char application name followed by 4 char file description.
- Logical file names should consist of the physical file name followed by 'L1, L2, etc' and will reside in same library as the physical file.
- Field names should consist of 2 char file name followed by up to 8 char field description.

Screens:

- Source Name cannot be longer than 8 and consists of the related program name followed by 'D'.
- Each screen should contain program and screen name, user name, system name, system date.
- Command key logic should follow IBM command key logic, wherever possible.

Reports:

- Source Name cannot be longer than 8 and consists of the related program name followed by 'P'.
- Each page should contain program name, run date and time, user name.

Documentation:

- A flowchart overview should be created to document an Application and/or Process Flow. This document can be written in Excel or Power Point. (see Attachment 13-A)
- Additional documentation should be created for complicated programs that require documentation that is beyond standard program comments. This document should be written in Word. (see Attachment 13-B)
- User documentation should be created for programs and/or applications that are run from a user menu. This document should be written in Word and must contain copies of related screens. (see Attachment 13-C)

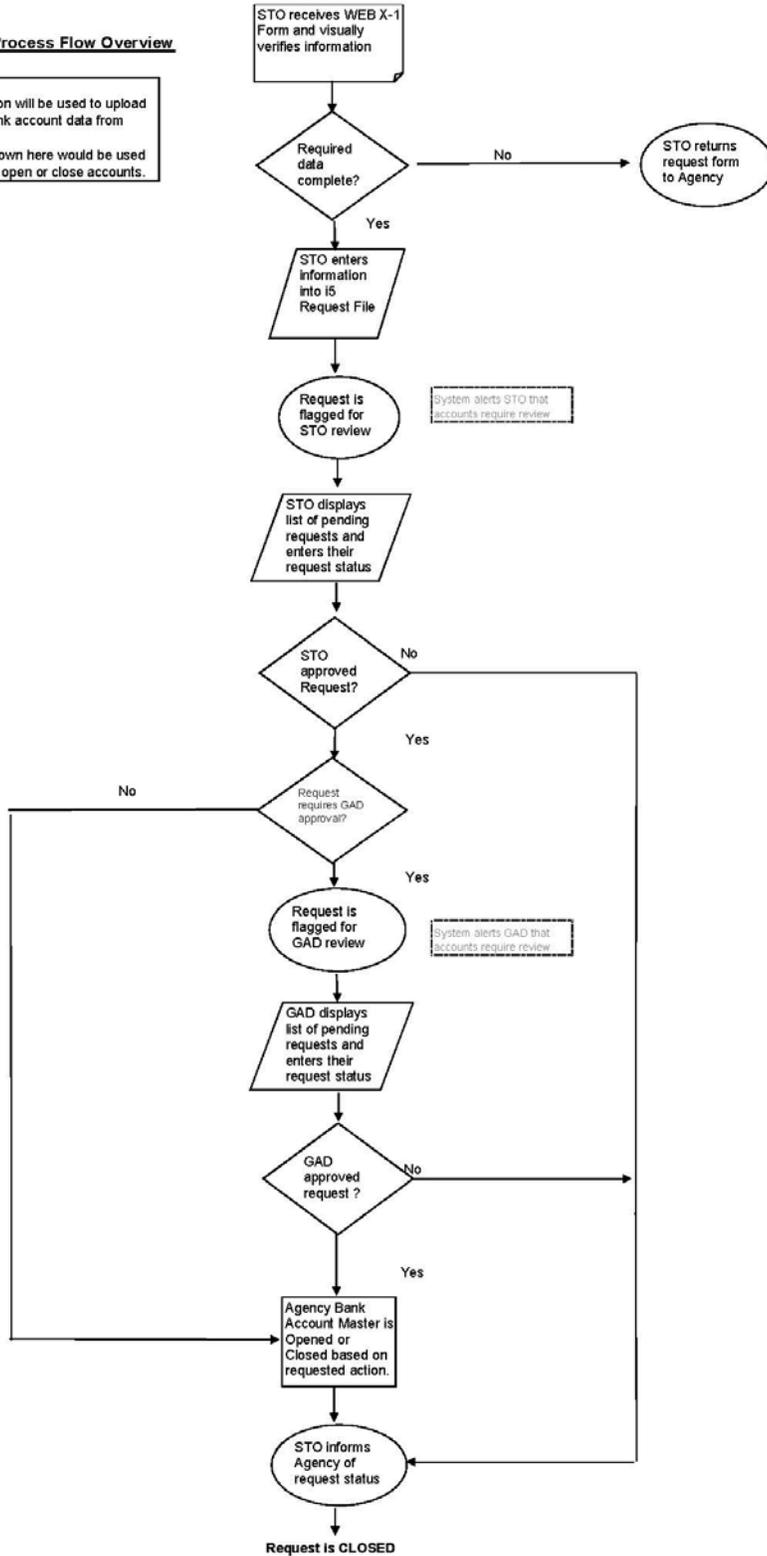
Test Plans:

- A detailed test plan must be written for each ECR/SPR. The plan should separate the steps required for Integration testing and User testing. (see Attachment 13-D)

ATTACHMENT 13-A PROGRAMMING STANDARDS – FLOWCHART

BAIS Request Process Flow Overview

Note:
A one time conversion will be used to upload current validated bank account data from spreadsheet...
The process flow shown here would be used for new Requests to open or close accounts.



ATTACHMENT 13-B PROGRAMMING STANDARDS – DOCUMENTATION

BARQIND - SCTL01		* Maryland State Treasurers Office *			MDTREAS2	
		BAIS Request Edit			8/26/10	
Req.	Proc	---Request Number---				
Opt	Status	Status	Agency	Date	Seq	Bank Account#
-	0	GADPND	12345	2010-08-26001	Circuit Court for Charles	9999999999
-	0	GADPND	12345	2010-08-26001	Circuit Court for Frederi	9999999999
-	0	GADPND	12345	2010-08-26001	Circuit Court for Frederi	9999999999
-	0	GADPND	12345	2010-08-26001	Circuit Court for Frederi	9999999999
-	0	STOPND	44444	2010-08-26001	Circuit Court for Frederi	9999999999
-	0	STOPND	44444	2010-08-26001	Circuit Court for Frederi	9999999999
-	0	GADPND	55555	2010-08-26001	Maryland Department of Pl	9999999999
F3 to Exit F4- Search Options Enter an Option and Press ENTER F12 to Return						

Options:

- X = Select Use to change the approval status.
Only Banking Mgr and/or GAD can select.
Banking Mgr can only select/update requests with status = STOPND, STODNY or GADPND.
GAD can only select/update requests with status = GADPND, GADDNY.
- V = View Use to view any request.
- E = Edit Use to edit a request.
Can only edit open requests.
If an edit is done to request with process status = GADPND, the process status is changed to STOPND and STO re-open flag is changed to 'Y'.
- R = Re-open Use to re-open a request.
Can only reopen closed requests with process status = STODNY or GADDNY.
If reopened, the process status is changed to STOPND and STO/GAD re-open flags are changed to 'Y'.
- D = De-activate Use to de-activate a request.
Can deactivate open or closed request.
If a deactivate is done, the process status remains the same and the request status is changed to closed.
This request will not be shown on GAD/STO pending screens and will not be used for statistical reporting.
- A = Activate Use to reactivate a request.
Can only reactivate requests that were previously deactivated.
- C = Copy Use to copy a request.
If copying an open request: Copied request becomes deactivated.
New request will have a process status = STOPND.
If copying a closed request: Copied request becomes deactivated.
New request will have a process status = STOPND.
Existing Bank account is closed.

ATTACHMENT 13-D PROGRAMMING STANDARDS – USER TEST PLAN

ECR/SPR	SPR0000
Description	Change Income Tax Verification screens to include type of file processed.
Programmer	Programmer Name
Test User	User Name

INTEGRATION TESTING

Before testing go to Connect Direct and rename XXXXXXXX with a “Z” in the request to send files.

USER TESTING

1. ABCD Menu Option 11 - Verify that if you do not select anything an error message is displayed, “You must select one”. Print screen.
2. ABCD Menu Option 11 – Verify that if you enter both selections an error message is displayed, “You must enter an “X” only on one”. Print screen.
3. ABCD Menu Option 11 – Verify that if CMD-3 is pressed that the programs ends and you go back to the menu.
4. ABCD Menu Option 11 - Process Issued Income Tax. Print screen. Select 1 = Checks Issued – TAX. Print screen. Verify that on the screen “File Control Record” is displayed. Verify that “Income Tax (TX3)” is displayed. Print screen. If no records in file or errors CMD-03 and Exit program. Print report.
5. ABCD Menu Option 11 - Process Issued Income Tax. Print screen. Select 2 = Checks Issued - XXXXXXXX. Print screen. Verify that on the screen “File Control Record” is displayed. Verify that “Quick Pay (TX4)” is displayed. Print screen. If no records in file or errors CMD-03 and Exit program. Print report.
6. ABCD Menu Option 11 - Process Issued Income Tax. Print screen. Select 1 = Checks Issued - TAX. Print screen. Verify that on the screen “File Control Record” is displayed. Verify that “Income Tax (TX3)” is displayed. Print screen. Press enter to Continue. Print report.
7. ABCD Menu Option 11 - Process Issued Income Tax. Print screen. Select 2 = Checks Issued - XXXXXXXXX. Print screen. Verify that on the screen “File Control Record” is displayed. Verify that “Quick Pay (TX4)” is displayed. Print screen. Press enter to Continue. Print report.
8. ABCD Menu Option 11 – Verify that the operator can only key an “X” and no other characters. Print Screen
9. Verify that records are added to the issued files using before/after record counts.
10. ABCD Menu Option 11 - Process Issued Income Tax. Print screen. Select 1 = Checks Issued - TAX. Print screen. Verify that on the screen “File Control Record” is displayed. Verify that “Income Tax (TX3)” is displayed. Print screen. If there are no error and CMD3 is pressed exit program. Verify that records are not added to the issued file by using before/after record counts.
11. ABCD Menu Option 11 - Process Issued Income Tax. Print screen. Select 2 = Checks Issued - XXXXXXXXX. Print screen. Verify that on the screen “File Control Record” is displayed. Verify that “Quick Pay (TX4)” is displayed. Print screen. If there are no errors and CMD3 is pressed exit program. Verify that records are not added to the issued file by using before/after record counts.
12. Rename C:D request XXXX3 to XXXX3Z. ABCD Menu Option 11 –Process Issued Income Tax. Print screen. Select 1 = Checks Issued – XXXXXXXXX. Print screen. Verify if the file transfer fails a message is displayed, “File transfer XXXX3 failed”. Print screen. Verify that reports did not get generated. Verify that records are not added to the issued files using the before/after record count. Rename C:D request back.
13. Rename C:D request XXXX4 to XXXX4Z. ABCD Menu Option 11 –Process Issued Income Tax. Print screen. Select 2 = Checks Issued – XXXXXXXXX. Print screen. Verify if the file transfer fails a message is displayed, “File transfer XXXX4 failed”. Print screen. Verify that reports did not get generated. Verify that records are not added to the issued files using the before/after record count. Rename C:D request back.

EXHIBIT A

**TO CONTRACTOR'S EMPLOYEES AND AGENTS WHO WILL BE GIVEN
ACCESS TO THE CONFIDENTIAL INFORMATION**

Printed Name and Address
of Employee or Agent

Signature

Date

EXHIBIT B

FUNTIONAL AREA FIVE – SOFTWARE ENGINEERING

Functional Area Five - Software Engineering

- A) Description – Service to provide full life cycle of a software system development. Process definition; requirements management (project planning, quality assurance, project tracking and oversight, organizational process focus); software metrics; software process assessments; software capability evaluations; software project management; software certification; software validation and verification; open systems; software architecture; software reengineering; software reuse; component based software; software security; supervising software configuration management; and CASE tools.
- B) Examples of Potential Services:
- Provide ongoing system, applications maintenance and troubleshooting;
 - Analyze and document complex system requirements;
 - Design software tools and subsystems to support software reuse and domain analyses and manage their implementation;
 - Interpret software requirements, design specifications to code, manage software development and support (using formal specifications, data flow diagrams, and other accepted design techniques and tools), integrate and test software components;
 - Estimate software development costs and schedules;
 - Review existing programs and assist in making refinements, performance improvements, and improving current techniques; and
 - Estimate and track software quality attributes.

EXHIBIT C
CATS II LABOR CATEGORY

Please go to the following link to see the CATS II Labor Categories for #14 - Senior Computer Programmer and #10 - Applications Programmer:

http://doit.maryland.gov/contracts/Documents/CATSII_RFPdocs/CATS_II_RFP.pdf