

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

**All Master Contract Provisions Apply**

Section 1 –General Information			
<b>RFR Number: (Reference BPO Number)</b>	<b>F50B1400007</b>		
<b>Functional Area (Enter One Only)</b>	Functional Area 17 - Documentation/Technical Writing		
<b>Labor Category</b>			
A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. A single award for a Major IT Development Project Manager may have tenure of one base year with up to two optional years, or through the end of the project within the Master Contract term. An RFR is limited to only labor categories defined in the CATS II RFP.			
1. Telecommunications Systems Analyst			
<b>(Each Master Contractor can only submit one candidate for the RFR)</b>			
<b>Anticipated start date</b>	March 2011		
<b>Duration of assignment</b>	6 Months (No renewal options)		
<b>Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")</b>	Yes		
<b>MBE goal, if applicable</b>	0%		
<b>Issue Date:</b> mm/dd/yyyy	2/17/2011	<b>Due Date:</b> mm/dd/yyyy	2/28/2011
		<b>Time (EST):</b> 00:00 am/pm	10:00 am
<b>Place of Performance:</b>	Department of Information Technology 45 Calvert St. Annapolis, Maryland 21401		
<b>Special Instructions:</b> (e.g. interview information, attachments, etc.)	This is a new temporary assignment, no prior incumbent.		
<b>Security Requirements (if applicable):</b>			
<b>Invoicing Instructions:</b>	Invoices will be submitted with every fourth time sheet for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.		
Section 2 – Agency Point of Contact (POC) Information			
<b>Agency / Division Name:</b>	Department of Information Technology Procurement Unit 45 Calvert St., Annapolis, MD 21401		

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<b>Agency POC Name:</b>	Michael E. Balderson	<b>Agency POC Phone Number:</b>	410-260-7549
<b>Agency POC Email Address:</b>	mbalders@doit.state.md.us	<b>Agency POC Fax:</b>	410-794-5615
<b>Agency POC Mailing Address:</b>	45 Calvert St. Annapolis, MD 21401		
<b>Section 3 – Scope of Work</b>			
<b>Background</b>			
Existing Blanket Purchase Orders (BPO) PBX I & PBX II will be expiring on June 30, and March 31 respectively, and will be replaced by PBX III, which will be a Master Contract BPO. Agencies will be required to create an RFP, under the BPO to purchase new PBX equipment, labor or maintenance services. All agencies with maintenance agreements will need to issue a Purchase Order Request For Proposal (PORFP) to replace the existing contract. Currently the Agencies do not have the expertise to create PORFPs for telephone equipment. This position will assist the agencies directly in creating PORFPs for their specific systems, and will also create multiple templates for future use.			
<b>Job Description/s</b>			
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>		<b>Duties / Responsibilities</b>	
1. Telecommunications Systems Analyst		<p>Determine an Agency's Telecommunication needs by analyzing the existing telecommunication hardware and maintenance contracts and create a PORFP to be used for the purchase of Telecommunication equipment and/or services.</p> <p>Create PORFP templates to be posted on the PBX III Website for future use.</p>	
<b>Minimum Qualifications</b>			
<b>Position Title/s or Service Type/s (From Section 1 Above)</b>		<b>Required Experience/Knowledge/Skill</b>	
1. Telecommunications Systems Analyst		<p>For minimum requirements, see CATS II Labor Category for Telecommunications Systems Analyst</p> <p><b>THE CANDIDATE MUST:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate all aspects of proper communication skills, both verbal and non-verbal.</li> <li>2. The candidate must articulate clear and concise responses to the interview questions.</li> <li>3. Possess good interpersonal communication skills and proper attire.</li> </ol>	

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	<p><b>PREFERRED CANDIDATES WILL MEET THE FOLLOWING CRITERIA:</b></p> <p>Must have five (5) years of experience in engineering, systems analysis, design and programming. At least two (2) years of experience in functional and data requirement analysis, systems analysis and design, programming, program design of billing, trouble ticket management, service order entry, and/or configuration management systems supporting operations of large telecommunications support organizations. Experience in writing and evaluating Request for Proposals A Bachelor's Degree from an accredited college or university with a major in Telecommunications, Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equals one year specialized and two years general experience.</p>
<p align="center"><b>Section 4 - Required Submissions</b></p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>- Master Contractors may propose only one candidate for each position requested.</li> <li>- Master Contractors electing <u>not</u> to propose in response to the RFR must submit a "Master Contractor Feedback Form" via the "Master Contractor Login" on the CATS II web site.</li> <li>- Master Contractors proposing in response to the RFR <u>must</u> submit the documents below <u>as separate files</u> contained in <u>two separate emails</u> as follows:</li> </ul> <p><b><u>Email 1 with "Resume's", company name, and RFR number in the subject line</u></b></p> <ul style="list-style-type: none"> <li>o Resume for each labor category described in the RFR (Attachment 1)</li> </ul> <p><b><u>Email 2 with "Attachments", company name, and RFR number in the subject line</u></b></p> <ul style="list-style-type: none"> <li>o Price Proposal (Attachment 2 or 2A)</li> <li>o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)</li> <li>o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)</li> <li>o Living Wage Affidavit (Attachment I in the CATS II RFP)</li> <li>o <b>Any documents listed below as required by the hiring agency</b></li> </ul>	
<p align="center"><b>Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)</b></p>	
<p>1. Work Experience</p>	
<p>2. Training and Education</p>	
<p>3. Ability to answer interview questions</p>	
<p>5. Price</p>	

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**ATTACHMENT 1 – RFR RESUME FORM**

RFR # F50B1400007

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

Candidate Name:	Position Title or Service Type (from Section 1 of the RFR):
Master Contractor:	

**A. Education / Training**

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

**B. Relevant Work Experience**

Describe work experience relevant to the Duties / Responsibilities and Required Experience / Knowledge / Skill described in Section 3 of the RFR. Start with the most recent experience first; do not include non-relevant experience.

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

<add lines as needed>

**C. Employment History**

List employment history, starting with the most recent employment first

Start and End Dates	Job Title or Position	Organization Name	Reason for Leaving
<add lines as needed>			

**D. References**

List persons the State may contact as employment references

Reference Name	Job Title or Position	Organization Name	Telephone / Email
<add lines as needed>			

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**ATTACHMENT 2**

**RFR PRICE PROPOSAL - Telecommunications Systems Analyst**

**RFR # F50B1400007**

(This form is to be filled out by Master Contractors)

<b>RFR Year A Pricing</b>		<b>Master Contract Year 2 (June 1, 2010 to May 31, 2011)</b>	
<b>Hourly Labor Rate</b>	<b>Hours</b>	<b>Year A Price (Labor Rate x Hours)</b>	
\$	528	\$	
<b>RFR Year B Pricing</b>		<b>Master Contract Year 3 (June 1, 2011 to May 31, 2012)</b>	
<b>Hourly Labor Rate</b>	<b>Hours</b>	<b>Year B Price (Labor Rate x Hours)</b>	
\$	528	\$	
<b>Total RFR Price (Sum of Years A+B Prices):</b>			\$

\_\_\_\_\_  
Authorized Individual Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Tax ID #

This price proposal must accompany the Project Manager resume provided. The "Hourly Labor Rate" is the actual fully-loaded rate that the State will pay for services recorded in dollars and cents. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.