

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

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	F50B1400012		
Functional Area (Enter One Only)	Functional Area 17 - Documentation/Technical Writing		
Labor Category			
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.			
<p>1. Offeror's may propose from any available labor category where the proposed personnel meets the minimum requirements of the task.</p> <p align="center">(Each Master Contractor can only submit one candidate for the RFR)</p>			
Anticipated start date	April 2011		
Duration of assignment	Up to 6 Months (No renewal options)		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable			%
Issue Date: mm/dd/yyyy	3/29/2011	Due Date: mm/dd/yyyy	4/5/2011
		Time (EST): 00:00 am/pm	10:00 am
Place of Performance:	Department of Information Technology 45 Calvert St. Annapolis, Maryland 21401		
Special Instructions: (e.g. interview information, attachments, etc.)	This is a new temporary assignment, no prior incumbent. All communication must be directed to the agency Point of Contact (POC), unless authorized by POC.		
Security Requirements (if applicable):			
Invoicing Instructions:	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			

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Agency / Division Name:	Department of Information Technology Procurement Unit 45 Calvert St., Annapolis, MD 21401		
Agency POC Name:	Michael E. Balderson	Agency POC Phone Number:	410-260-7549
Agency POC Email Address:	mbalders@doit.state.md.us	Agency POC Fax:	410-794-5615
Agency POC Mailing Address:	45 Calvert St. Annapolis, MD 21401		

Section 3 – Scope of Work

Background

This position will assist State agencies directly by gathering the required specifications needed for the agencies to create maintenance agreements for their existing telephone systems. This will be accomplished by issuing Purchase Order Request For Proposals (PORFPs) against the new PBX III contract for agency specific systems. The position may also evaluate Master Contractor proposals as required.

Existing service contracts written using the PBX I & PBX II master contracts will be expiring along with the master contracts on June 30, and May 31 respectively. These master contracts have been replaced by PBX III. Agencies are required to create a PORFP using the PBX III contract to purchase new labor or maintenance services. All agencies with maintenance agreements will need to issue a PORFP to replace the existing contract. Currently the Agencies do not have the expertise to create PORFPs for telephone equipment

In addition to assisting agencies directly, this position will be required to create multiple PORFP sample templates for future use.

Job Description/s

Position Title/s or Service Type/s (From Section 1 Above)	Duties / Responsibilities
1. Open	<p>Assist agencies in preparation of PORFPs. Determine the specifications required as needed to create a PORFP for telecommunication hardware and maintenance contracts. Draft PORFPs, and review agency created PORFP prior to submission and evaluate Master Contractor proposals as needed.</p> <p>Create PORFP templates to be posted on the PBX III Website for future use.</p>

Minimum Qualifications

Position Title/s or Service Type/s (From Section 1 Above)	Required Experience/Knowledge/Skill
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<p>1. Open</p>	<p>THE CANDIDATE MUST:</p> <ol style="list-style-type: none"> 1. Demonstrate understanding of telecommunications terminology. 2. Be proficient in Microsoft Office Word and Excel applications. 3. Demonstrate proper communication skills, both verbal and non-verbal. 4. The candidate must articulate clear and concise responses to the interview questions. 5. Have five years experience in Telecommunications sales or operations. 6. Have a Bachelor's Degree from an accredited college or university. A major in Telecommunications, Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is preferred. <p>PREFERRED CANDIDATES WILL MEET THE FOLLOWING CRITERIA:</p> <ol style="list-style-type: none"> 7. Must have five years of experience establishing functional requirements for telecommunications systems. 8. Must have three years experience in creation of RFPs or similar procurement documents, or as a technical writer in the telecommunications field 9. Must be able to demonstrate knowledge of complex telephony systems including traditional PBX, VoIP PBX, ACD, and Voice Mail systems.
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Section 4 – Required Submissions

NOTE:

- Master Contractors may propose only one candidate for each position requested.
- Master Contractors electing not to propose in response to the RFR must submit a "Master Contractor Feedback Form" via the "Master Contractor Login" on the CATS II web site.
- Master Contractors proposing in response to the RFR must submit the documents below as separate files contained in two separate emails as follows:

Email 1 with "Resume's", company name, and RFR number in the subject line

- o Resume for each labor category described in the RFR (Attachment 1)

Email 2 with "Attachments", company name, and RFR number in the subject line

- o Price Proposal (Attachment 2 or 2A)
- o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP)
- o Conflict of Interest Affidavit (Attachment G in the CATS II RFP)
- o Living Wage Affidavit (Attachment I in the CATS II RFP)
- o **Any documents listed below as required by the hiring agency**

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Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)
1. Work Experience
2. Technical Knowledge and Understanding
3. Ability to answer interview questions
4. Price
5. Training and Education

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ATTACHMENT 1 – RFR RESUME FORM

RFR # F50B1400012

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): Offeror's may propose from any available labor category where the proposed personnel meets the minimum requirements of the task.
Master Contractor:	

A. Education / Training

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

B. Relevant Work Experience

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

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

<add lines as needed>

C. Employment History

List employment history, starting with the most recent employment first

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

D. References

List persons the State may contact as employment references

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

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**ATTACHMENT 2
RFR PRICE PROPOSAL**

Offeror's may propose from any available labor category where the proposed personnel meets the minimum requirements of the task.

RFR # **F50B1400012**
(This form is to be filled out by Master Contractors)

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

Authorized Individual Name

Company Name

Title

Company Tax ID #

This price proposal must accompany the proposed 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.